

San Bernardino Community College District  
Regular Meeting of the Board of Trustees  
114 S. Del Rosa Drive, San Bernardino, CA 92408  
Thursday, August 9, 2012 – 4:00 p.m. – Board Room

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. ANNOUNCEMENT OF CLOSED SESSION ITEMS
  - A. CONFERENCE WITH LABOR NEGOTIATORS  
Government Code 54957.6  
Agency Negotiators: Jack Miyamoto and Bruce Baron  
CTA  
CSEA  
Management/Supervisors  
Confidential Employees
  - B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Government Code 54957  
Title: Chancellor
3. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
4. CONVENE CLOSED SESSION
5. RECONVENE PUBLIC MEETING
6. REPORT OF ACTION IN CLOSED SESSION
7. APPROVAL OF MINUTES – July 12, 2012 (p.1)
8. REPORTS
  - A. Board Members
  - B. Student Trustees
  - C. Chancellor
9. PUBLIC COMMENT (REF: Board Policy 2140 and Administrative Procedure 2120)

The San Bernardino Community College Board of Trustees welcomes public comment on issues within the jurisdiction of the District. Comments should be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there

is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Be advised that District personnel and processes are available for further communication.

No person may present orally or discuss at any Board meeting charges or complaints against individual employees at the District or the public. All such charges or complaints shall be presented to the Board through the Chancellor in writing and shall be signed and verified by the person making the charge or complaint. Remarks by any person addressing the Board, which reflects adversely upon the character or motives of any person, are out of order.

Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the Board meeting as possible.

#### 10. INSTITUTIONAL PRESENTATIONS

- A. SBVC Scholarship Processing  
Dr. Larry Buckley, Interim President
  
- B. Compliance Hotline  
Tanya Rogers, Internal Auditor
  
- C. Government Finance Officers Association Distinguished Budget Presentation Award  
Julio Morales, Finance Director, City of El Monte

#### 11. CONSENT AGENDA

The Consent Agenda is expected to be routine and non-controversial. It will be acted upon by the Board at one time without discussion. Any member of the Board, staff member or citizen may request that an item be removed from this section for discussion.

- A. INSTRUCTIONAL/STUDENTSERVICES
  
- B. HUMAN RESOURCES
  - 1. Consideration of Approval of New Classified Job Description (p.11)
  - 2. Consideration of Revised Classified Job Description (p.15)
  - 3. Consideration of Short-Term, Substitute and Professional Expert Employees (p.22)
  - 4. Consideration of Approval of Adjunct and Substitute Academic Employees (p.29)

5. Consideration of Approval of Non-Instructional Pay for Academic Employees (p.31)
6. Consideration of Approval of Academic Employees (p.34)
7. Consideration of Approval of Temporary Academic Employees (p.36)
8. Consideration of Approval of Salary Advancements for Academic Employees (p.37)
9. Consideration of Approval of Head and Assistant Coaches (p.39)
10. Consideration of Approval of Management Employees (p.41)
11. Consideration of Approval of Interim Management Employee (p.42)
12. Consideration of Approval of Salary Step Advancement for Management Employees (p.43)
13. Consideration of Approval of District Volunteers (p.44)

C. FISCAL SERVICES

1. Consideration of Approval of Routine Contracts and Agreements (p.50)
2. Consideration of Approval of Professional Services Contracts and Agreements (p.69)
3. Consideration of Approval of Budget Adjustments (p.73)
4. Consideration of Approval of Conference Attendance (p.79)
5. Consideration of Approval of District/College Expenses (p.89)
6. Consideration of Approval of Facility Use Fee Waivers - SBVC (p.94)
7. Consideration of Approval Surplus Property and Authorize Disposal or Private Sale (p.95)
8. Consideration of Approval to Accept Donation – SBVC (p.97)

12. ACTION AGENDA

A. INSTRUCTIONAL/STUDENT SERVICES

B. HUMAN RESOURCES

1. Consideration of Approval of District-wide Reorganization Plan (p.98)

C. FISCAL SERVICES

1. Consideration of Approval of Bond Measure M Construction Change Orders and Contract Amendments (p.149)
2. Consideration of Approval of Contract with Knowland Construction Services (p.167)
3. Consideration of Approval of Amendment 001 to the LPA, Inc. Contract (p.180)
4. Consideration of Approval of Amendment 002 to the LPA, Inc. Contract (p.184)
5. Consideration of Approval of Amendment 002 to the AEI CASC Contract (p.188)

6. Consideration of Approval of Amendment 004 to the CHJ Contract (p.192)
7. Consideration of Approval of Amendment 006 to the P2S Contract (p.196)
8. Consideration of Approval to Adopt Resolution that the Community Recreation Facility LEED Solar Heating Panels Not be Subject to Division of State Architect Review and Approval (p.201)
9. Consideration of Approval to Adopt Resolution Authorizing a Separate Bank Account for KVCR Educational Foundation (p.207)

### 13. INFORMATION ITEMS

- A. Summary of Bond Measure M Capital Improvement Program Change Orders and Amendments for Construction Contracts (p.209)
- B. Budget Report (p.223)
- C. Purchase Order Report (p.260)
- D. General Fund Cash Flow Analysis (p.280)
- E. Quarterly Investment Report (p.282)
- F. CCFS-320 Apportionment Attendance Report for FY 2012 Period 3 (Annual) (p.284)
- G. Tentative Agreement with CSEA #291 Article 7: Pay & Allowances (p.288)
- H. Applause Cards (p.295)

### 14. STAFF REPORTS

- A. SBVC
  1. President
  2. Academic Senate
  3. Classified Senate
  4. Associated Students
- B. CHC
  1. President
  2. Academic Senate



3. Classified Senate
4. Associated Students

C. KVCR

D. CTA

E. CSEA

F. MANAGEMENT ASSOCIATION

15. ADJOURN – The next regular meeting of the Board of Trustees will be Thursday, September 6, 2012 in the District Office Board Room.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
114 South Del Rosa Drive, San Bernardino, CA 92408

Minutes of the Regular Meeting of the Board of Trustees  
Thursday, July 12, 2012 - 4:00 p.m. – Board Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Mr. Lockwood called the meeting to order at 4:00 p.m.

Members Present:

Carleton W. Lockwood, Jr., President  
Dr. Singer L. Singer, Vice President  
John M. Futch, Clerk  
Donna Ferracone  
John Longville  
James C. Ramos (left at 6:35 p.m.)  
Jess C. Vizcaino, Jr.  
Eric Owen, Student Trustee, SBVC  
Kyle Hundley, Student Trustee, CHC

Members Absent:

None.

Administrators Present:

Bruce Baron, Chancellor  
Dr. Larry Buckley, Interim President, SBVC  
Dr. Cheryl Marshall, Interim President, CHC  
Dr. Jack Miyamoto, Consultant, Human Resources

Administrators Absent:

Charlie Ng, Vice Chancellor Fiscal Services

Pledge of Allegiance

Mr. Futch led the Pledge of Allegiance.

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

CONFERENCE WITH LABOR NEGOTIATORS

Government Code 54957.6

Agency Negotiators: Jack Miyamoto and Bruce Baron

CTA

CSEA

Management/Supervisors

Confidential Employees

CONFERENCE WITH LEGAL COUNSEL

ANTICIPATED LITIGATION

Government Code 54956.9(b)

(1 case)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code 54957

Title: Chancellor

3. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

None.

4. CONVENE CLOSED SESSION

The Board convened to closed session at 4:05 p.m.

5. RECONVENE PUBLIC MEETING

Mr. Lockwood reconvened the public meeting at 5:10 p.m.

6. REPORT OF ACTION IN CLOSED SESSION

The following was read out by the Chancellor:

In reviewing records, the Board recently became aware that it had inadvertently omitted reporting action out of closed session in August 2010 and December 2010 regarding settlement agreements the Board unanimously approved for two former District employees.

In closed session on August 12, 2010, the Board voted unanimously to accept the settlement agreement and resignation for Dio Shipp.

In closed session on December 9, 2010, the Board voted unanimously to accept the settlement agreement and resignation for Renee Brunelle.

By these announcements, the Board has corrected the earlier mistaken omissions.

7. APPROVAL OF MINUTES

Ms. Ferracone moved, Mr. Futch seconded and the Board members voted as follows to approve the minutes of June 14, 2012:

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer  
Hundley (advisory), Owen (advisory)

NOES: None

ABSENT: None

ABSTENTIONS: Vizcaino

8. REPORTS

A. Board Members

- Mr. Futch participated in a workshop conducted by the African-American Trustee Association to discuss college attendance and dropout rate of African-American males. He also participated in a discussion with the League of United Latino American Citizens about scholarships.

B. Student Trustees

- Eric Owen and other students are planning their *Week of Welcome*. He is looking forward to filling the vacant AS positions.
- Kyle Hundley has been working hard to get ready for the new school year. He is working on the "cash for class" campaign and is looking forward to attending the student trustee workshop.

C. Chancellor

- Mr. Baron thanked CHC for piloting a new debit card program. The district is now working with a vendor who has been in the business for many years and, if it is successful this coming semester, the district will be bringing the debit card program to SBVC.
- The final budget will be approved in August. Mr. Baron encouraged everyone to attend that meeting. This will be one of the most critical budget years that this district has ever faced. Everything will be very tenuous because the Governor's package will need to be passed by the voters. Otherwise, we will suffer a loss of another \$8 million and 800 classes and other remedies. Education is obviously not the highest priority in Sacramento, and we have to continue to adjust so that we can continue to serve our community. The Applied Technology Training Center is doing its part to service the community and its students.

9. PUBLIC COMMENT

Joan Harter-Speer, retired faculty at SBVC, and current faculty member, James Robinson, appealed to the Board to support the Student Assistance Program (SAP). A couple of students provided personal testimony relating to their experiences with the program.

Several SBVC students urged the Board to continue hiring student workers.

Mr. Ramos left at 5:35 p.m.

Student Joyce Green urged the Board to be vigilant about the changes at SBVC and expressed her concern over the placement of the Student Assistance Program and the release of student workers from jobs. Several other students also addressed the Board on these issues.

Community member John Wurm said he appreciated the attention given to the comparison of salaries for instructors and commended the Board and the staff for the work done on the proposed reorganization. He urged the Board to eliminate any “fun” classes and stressed the district should be budgeting for less than we intend to receive.

10. INSTITUTIONAL PRESENTATIONS

Paul Mitchell from Redistricting Partners presented an analysis and provided some options to the district.

Mr. Lockwood opened the public hearing to consider the redistricting proposal. Hearing no comments, he closed the public hearing.

There were no comments. Mr. Lockwood subsequently closed the public hearing.

11. CONSENT AGENDA

The following changes were made to the Consent Agenda:

Item 11.C.3. Consideration of Approval of Conference Attendance – The dates for Donald L. Singer and John M. Futch were changed to October 8-13, 2012.

Dr. Singer moved, Ms. Ferracone seconded, and the Board members voted as follows to approve the Consent Agenda:

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino  
Hundley (advisory), Owen (advisory)

NOES: None

ABSENT: Ramos

ABSTENTIONS: None

12. ACTION AGENDA

**Accept Classified Retirement**

Ms. Ferracone stated that Ms. Breazile will be missed.

Ms. Ferracone moved, Mr. Futch seconded, and the Board members voted as follows to accept the retirement of Sue Breazile, Secretary II, Fire Technology, CHC, effective end of day July 2, 2012:

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino  
Hundley (advisory), Owen (advisory)

NOES: None

ABSENT: Ramos

ABSTENTIONS: None

**Accept District Wide Reorganization Plan for First Reading**

Trustee Ferracone asked to accept the reorganization first and then approve the interim management positions.

**The Board members present accepted the District Wide Reorganization Plan for First Reading.**

The plan will be resubmitted to the Board in August for approval.

**Approve Interim Management Appointments**

Mr. Baron said the interim appointments are important to the colleges so they can gear up for the fall semester. Both of the colleges are conscious of the fact that we are facing a deficit next year, and it is important that the district save wherever possible. If the duties from vacant positions can be assigned to other positions, the duties can be absorbed, the work still gets done and the savings will help going in to the next fiscal year.

Ms. Ferracone moved, Mr. Futch seconded, and the Board members voted as follows to approve the interim management appointments, effective July 13, 2012 through December 31, 2012, contingent on the approval of the reorganization plan in August:

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino  
Hundley (advisory), Owen (advisory)

NOES: None

ABSENT: Ramos

ABSTENTIONS: None

**Approve Bond Measure M Construction Change Orders and Contract Amendments**

Mr. Futch moved, Ms. Ferracone seconded, and the Board members voted as follows to approve the following Bond Measure M Construction Change Orders and Contract Amendments:

**Parking Lot/ADA/Lighting Improvement (PAL) - CHC**

RDM Electric, CO-04, in the amount of \$19,510.00

**Business Building – SBVC**

Janus Construction, CO-02, in the amount of \$0

**Central Plant**

Plumbing Piping, CO-01, in the amount of \$25,162.00

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino  
Hundley (advisory), Owen (advisory)

NOES: None

ABSENT: Ramos

ABSTENTIONS: None

**Approve Contract with Snipes-Dye - CHC**

Dr. Singer moved, Mr. Futch seconded, and the Board members voted as follows to approve a contract with Snipes-Dye Associates for consultant services on the Science Building, Occupational Educational 2 Building, Crafton Center, and Physical Education Complex, CHC, in the amount of \$43,000.00:

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino  
Hundley (advisory), Owen (advisory)

NOES: None

ABSENT: Ramos

ABSTENTIONS: None

**Approve Contract with PMSM Architects – CHC**

Mr. Futch moved, Ms. Ferracone seconded, and the Board members voted as follows to approve a contract with PMSM Architects for architectural services on the Student Services, Performing Arts Center and College Center renovation projects, CHC, in the amount of \$693,661.00:

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino  
Hundley (advisory), Owen (advisory)

NOES: None

ABSENT: Ramos

ABSTENTIONS: None

Mr. Futch asked if it were possible to include the contractor's location in the recommendation.

**Approve Contract with LPA, Inc. - SBVC**

Ms. Ferracone moved, Mr. Longville seconded, and the Board members voted as follows to approve a contract with LPA, Inc. to provide space utilization and code analysis review of the Vocational Technical building, SBVC, in the amount of \$30,000.00:

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino  
Hundley (advisory), Owen (advisory)

NOES: None

ABSENT: Ramos

ABSTENTIONS: None

**Approve Amendment 001 to the Steinberg Architects Contract – CHC**

Ms. Ferracone moved, Mr. Vizcaino seconded, and the Board members voted as follows to approve Amendment 001 to the Steinberg Architects contract, CHC, in the amount of \$70,720.00:

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino  
Hundley (advisory), Owen (advisory)

NOES: None

ABSENT: Ramos

ABSTENTIONS: None

**Approve Amendment 003 to the NTD Architecture Contract - SBVC**

Dr. Singer moved, Mr. Vizcaino seconded, and the Board members voted as follows to approve Amendment 003 to the NTD Architecture contract, in the amount of \$27,500.00:

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino  
Hundley (advisory), Owen (advisory)

NOES: None

ABSENT: Ramos

ABSTENTIONS: None



**Approve Reduction in Retention**

Mr. Futch moved, Mr. Longville seconded, and the Board members voted as follows to approve the reduction in retention for Riverside Construction, Inc. for the CRF LEED Solar Heating Panels, CHC, 95% completion, retention amount 5%:

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino  
Hundley (advisory), Owen (advisory)

NOES: None

ABSENT: Ramos

ABSTENTIONS: None

**Approve District's Multi-Jurisdictional Hazard Mitigation Plan**

Ms. Ferracone moved, Mr. Longville seconded, and the Board members voted as follows to approve the District's Multi-Jurisdictional Hazard Mitigation Plan:

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino  
Hundley (advisory), Owen (advisory)

NOES: None

ABSENT: Ramos

ABSTENTIONS: None

**Approve 2014-2018 Five-Year Construction Plan**

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to approve the 2014-2018 Five-Year Construction Plan:

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino  
Hundley (advisory), Owen (advisory)

NOES: None

ABSENT: Ramos

ABSTENTIONS: None

13. INFORMATION ITEMS

- A. Summary of Bond Measure M Capital Improvement Program Change Orders and Amendments for Construction Contracts
- B. Budget Report
- C. Purchase Order Report
- D. General Fund Cash Flow Analysis
- E. Applause Cards

14. STAFF REPORTS

- A. CHC President
- A written report was submitted to the Board.
- B. CHC Academic Senate
- Absent.
- C. CHC Classified Senate
- Absent.
- D. CHC ASB
- Chris Robles, Vice President of External Affairs, reported on student events. He said the students will be planning for the fall retreat.
- E. SBVC President
- A written report was submitted to the Board.
  - Dr. Buckley addressed the issues the students raised about lost jobs. He said it was discovered they were out of compliance and changes in procedures and guidelines were done to ensure that student workers did not have access to students' records. The campus is in the process of looking for other jobs for the displaced student workers. Regarding the issue of the Student Assistance Program, Dr. Buckley said the goal is to put the program in the Campus Center dining area to promote a sense of community.
  - Dr. Singer expressed his appreciation to Dr. Buckley's for clarifying these issues.
- F. SBVC Academic Senate
- Absent.
- G. SBVC Classified Senate
- Cassandra Thomas introduced the new officers. The Senate received a "model senate" award at a recent conference. Accreditation information was also distributed at the conference.
- H. SBVC ASB
- Robert Shields introduced his new officers.
- I. KVCR
- A written report was submitted to the Board.
- J. CTA
- Absent.
- K. CSEA
- Absent.

- L. Management
- Absent.

15. ADJOURN

Mr. Lockwood adjourned the meeting at 6:55 p.m.

---

John M. Futch, Clerk  
San Bernardino Community College District  
Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant

DATE: August 9, 2012

SUBJECT: Consideration of Approval of New Classified Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the new classified job description for Data Analyst, District.

OVERVIEW

The Data Analyst performs a variety of complex technical work related to the interpretation, maintenance and reporting of data, and coordinates, maintains and facilitates the District-wide processes and reporting of data to State and federal agencies and other approved external agencies.

ANALYSIS

The new job description was developed to meet the needs of the District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### DATA ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

#### **SUMMARY DESCRIPTION**

Under administrative direction, the Data Analyst performs a variety of complex technical work related to the interpretation, maintenance and reporting of data; coordinates, maintains and facilitates the District-wide processes and reporting of data to State and federal agencies and other approved external agencies.

This position audits, prepares, and verifies the quality of the data for a variety of program activities, and reporting requirements, such as Management Information Systems (MIS), Clearinghouse, and Integrated Postsecondary Education System (IPEDS), and other approved external databases. This position also interfaces with users and administrators to assess, train, and assist with the implementation, conversion, and customization of administrative software solutions.

Incumbents are assigned to perform a wide range of general technical, and program support duties independently for assigned program area requiring a broad knowledge of the assigned program or functional area.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Develops training solutions and trains Administrative Systems users on procedures and innovations related to Administrative Systems and data management functions and provides technical training and support to the District departments, staff and administrators with regard to data reporting.
2. Writes and/or revises user training manuals and procedures.
3. Assists District management in compliances with federal and state data requirements provided in a variety of laws and regulations. Reviews state changes and updates the college's procedures to ensure continued compliance; creates files and maintains records as appropriate.
4. Assists users and Computing Services technical staff in diagnosing and resolving problems.
5. Develops and maintains relations and communication between users of the Administrative System and District Computing Services (DCS).
6. Assists District department managers to stay current with operational best practices, federal and state data requirements provided in a variety of laws and regulations, that relate to functional use of Administrative Systems.
7. Coordinates on-going large systems functions that interface with external organizations' or that involve multiple colleges, departments or other disparate groupings.
8. Reports status on in-process work and/or projects. Attends meetings as appropriate to keep informed of issues and decisions being made in assigned areas.
9. Evaluates, tests, and documents new or modified functionality of the Administrative Systems when patches or upgrades are being applied to the software; maintains operations and user documentation as system modifications are implemented.

10. Assists users in the decision making process regarding codes, parameters, data conversion specifications, standards and regular reporting needs; assists with critical user production and project scheduling; makes recommendations for new reports, screen designs, implementation strategies, and priorities.
11. Assist college management and users in the development of forms and work procedures related to Administrative Systems processes and data collection.
12. Investigates and resolves problems and errors related to Administrative Systems processes and data collection. Maintains and documents help desk tickets related to those issues handled.
13. Develops calendar of events and other schedules related to assigned District activities and services; reviews, updates, and informs others of essential timelines; coordinates assigned District activities; assures the timely completion of work in accordance with established policies and procedures.
14. Applies applicable policies and procedures to verify and review various files and reports for completeness and compliances with established regulations and procedures.
15. Compiles information from various sources and prepares appropriate reports; reviews data and prepares special and periodic reports related to an assigned project and/or program area including state and federally mandated reports; verifies accuracy, completeness, and compliance to rules, procedures, regulations, policies, and other mandates.
16. Utilizes various computer applications and software packages; maintains and generates reports from a database or network system.
17. Coordinates, develops and maintains communication and activities with other District departments and personnel, educational institutions, governmental and private agencies
18. Attends professional group meetings and workshops; stays abreast of new trends and maintain a working knowledge of information related to area of assignment.
19. Performs other related duties as assigned.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Principles, practices, procedures, and techniques involved in the collection, interpretation and reporting of data.

Computer systems common in higher education administration

Data mart concepts, structures, and technologies.

State reporting and State Management Information System.

Considerable knowledge of Title 5 and other guidelines related to mandated reporting.

Current office computer technology, procedures and practices.

All aspects of computer operations with a special emphasis on general business applications.

Program testing and implementation.

Principles of training/supporting technology users.

### **Ability to:**

Provide training and support to technology users on new and existing systems and software.  
Work independently in performance of duties.  
Prepare clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form.  
Analyze information, solve problems, and develop and implement solutions.  
Understand and interpret federal and state laws, regulations, and guidelines.  
Use correct English grammar, punctuation, and spelling.  
Establish priorities, schedule and coordinate work flow.  
Follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing with technical and non-technical employees.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

An Associate's degree from an accredited college or university with major course work in computer science, business systems, or a related field.

**Experience:**

Four years of experience in educational administrative support, data management and reporting.

**Preferred:**

1. California Community College experience in administrative student systems, data management and reporting.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant

DATE: August 9, 2012

SUBJECT: Consideration of Approval of Revised Classified Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to the User Liaison and Instructional Technology Specialist job descriptions.

OVERVIEW

The job descriptions for User Liaison and Instructional Technology Specialist are being revised to reflect a change in duties and position qualifications.

ANALYSIS

After a review of the job descriptions it was determined that an update of position qualifications and education/experience guidelines would more accurately reflect the guidelines for these positions.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### USER LIAISON

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

#### **SUMMARY DESCRIPTION**

Under administrative direction, serves as a liaison between non-technical users of the Administrative Systems and District Computing Services (DCS) technical staff to maximize utilization of the Administrative Systems and maintain user satisfaction; works with users to assess, train, and assist with the implementation, conversion, and customization of administrative software solutions; administrative systems; interfaces with administrators and the user community. This position performs a variety of professional level customer support activities to support the relevant Administrative Systems with the area to which assigned.

Incumbents provide a full range of routine wide range of technical and program support to an assigned area. Incumbents are assigned duties requiring the incumbent to learn and apply specific knowledge related to assigned program or functional areas.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Develops and maintains relations and communication between users of the Administrative System and District Computing Services (DCS).
2. Develops training solutions and ~~T~~trains Administrative Systems users on procedures and innovations related to Administrative Systems and data management functions.
3. Writes and/or revises user training manuals and procedures.
4. .
5. Coordinates and maintains District wide processing and configurations within the Student Information System; and executes defined systems processes. Coordinates on-going large systems functionsthat involve multiple colleges, departments or other disparate groupings. ~~Reviews state changes and updates the college's procedures to ensure continued compliance; creates files and maintains records as appropriate.~~ Test software to ensure regulatory requirements are enforced by District computer processes.
6. Assists users and Computing Services technical staff in diagnosing and resolving problems; assists users and technical staff with ~~MIS state~~ ad-hoc reporting.
5. Reports status on in-process work and/or projects. Attends meetings as appropriate to keep informed of issues and decisions being made in assigned areas.
6. Evaluates, tests, and documents new or modified functionality of the Administrative Systems ~~after~~ when patches or upgrades have been ~~are being~~ applied to the software; maintains operations and user documentation as system modifications are implemented.
7. Assists users in the decision making process regarding codes, parameters, data conversion specifications, standards and regular reporting needs; ~~reports status on in process projects and~~ assists with critical user production and project scheduling; makes recommendations for new reports, screen designs, implementation strategies, and priorities.

8. Assist college management and users in the development of forms and work procedures related to ~~management~~ Administrative Systems processes and data collection.
9. Investigates and resolves problems and errors related to ~~management~~ Administrative Systems process and data collection. Maintains and documents help desk tickets related to those issues handled.
10. Develops calendar of events and other schedules related to assigned district activities and services; reviews, updates and informs others of essential timelines; coordinates assigned district activities; assures the timely completion of work in accordance with established policies, procedures and standards.
11. Create ad-hoc reports from Administrative Systems and review for accuracy and completeness; utilize various software applications to generate reports.
12. Attend professional group meetings and workshops; stay abreast of new trends and maintain a working knowledge of information related to area of assignment.
13. Creates files and maintains records as appropriate.
14. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Computer systems common in higher education administration.  
~~State and federal reporting requirements and such as State Management Information System.,~~  
~~Considerable knowledge of Title 5 and other guidelines related to mandated reporting.~~  
 Current office computer technology, procedures and practices.  
 All aspects of computer operations with a special emphasis on general business applications.  
 Program testing and implementation practices and procedures.  
 Principles of training/supporting technology users.

### **Ability to:**

Provide training and support to technology users on new and existing systems and software.  
 Work independently in performance of duties.  
 Analyze information, solve problems, and develop and implement solutions.  
 Understand federal and state laws, regulations, and guidelines.  
 Use correct English grammar, punctuation, and spelling.  
 Establish priorities and schedule and coordinate work flow.  
 Follow oral and written instructions.  
 Communicate clearly and concisely, both orally and in writing with technical and non-technical employees.  
 Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - ~~Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.~~ A typical way to obtain the knowledge and abilities would be:

### **Education/Training:**

Equivalent to an Associate's degree from an accredited college or university with major course work in computer science, business systems, or a related field.

**Experience:**

Two years of experience in-educational administrative-Enterprise Resources Planning (ERP) technical support .

**Preferred:**

1. Community college experience in administrative student systems.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: May 11, 1995

Johnson & Associates Revised: January 2007

Revised: ~~December 2011~~

Revised: August 14, 2012

Range: ~~42-43-44~~

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### INSTRUCTIONAL TECHNOLOGY SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

#### **SUMMARY DESCRIPTION**

Under general supervision, the Instructional Technology Specialist ~~is of member of the Technology and Educational Support Services Team and~~ will provide professional services to faculty, staff and students ~~supporting the teaching and learning missions of the District and its colleges.~~ Working independently, as well as in a team, the Instructional Technology Specialist will collaborate on online course development projects in areas such as web development, media development, and instructional design. The Instructional Technology Specialist may conduct one-on-one consultations with faculty, staff and students and works with college professional development groups to develop ~~faculty~~ training programs to promote effective practices in teaching and learning technologies.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification*

1. Develops training modules in various modalities for faculty, staff, and students on various software applications, web applications, learning management systems and computer operating systems.
2. Conducts needs assessments to determine needs for training and preferred learning modalities of faculty, staff and students and regularly redesigns training programs to meet needs and objectives.
3. Conducts evaluations of workshops, classes and training modules to assess effectiveness of delivery and content of instructional materials. Maintains records and prepare related reports.
4. Delivers instruction to small and large groups of faculty, staff, and students on the use of course management systems and other instructional tools.
5. Provides information on available learning resources; encourages participation in both group and individual learning programs. Organizes, prepares, distributes, and otherwise publicizes schedules of available training.
6. Performs computer system administrative services for server-based instructional technologies in support of district operations (such as Learning Management Systems). Provide assistance to faculty, staff and students in the use of computer-assisted ~~and~~ managed instructional technology.
7. In coordination with Technical Education Support Services (TESS) technical staff, assists with troubleshooting and resolving hardware and software problems as necessary. Recommends and designs software configurations appropriate for specific learning environments.
8. ~~Stays abreast of~~ Maintain currency with advances in technology and ~~keeps current on relevant technology changes;~~ maintains a knowledge base of new and emerging technologies and regulations that affect distance education; ~~;~~

9. Researches, evaluates, and recommends for purchase various commercially produced computer-based training modules and web applications for use in training. Proactively plans use of information technology as an instructional tool District-wide.
10. Serves as college liaison for state-wide professional development and training initiatives (such as @One Project, CVC – California Virtual Campus, EduStream, etc).
11. Performs related duties as assigned.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Course Delivery Modalities

Multiple computer operating systems, such as Windows and Mac OS.

Various productivity, multimedia, lecture capture, and e-learning authoring software, including MS Office and Adobe Suite

Software installation and maintenance techniques and procedures.

Develop Pedagogic and technical strategies to deliver training to faculty, staff, and students.

~~Various preferred styles of learning.~~

Interpersonal skills using tact, patience, and courtesy.

English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

### **Ability to:**

~~Use correct English usage, grammar, spelling, punctuation, and vocabulary.~~

Understand and follow oral and written directions.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

~~Communicate clearly and concisely, both orally and in writing.~~

Establish and maintain effective working relationships with those contacted in the course of work. Troubleshoot and resolve hardware and software problems.

Design, develop, and use multimedia resources.

Analyze situations accurately and adopt an effective course of action

Establish and maintain effective working relationships with those contacted in the course of work.

## **MINIMUM REQUIREMENTS**

### **Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in education, instructional technology or a related field.

### **Experience:**

Two years of experience providing technology related training in small and/or large group settings, ~~to adults.~~

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to*

*successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting, with some travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: ~~March 15, 2012~~

Revised: August 9, 2012

Range: 46 54

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant

DATE: August 9, 2012

SUBJECT: Consideration of Approval of Short-Term, Substitute & Professional  
Expert Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of short-term, substitute & professional expert employees.

OVERVIEW

The attached list of short-term, substitute and professional expert employees is submitted for approval.

ANALYSIS

Current law requires the Board of Trustees to act on recommendations to appoint short-term, substitute, and professional expert employees before they can begin their work assignment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Short-Term Hourly Employees**  
**August 9, 2012**

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Atkinson, Eric C	STAR Program	SBVC	Tutor III	8/13/12	12/21/12	\$13.00
Carranza, Richard	STAR Program	SBVC	Tutor III	8/13/12	12/21/12	\$13.00
Espy, Nicholas	Health and Physical Education	CHC	Lifeguard	8/13/12	12/31/12	\$10.00
Fellenz, Joshua	Health and Physical Education	CHC	Lifeguard	8/13/12	12/31/12	\$10.00
Loggia, Julie A	Child Development	CHC	Tutor II	8/13/12	6/30/13	\$11.00
Miles, Taylor	Health & Physical Education	CHC	Lifeguard	8/13/12	12/31/12	\$10.00
Saddozai, Imron A	STEM Pathways Grant	CHC	Tutor II	8/10/12	12/24/12	\$11.00
Palazuelos, Ruben A	TESS/ATPC	DIST	Project Assistant II	8/10/12	6/30/12	\$11.00
Phan, Phuong-Phuong	DSPS	SBVC	Tutor II	8/13/12	12/14/12	\$11.00

**Ratification is request By CHC Tutoring Center to ratify employment for the employees listed below who worked prior to being approved by the Board of Trustees.**

Alvidrez, Angelina	Tutoring Center	CHC	Tutor II	7/16/12	7/31/12	\$11.00
Bickel II, Daniel	Tutoring Center	CHC	Tutor II	7/16/12	7/31/12	\$11.00
Caldwell, Ashley A	Tutoring Center	CHC	Tutor II	7/16/12	7/31/12	\$11.00
Cuellar, Domingo	Tutoring Center	CHC	Tutor II	7/16/12	7/31/12	\$11.00
Diggs, Stephen J	Tutoring Center	CHC	Tutor II	7/16/12	7/31/12	\$11.00
Geangu, Alina	Tutoring Center	CHC	Tutor II	7/16/12	7/31/12	\$11.00
Grisham, Breanna	Tutoring Center	CHC	Tutor II	7/16/12	7/31/12	\$11.00
Lichtenstein, Phyllis S	Tutoring Center	CHC	Tutor III	7/16/12	7/31/12	\$13.00
Ludwig, Kameron L	Tutoring Center	CHC	Tutor II	7/16/12	7/31/12	\$11.00
Markley, Hannah	Tutoring Center	CHC	Tutor II	7/16/12	7/31/12	\$11.00
Miller, Brittany	Tutoring Center	CHC	Tutor II	7/16/12	7/31/12	\$11.00
Rhodes, Robert T	Tutoring Center	CHC	Tutor II	7/16/12	7/31/12	\$11.00
Suderman, Frances	Tutoring Center	CHC	Tutor III	7/16/12	7/31/12	\$13.00
Tasaka, Bethany M	Tutoring Center	CHC	Tutor III	7/16/12	7/31/12	\$13.00



Truitt, Joseph J	Tutoring Center	CHC	Tutor II	7/16/12	7/31/12	\$11.00
Walker, Laura	Tutoring Center	CHC	Tutor III	7/16/12	7/31/12	\$13.00
Zaragoza, Rayna M	Tutoring Center	CHC	Tutor II	7/16/12	7/31/12	\$11.00

**Ratification is request By CHC Financial Aid to ratify employment for the employees listed below who worked prior to being approved by the Board of Trustees.**

Ashley, Fletcher L	Financial Aid	CHC	Project Assistant I	7/18//12	8/10/12	\$9.00
Flores, Stephanie S	Financial Aid	CHC	Project Assistant I	7/18//12	8/10/12	\$9.00
Jackson, Athaddeus	Financial Aid	CHC	Project Assistant I	7/18//12	8/10/12	\$9.00

**Amend Board of June 14, 2012 to read as follows; End Date was submitted incorrectly**

Eyler, John L	Student Success Center	SBVC	Tutor II		12/23/12	
---------------	------------------------	------	----------	--	----------	--

**Amend Board of June 14, 2012 to read as follows; Last Name was submitted incorrectly**

Silva, Robert	Student Success Center	SBVC	Tutor II			
---------------	------------------------	------	----------	--	--	--

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Substitute Employees**  
**August 9, 2012**

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Aguilar, Patricia	Admin Services	CHC	Clerical Assistant II	5/31/12	6/30/12	\$13.97
Caudillo, Joe	Library	SBVC	Library Media Clerk	8/13/12	6/30/12	\$14.31
Espinoza, Clara	Payroll	DIST	Senior Payroll Accountant	7/2/12	9/2/12	\$18.78
Fonzi, Nick	Police	DIST	Dispatch Clerk	5/28/12	6/30/12	\$15.81
Fonzi, Nick	Police	DIST	Dispatch Clerk	7/1/12	9/1/12	\$15.81
Galvez, Daniel M	Custodial	SBVC	Custodian	9/3/12	11/3/12	14.68/Day 15.05/Swing
Glazatov, Trelisa	Distributed Education	DIST	Distributed Ed System Administrator	7/1/12	8/9/12	\$28.52
Glazatov, Trelisa	Distributed Education	DIST	Instructional Support Specialist	8/10/12	10/10/12	\$28.59
Griffin, Shane	Food Service	SBVC	Food Service Worker	7/17/12	8/17/12	\$11.75
Heard, David R	Police	DIST	College Security Officer	7/1/12	9/1/12	\$15.43
Herrera, Claudia	Library	SBVC	Library Media Clerk	8/1/12	10/1/12	\$14.31
Hoang, Thu	Food Service	SBVC	Food Service Worker	9/1/12	11/1/12	\$11.75
McCartney, Karen A	Biology	CHC	Lab Technician	8/10/12	10/8/12	\$19.25
Medina, Miguel	Police	DIST	College Police Officer	7/1/12	9/1/12	\$22.33
Miller, Beth	Switchboard	SBVC	Switchboard Operator	9/2/12	11/2/12	\$13.97
Molina, Liliana	CBO	SBVC	Account Clerk I	9/2/12	11/2/12	\$14.31
Najar, Juan M	Custodial	SBVC	Custodian	9/3/12	11/3/12	14.68/Day 15.05/Swing
Reynolds, Valen L	Food Service	SBVC	Food Service Worker	7/12/12	9/12/12	\$11.75
Rykbos, Tiffany R	Food Service	SBVC	Food Service Worker	7/17/12	8/17/12	\$11.75
Thomure, Bernnae	Financial Aid	SBVC	Clerical Assistant II	7/1/12	9/1/12	\$13.97
Trujillo, Karla	Payroll	DIST	Payroll Accountant	7/2/12	9/2/12	\$18.78
Scudder, Robert	Distributed Education	DIST	Distributed Ed System Administrator	7/1/12	8/9/12	\$23.47
Scudder, Robert	Distributed Education	DIST	Instructional Support Specialist	8/10/12	10/10/12	\$28.59

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Professional Expert Hourly Employees  
August 9, 2012

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Akona, Rose L	Public Safety & Emergency Services	CHC	Lab Inst / Primary Inst / EMS Specialist	8/13/12	12/14/12	\$20.00/25.00/30.00
Allen, Mark E	Radiologic Technology	CHC	Radiologic Technology Specialist	8/13/12	12/14/12	\$30.00
Chow, Stephanie	Electricity/Electronics	SBVC	Assistant Instructor	8/13/12	12/7/12	\$20.00
Dashoff, Marcus E	President's Office	CHC	Staff Writer / Photographer	8/10/12	12/31/12	\$16.00
Ebarra, David H	Electricity/Electronics	SBVC	Assistant Instructor	8/13/12	12/7/12	\$20.00
Gonzalez, Sergio	Automotive Collision	SBVC	Assistant Instructor	8/13/12	12/7/12	\$20.00
Hernandez, Jason	Automotive Collision	SBVC	Assistant Instructor	8/13/12	12/7/12	\$20.00
Hughes, Kevin C	Welding	SBVC	Assistant Instructor	8/13/12	12/7/12	\$20.00
Jackson, Sean	Public Safety & Emergency Services	CHC	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/25.00/30.00
Jordan, Jerome	Public Safety & Emergency Services	CHC	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/25.00/30.00
Jeffries, Nicole	Public Safety & Emergency Services	CHC	Lab Instructor/Primary Instructor/EMS Specialist	8/13/12	12/14/12	\$20.00/25.00/30.00
Oliver, Laura L	President's Office	CHC	Staff Writer / Photographer	8/10/12	12/31/12	\$16.00
Pertersen, Neil E	Automotive	SBVC	Assistant Instructor	8/13/12	12/7/12	\$20.00
Pohren, Caleb G	Public Safety & Emergency Services	CHC	Lab Instructor/Primary Instructor/EMS Specialist	8/13/12	12/14/12	\$20.00/25.00/30.00

Phillips, Richard L	Machine Technology	SBVC	Assistant Instructor	8/13/12	12/7/12	\$20.00
Russel, Jeffery	Automotive Collision	SBVC	Assistant Instructor	8/13/12	12/7/12	\$20.00
Schlinkert, Tamara S	Culinary Arts	SBVC	Assistant Instructor	8/13/12	12/7/12	\$20.00
Shelby, Desmond A	Automotive	SBVC	Assistant Instructor	8/13/12	12/7/12	\$20.00
Stevens, Cory	Professional Development Center	DIST	Workforce Development / PDC Trainer	8/13/12	12/31/12	\$50.00
Maulid, Ismail	Automotive	SBVC	Assistant Instructor	8/13/12	12/7/12	\$20.00
Walston, Lisa	Culinary Arts	SBVC	Assistant Instructor	8/13/12	12/7/12	\$20.00
Wilkes, Richard R	Welding	SBVC	Assistant Instructor	8/13/12	12/7/12	\$20.00
Amend Board of June 14, 2012 to read as follows; Hourly Rate was submitted incorrectly						
Jones, Blanche	Professional Development Center	DIST	Workforce Development/ PDC Trainer			\$50.00
Ratification is request By SBVC Student Health Services Department to ratify employment for the employees listed below who worked prior to being approved by the Board of Trustees.						
Edmonson, Kindra	Student Health Services	SBVC	Mental Health Educator/Counselor	7/16/12	12/28/12	\$35.00
Newsom, Helen D	Student Health Services	SBVC	Nurse Practitioner	7/2/12	8/10/12	\$50.00
Sandy, Hannah	Student Health Services	SBVC	Nurse Practitioner	5/29/12	6/29/12	\$50.00
Amend Board of July 12, 2012 to read as follows; End Date was submitted incorrectly						
Gaulke, Dawn	Respiratory Care	CHC	Respiratory Clinical Care		12/31/12	

Grainger, Michele	Respiratory Care	CHC	Respiratory Clinical Care		12/31/12	
Shultz, Terry	Fire Technology Program	CHC	Fire Tech Specialist/Tactical Officer/Safety Officer		12/31/12	
Ratification is request By CHC Respiratory Care Department to ratify employment for the employees listed below who worked prior to being approved by the Board of Trustees.						
Sheldon, Richard L, MD	Respiratory Care	CHC	Medical Director	7/1/12	12/31/12	\$3,000/ Semester
Ratification is request By CHC Public Safety & Emergency Services to ratify employment for the employees listed below who worked prior to being approved by the Board of Trustees.						
Strain, Brian	Public Safety & Emergency Services	CHC	Lab Instructor/Primary Instructor/EMS Specialist	1/20/12	6/30/12	\$20.00/25.00/ 30.00
Amend Board of June 14, 2012 to read as follows; Site was submitted incorrectly						
Newsom, Helen	Student Health Services	CHC	Nurse Practitioner			

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Larry Buckley, Interim President, SBVC  
Dr. Cheryl Marshall, Interim President, CHC

DATE: August 9, 2012

SUBJECT: Consideration of Approval of Adjunct & Substitute Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of adjunct and substitute academic employees as needed for the 2012-2013 academic year.

OVERVIEW

The attached list of adjunct & substitute academic employees is submitted for approval of employment.

ANALYSIS

Part-time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis. Adjunct employees not assigned will remain in the pool for future consideration during the 2012-2013 academic years.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

San Bernardino Valley College  
Adjunct & Substitute Academic Employees  
Academic Year 2012-2013  
August 9, 2012

NAME	DISCIPLINE
<b>Glass, Nancy</b>	Biology
<b>Holcombe, Melissa Elaine</b>	Child Development
<b>Jones, Brandon</b>	Biology
<b>Lam, Phuong</b>	Nursing
<b>Mackey, Wayne</b>	Diesel
<b>Maestas, Michael</b>	Water Supply Technology
<b>Melancon, Berchman Kent</b>	Diesel
<b>Notarangelo, Maria</b>	English
<b>Sobhanian, Soha</b>	Biology
<b>Variyam, Biju</b>	Machine Technology
<b>Wardell, Matt</b>	Art
<b>Wen, Edward</b>	Chemistry
<b>Wong, Jan H</b>	Modern Languages

Crafton Hills College  
Adjunct & Substitute Academic Employees  
Fall 2012  
August 9, 2012

NAME	DISCIPLINE
<b>De La Cerda, Juan</b>	Mathematics
<b>Ferrell, Rorujorona</b>	Mathematics
<b>Hill, Sheryl</b>	Mathematics
<b>Sadjadi, Shahla</b>	Mathematics
<b>Sternard, Evan</b>	Counselor, College Life
<b>Tasaka, Bethany</b>	Mathematics
<b>You, Rong</b>	Mathematics

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Larry Buckley, Interim President, SBVC  
Dr. Cheryl Marshall, Interim President, CHC

DATE: August 9, 2012

SUBJECT: Consideration of Approval of Non-Instructional Pay for Academic  
Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve non-instructional pay for academic employees.

OVERVIEW

The attached list of employees is submitted for approval.

ANALYSIS

Non-instructional pay is requested on a periodical basis to assist departments with various events on campus or in the community.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budgets.



San Bernardino Valley College  
Part-Time Non-Instructional Hourly  
Academic Year 2012-2013  
August 9, 2012

**Anemelu, Victoria**, Algebra Instructor, EduStream tutoring project, 08-27-12 to 12-07-12, not to exceed 2 hours per week or 30 hours per semester at \$43.16 per hour.

**Ariza, Ernie**, to provide review sessions for students in the Water Supply Technology/Professional Development Center Program prior to the state exams, 08-13-12 to 06-30-13, not to exceed 16 hours at \$43.16 per hour.

**Beebee, Yvonne**, Algebra Instructor, EduStream tutoring project, 08-27-12 to 12-07-12, not to exceed 2 hours per week or 30 hours per semester at \$43.16 per hour.

**Caldwell-Betties, Melita**, to provide review sessions for students in the Water Supply Technology/Professional Development Center Program prior to the state exams, 08-13-12 to 06-30-13, not to exceed 16 hours at \$43.16 per hour.

**Heibel, Todd**, faculty mentor for the Big Bear Interactive TV Technology Program, 08-10-12 to 06-30-13, not to exceed 30 hours at \$43.16 per hour.

**Korisal, Vijay**, to provide review sessions for students in the Water Supply Technology/Professional Development Center Program prior to the state exams, 08-13-12 to 06-30-13, not to exceed 16 hours at \$43.16 per hour.

**Milroy, Patrick**, to provide review sessions for students in the Water Supply Technology/Professional Development Center Program prior to the state exams, 08-13-12 to 06-30-13, not to exceed 16 hours at \$43.16 per hour.

**Seaman, Julia**, faculty mentor for the Big Bear Interactive TV Technology Program, 08-10-12 to 06-30-13, not to exceed 20 hours at \$43.16 per hour.

**Wiley, Mark**, to provide review sessions for students in the Water Supply Technology/Professional Development Center Program prior to the state exams, 08-13-12 to 06-30-13, not to exceed 16 hours at \$43.16 per hour.

**Quezada, Dr. Reyes**, STAR Program, 8/10/2012-6/30/2013, not to exceed 422 hours per semester, \$43.16 per hour.

**Luke, Dr. Craig**, STAR Program, 8/10/2012-6/30/2013, not to exceed 422 hours per semester, \$43.16 per hour.

### **CHC – Non Instructional Pay, Spring, 2012**

**Peters, Davena**, EduStream Tutoring Project, \$43.16 per hour not to exceed 9 hours, 01/17/12 – 05/24/12. Ratification request for an additional 9 hours for Davena Peters.

### **CHC – Non Instructional Pay, Fall 2012**

**Alvarez, Jason**, Learning Community Counselor, \$43.16 per hour not to exceed 422 hours, 8/13/13 – 12/14/12.

**Cisneros, Maribel**, Learning Community Counselor, \$43.16 per hour not to exceed 422 hours, 8/13/13 – 12/14/12.

**Kapoor, Anil**, Grant Preparation for National Science Foundation Grant, \$2,000.00, 08/13/12 – 10/19/12.

**Kapoor, Anil**, EduStream Tutoring Project, \$43.16 per hour not to exceed 30 hours, 08/27/12 – 12/07/12.

**Martinez, Michelle**, Learning Community Counselor, \$43.16 per hour not to exceed 422 hours, 8/13/13 – 12/14/12.

**McCrary-Brewster, Denise**, Learning Community Counselor, \$43.16 per hour not to exceed 422 hours, 8/13/13 – 12/14/12.

**Nesbaum-Haines, Lynn**, Learning Community Counselor, \$43.16 per hour not to exceed 422 hours, 8/13/13 – 12/14/12.

**Orozco, Debbie**, Learning Community Counselor, \$43.16 per hour not to exceed 422 hours, 8/13/13 – 12/14/12.

District  
Non Instructional Pay

**Gomez, Ed**, Hiring Committee for the Vice Chancellor, Human Resources & Employee Relations, \$43.16 per hour, May 14, 2012, 4 hours, May 29, 2012, 4 hours and July 2, 2012, 5 hours.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant  
PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant  
DATE: August 9, 2012  
SUBJECT: Consideration of Approval of Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Melita Caldwell-Betties, Instructor, Water Supply Technology, SBVC, Sandra Burns, Instructor, Nursing, SBVC, Alma Lopez, Instructor, English, SBVC, Breanna Andrews, Instructor, American Sign Language, CHC, and Patricia Menchaca, STEM Pathways Coordinator, CHC,

OVERVIEW

The list of academic employees is submitted for approval.

ANALYSIS

All requirements for employment processing have been completed and Human Resources have cleared the individuals for employment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget. The STEM Pathways Coordinator position is a categorically funded position and is contingent upon the availability of funds and life of the grant.

**CALDWELL-BETTIES, MELITA**, Instructor, Water Supply Technology, SBVC, 177 service day position, salary pending receipt of work experience and official transcripts, effective August 10, 2012. Replacement for Achala Chatterjee. Funding from General Fund with hiring freeze waived.

**BURNS, SANDRA**, Instructor, Nursing, SBVC, 177 service day position, salary pending receipt of work experience and official transcripts, effective August 10, 2012. Replacement for Deborah Burton. Funding from General Fund with hiring freeze waived

**LOPEZ, ALMA**, Instructor, English, SBVC, 177 service day position, salary pending receipt of work experience and official transcripts. Effective August 10, 2012. Replacement for Thomas Kinnaird. Funding from General Fund with hiring freeze waived

**ANDREWS, BREANNA**, Instructor, American Sign Language, CHC, 177 service day position, salary placement pending receipt of work experience and official transcripts, effective August 10, 2012. New position. Funding from General Fund with hiring freeze waived.

**MENCHACA, PATRICIA**, STEM Pathways Coordinator, CHC, 200 service day position, salary placement pending receipt of official transcripts and verification of work experience, effective August, 10, 2012. New position. Categorically funded position from the HSI STEM Pass Go Grant.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron  
Chancellor  
REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant  
PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant  
DATE: August 9, 2012  
SUBJECT: Consideration of Approval of Temporary Academic Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the temporary academic appointment for Jonathan Townsend, Tutorial Center Coordinator, CHC.

OVERVIEW

Jonathan Townsend, Tutorial Center Coordinator, CHC, 221 days of service, Faculty Salary Schedule Step 1, Column D, effective August 10, 2012.

ANALYSIS

Jonathan Townsend is a full-time classified employee currently employed as Instructional Assessment Technician, English, CHC. It is being recommended that he be appointed to serve as Tutorial Center Coordinator, CHC, on a temporary basis, for a maximum of one year. The District and CSEA met and entered into an MOU to accommodate this request.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant

DATE: August 9, 2012

SUBJECT: Consideration of Approval of Salary Advancements for Academic  
Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the salary advancements for academic employees.

OVERVIEW

Effective July 1, 2012, the academic employees on the attached list will advance in salary range due to additional coursework completed.

ANALYSIS

The academic employees on the attached list have completed the number of units necessary for classification advancement for the 2012-2013 academic year per agreement between the SBCCD and SBCCDCTA/NEA.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

**SAN BERNARDINO VALLEY COLLEGE**

<b>LEE, DIRKSON</b>	English Instructor	Step E to Step F
<b>FERRI-MILLIGAN, PAULA</b>	English Instructor	Step G to Step H

**CRAFTON HILLS COLLEGE**

<b>BROWN, ROBERT</b>	Alternative Learning Strategies Coordinator	Step D to Step I
<b>LANGENFELD, ELIZABETH</b>	English Instructor	Step G to Step H

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Larry Buckley  
Interim President, SBVC

DATE: August 9, 2012

SUBJECT: Consideration of Approval of Head & Assistant Coaches

RECOMMENDATION

It is recommended that the Board of Trustees approve Head and Assistant Coaches, Athletics Department, SBVC, for the Fall 2012 semester.

OVERVIEW

The individuals on the attached list will serve as head and assistant coaches.

ANALYSIS

Coaches are routinely hired for sport teams.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.



The following individuals will serve as SBVC coaches for the Fall 2012 Season:

Ashford, Wesley	Men's Cross Country	\$6,764.00
Blumenthal, Kenneth	Women's Cross Country	\$6,764.00
Brown, Joshua	Men's Soccer	\$6,764.00
Emerson, Kevin	Football	\$6,764.00
Hauge, Kristin	Women's Soccer	\$6,764.00
Rossman, Tricia	Volleyball	\$6,764.00

The following individuals will serve as SBVC assistant coaches for the Fall 2012 Season:

Babers, Tracy	Football	\$2,081.00
Botello, Giancarlo	Football	\$4,683.00
Galindo, Alicia	Women's Soccer	\$4,683.00
Meech, Patrick	Football	\$4,683.00
Sanchez, Jenna	Women's Soccer	\$2,341.00
Shaheed, Omar	Football	\$4,162.00
Sheppard, Lloyd	Football	\$2,341.00
Siliga Jr., Siala Mou	Football	\$2,081.00
Smith, Austin	Football	\$4,683.00
Thomas, Denise	Women's Soccer	\$2,341.00
Vidrio, Edgard	Men's Soccer	\$4,683.00
Walker, Laura	Volleyball	\$3,642.00
Waters, Gary	Football	\$4,683.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant

DATE: August 9, 2012

SUBJECT: Consideration of Approval of Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the management appointment of Jeremy Crooks, Custodial Supervisor, CHC.

OVERVIEW

Jeremy Crooks, Custodial Supervisor, CHC, full-time, 12 month position, Management Salary Schedule Range 2, Step A, \$3,648 per month effective August 13, 2012. Replacement for Donna Garcia. Funding from General Fund with Hiring Freeze waived.

ANALYSIS

All requirements for employment processing have been completed and Human Resources has cleared the individual for appointment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant

DATE: August 9, 2012

SUBJECT: Consideration of Approval of Interim Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Edward Millican, Interim Dean, Social Sciences, Human Development and Physical Education, SBVC.

OVERVIEW

Edward Millican Interim Dean, Social Science, Human Development and Physical Education, SBVC, full-time, 12-month position, Management Salary Schedule, Range 19, Step E, \$10,164 per month, plus doctorate stipend, effective August 10, 2012. Replacement for Cory Schwartz.

ANALYSIS

Edward Millican will serve as Interim Dean through December 31, 2012.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Bruce Baron  
Chancellor

PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant

DATE: August 9, 2012

SUBJECT: Consideration of Approval of Salary Step Advancement for Management  
Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the salary step advancement for Charlie Ng, Vice Chancellor, Fiscal Services, District and Rebeccah Warren-Marlatt, Vice President, Student Services, CHC.

OVERVIEW

Acting on the recommendation of Bruce Baron, Chancellor, it is being recommended that Charlie Ng be advanced on the Management Salary Schedule from Range 26, Step D, \$163,452.00 per year to Range 26, Step E, \$171,624 per year, effective July 1, 2012, and Rebeccah Warren-Marlatt, be advanced on the Management Salary Schedule from Range 23, Step C, \$134,472.00 per year to Range 23, Step D, \$141,192.00 per year in her position as Vice President, Student Services, CHC.

ANALYSIS

Advancement on the Management Salary Schedule for employees on Range 23 and higher is at the discretion of the Chancellor, upon approval by the Board of Trustees.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Larry Buckley, Interim President, SBVC  
Dr. Cheryl Marshall, Interim President, CHC

DATE: August 9, 2012

SUBJECT: Consideration of Approval of District Volunteers

RECOMMENDATION

It is recommended that the Board of Trustees approve District volunteers.

OVERVIEW

The individuals on the attached list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

ANALYSIS

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

San Bernardino Valley College  
 Volunteers  
 Academic Year 2012-2013  
 August 9, 2012

NAME	ASSIGNMENT	DATE
<b>Abundiz, Jorge</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Adame, Aldo</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Adame, Juana</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Aguilar, Cecilia</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Aguilar, Rafael</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Aguirre, Juan A.</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Aguirre, Raychelle</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Aguirre, Sammantha</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Ahumada, Emily</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Alcaraz, Cintya</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Alvarez, Maira</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Amaro, Chloe</b>	Athletics/Athletic Training Room	8/10/2012-12/30/2012
<b>Amaro, Mia</b>	Athletics/Athletic Training Room	8/10/2012-12/30/2012
<b>Ames, Sara</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Angulo, Melissa</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Aparicio, Alma</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Aragon, Samuel</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Arce, Reina</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Arellano-Hutchinson, Serina</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Armas, Antionette</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Arrayales, Vanesa</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Astorga, Bridgette</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Avila, Tiana</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Ayala, Benjamin</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Balderas-Sanchez, Alyssa</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Basilio, Fernando</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Bautista, Diana V.</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Beauvais, Alfred</b>	Arts & Humanities/Art Department	9/10/2012-12/30/2012
<b>Becerra, Carlos</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Bejarano, Marco</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Beltran, Cristobal</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Betancourt, Socorro</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Bravo, Elizabeth J.</b>	Admin. Services/Food Services	8/10/2012-10/30/2012
<b>Briggs, Robin A.</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Brown, Shedawn'te</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Brunson, Anika</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Caballero, Viviana</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Calderon, Jose</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Calistro, Daniel</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Calzada, Julie</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Campos, Johnny</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Cano, Breena</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Cardenas, Aveline</b>	Student Services/EOP&S	8/16/2012-12/30/2012

<b>Caro, Carol</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Carpinteyro, Priscilla</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Castro, Casandra</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Caulk, Roger</b>	Arts & Humanities/Art Department	9/10/2012-12/30/2012
<b>Cazares, Jose</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Cid, Clarita</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Clarendon, Jasmane</b>	Athletics/Women's Basketball	8/10/2012-12/30/2012
<b>Collier, David</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Cornejo, Guadalupe</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Cruz, Jonathan</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Darby, Sheanique</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Davis, Ron</b>	Athletics/Men's Cross Country	8/10/2012-12/30/2012
<b>Davis, Theresa</b>	Science/ Water Supply Tech	8/13/2012-12/30/2012
<b>Defreitas, Jasmine</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Del Pilar, Xiomara</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Del Rio, Julieta</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>DeLaCruz, Christina</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>DeLacerda, Jorge</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Diaz, Jesse</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Duarte-Tetatzin, Tania</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Durley, Trayshawn</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Esparza, Luis O.</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Esparza, Raymond</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Etheridge, Ricardo</b>	Athletics/Women's Cross-Country	8/10/2012-12/30/2012
<b>Farias, Alma</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Favela, Candice</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Ferguson, Brittney</b>	President's Office/Computer Tech Svc	8/10/2012-12/31/2012
<b>Figueroa, Alvaro</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Figueroa, Joshua</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Flores, Angelica</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Flores, Edwin</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Gaeta, Judith</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Gallegos, Carolina</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Gallegos, Myrna</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Garcia, Ashley</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Garcia, Kimberly</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Garcia, Uriel</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Garduno Eduardo</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Garrett, Bry'Anna</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Gomez, Jay</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Gonzales, Ashlee</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Gonzalez, Luis</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Guillen, Ana</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Hambright, Justin</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Hanna, Teddy (Theodore)</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Hanson, Kellie</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Harper, Toi</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Harris, Jaquira</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Hauge, Matt</b>	Athletics/Women's Soccer	8/10/2012-12/30/2012
<b>Hauge, Olivia</b>	Athletics/Women's Soccer	8/10/2012-12/30/2012
<b>Heckard, Bryaunah</b>	Student Services/EOP&S	8/16/2012-12/30/2012

<b>Hernandez, Angelica</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Hernandez, Jose</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Hernandez, Kimberly</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Hernandez, Paige</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Herrera, Ivan</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Hunt, Ezra</b>	Arts & Humanities/Art Department	9/10/2012-12/30/2012
<b>Ibanez, Anabella</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Inzunza, Juan</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Izaguirre, Giovanni</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Jackson, Erica</b>	Athletics/Sports Information	8/10/2012-12/30/2012
<b>Jaurigue, Raquel</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Johnson, Devonnae</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Kochinsky, Margarita</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Ledesma, Eduardo</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Livoni, Cathy</b>	Arts & Humanities/Art Department	9/10/2012-12/30/2012
<b>Lizarraga, Wendy</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Lomeli, Anthony</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Lopez, Brenda</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Lopez, Marlene</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Luna, Angel M.</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Maciel, Rene</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Maldonado, Yamileth</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Manzanarez, Carlos</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Marin, Arturo</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Marin, Yonic</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Marquez, David</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Martin-Bell, Henteyona</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Martinez, Heidy</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Martinez, Igdanelli</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Martinez, Luis F.</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Martinez, Nasiel</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Mascorro, Andrew</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Matus, Edward</b>	Athletics/Athletic Training Room	8/10/2012-12/30/2012
<b>Maynus, Sekari</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Mayorga, Alicia</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Mendoza, Consuelo</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Mendoza, Jr., Sergio</b>	President's Office/Grants	8/10/2012-12/14/2012
<b>Monarrez, Raymundo</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Mora, Alexis</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Morales, Danell</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Morales, Phillip</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Moreno, Angeles</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Moreno, Monica</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Moreno, Nancy</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Morrison, Amber</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Navarrete, Alexsa</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Neudeck, Hayley</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Nombrano, Breanna</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Ochoa, Sabrina</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Ohayon, Jonathan</b>	Arts & Humanities/Art Department	9/10/2012-12/30/2012
<b>Oliver-Ledesma, Jessica</b>	Student Services/EOP&S	8/16/2012-12/30/2012



<b>Orozco, Victoria</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Osario, Guadalupe</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Otero, Stephanie</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Outley, Samantha</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Padilla, Miguel</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Palomino, Ana R.</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Palos, Viviauna</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Pedroza, Jonathan</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Peet, Jakari</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Peeters, Grant</b>	Arts & Humanities/Art Department	9/10/2012-12/30/2012
<b>Perez, Angelina</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Perez, Erica</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Perez, Jose</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Perez, Jr., Jose Eduardo</b>	Athletics/Men's Soccer	8/10/2012-12/30/2012
<b>Perez, Karina</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Perez, Rosemary</b>	Athletics/Athletic Training Room	8/10/2012-12/30/2012
<b>Peterson, Daisy</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Porter, Aujenee</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Price, Gina</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Puerta, Tatiana</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Pugh, Ayana</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Ramirez, Alma Yazeli</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Ramirez, Ayalett</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Ramirez, Gabriel</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Ramirez, Irving</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Ramirez, Jonathan</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Ratigan, Jim</b>	Athletics/Men's Cross Country	8/10/2012-12/30/2012
<b>Reeves, Vance E.</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Richardson, Dale</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Rivera, Ally</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Rivera, Nuvia</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Rivera, Stephanie</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Rivera-Mendoza, Guissel</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Robinson, Amanda</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Robinson, Marsha Lindsay</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Rodriguez, Adan</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Rodriguez, Cesar</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Rodriguez, Graci</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Rodriguez, Juan</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Rodriguez, Monica</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Rodriguez, Steven Rod</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Rodriguez, Steven</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Roman, Kimberly</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Romo, Yessenia</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Rosales, Aurora</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Roscoe, Tatyana</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Rubio, Jocelin</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Ruiz, Fernando</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Ruvalcaba, David</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Salmon, Claudius</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Sanchez, Andrew</b>	Student Services/EOP&S	8/16/2012-12/30/2012

<b>Sanchez, Hector</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Sanchez, Jesus</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Sandell, Brittany</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Santos, Mirna</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Serrano, Deyanira</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Shafer, Raymond</b>	Arts & Humanities/Art Department	9/10/2012-12/30/2012
<b>Shields, Brandon</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Solano, Alexis</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Solorio, Saul</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Sosa, Rosalinda</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Sotelo, Maribel</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Suarez, Paulo</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Templeton, Sam</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Tinoco, Cassandra</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Torres, Luis</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Tucker, Mark A.</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Vargas, Carina</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Vasquez, Alyssa</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Vega, Bianney</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Velazquez, Estafania</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Ward, KySandra</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Whitfield, Develon</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Yaeggy, Kevin</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Yanez, Bernabe</b>	Student Services/EOP&S	8/16/2012-12/30/2012
<b>Zermeno, Carla</b>	Student Services/EOP&S	8/16/2012-12/30/2012

Crafton Hills College  
Volunteers  
August 9, 2012

<b>Gutierrez, Tessa</b>	Transfer Center	8/10/2012-12/31/1012
<b>Mannlein, Fran</b>	Counseling	8/10/2012-12/31/2012

District  
Volunteers  
August 9, 2012

<b>Ramirez, James</b>	KVCR-TV/FM	8/13/2012-12/31/2012
-----------------------	------------	----------------------

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Steven Sutorus, Business Manager  
DATE: August 9, 2012  
SUBJECT: Consideration of Approval of Routine Contracts/Agreements and Memorandums of Understanding

RECOMMENDATION

It is recommended that the Board of Trustees ratify the attached list of routine contracts/agreements and memorandums of understanding.

OVERVIEW

In accordance with Board policy 6340, the attached list is submitted for Board ratification and/or approval.

ANALYSIS

The attached list of contracts and agreements are routine, customary and necessary for the on-going operations of the District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The contracts/agreements/memorandums of understanding on the attached list are budgeted for via purchase orders.

---

## ***Routine Contracts and Agreements***

***Scheduled Board Date 8/9/2012***

---

### ***Contract Type***

<b><i>Firm</i></b>	<b><i>Purpose and Information</i></b>	<b><i>Department / Location</i></b>	<b><i>Amount</i></b>	<b><i>Signed</i></b>
<b><i>Bond Measure Funded</i></b>				
Kone, Inc	(8414) Repair of CHC's Learning Center elevator number 3 due to water damage Term: 7/1/2012 - 12/31/2012 42-56-32-8104-0000-6210.50-7100  Funding Source: Bond Funded	Kitchell/SBCCD	\$26,975.00	SSutorus

---

***SubTotal for Bond Measure Funded: 1***

---

### ***CalWorks Child Care***

Rios, Norma	(8354) CalWorks Grant to cover cost of Childcare for participating Students - Parent – Lockhart, Michelle Term: 7/2/2012 - 6/30/2013 01-46-01-8120-0266-7600.00-7320 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	Calworks/SBVC	\$159.37 Per Week	SSutorus
-------------	---	---------------	----------------------	----------

---

***SubTotal for CalWorks Child Care: 1***

---

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
American Public Television	(8384) Upgrade of program exchange package for KVCR-TV station Term: 7/1/2012 - 6/30/2013 74-00-35-8110-0113-5831.00-7099 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Federal Grant	KVCR-TV/SBCCD	\$7,636.00	SSutorus
America's Xpress Rent A Car	(8410) Rental - Districtwide on-demand eight passenger van rental Term: 7/1/2012 - 6/30/2013 01-00-00-0000-0000-5611.00-0000  Funding Source: General Funds	Business Services/SBCCD	\$78.90 Per Day	SSutorus
Big Bear Education Corporation	(8403) Cooperative planning agreement designed to improve and broaden District course offerings in the Big Bear area Term: 7/1/2012 - 6/30/2017  Funding Source: N/A	Science/SBVC	No Cost	SSutorus
California State University - San Bernardino	(8362) Room rental for SBVC management retreat Term: 6/25/2012 - 6/25/2012  Funding Source: Trust Account	President/SBVC	\$125.00 SBVC Foundation	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Citadel Environmental Services, Inc	(8382) Spill prevention control and countermeasure plan for SBVC as part of the San Bernardino County Fire Department Regulation Term: 7/1/2012 - 6/30/2013 01-35-15-9508-0000-5113.00-7100  Funding Source: General Funds	Maintenance/SBVC	\$2,740.00	SSutorus
	Colton Redlands Yucaipa ROP	(8385) Contractor to facilitate four, one week extreme summer camps for middle school aged participants as part of the math and science grant project Term: 7/1/2012 - 9/1/2012 01-15-35-8115-0470-5113.00-6899 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Federal Grant	PDC/SBCCD	\$18,690.00	SSutorus
	Culligan Water	(8380) Service - Water treatment service including chemical tank rental for boilers Term: 7/1/2012 - 6/30/2014 01-00-01-9508-0000-5531.00-6770  Funding Source: General Funds	Maintenance/SBVC	\$2,520.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Culligan Water	(8381) Service - Water treatment service including chemical tank rental for cafeteria Term: 7/1/2012 - 6/30/2014 01-00-01-9508-0000-5531.00-6770  Funding Source: General Funds	Maintenance/SBVC	\$2,520.00	SSutorus
Cynosure New Media, Inc	(7293) Development of online orientation program for CHC; Amendment 1 - to extended contract term date to 06/30/2012 Term: 5/23/2011 - 6/30/2012 01-00-02-9002-0157-5120.00-6199 Note - This is an acceptable use of categorical/grant funds Funding Source: Federal Grant	Title V/CHC	\$54,750.00	SSutorus
Economic Modeling Specialists, Inc (EMSI)	(8373) Services - Environmental scan information to provide PDC with Statewide data Term: 7/1/2012 - 6/30/2013 01-00-03-9022-0448-5830.00-6840  01-00-03-9022-0466-5830.00-6840 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	Center of Excellence/SBCCD	\$5,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Goddard's/Nazco Service	(8374) Rental - Portable toilet service for 2012 Football season home games and 2013 Baseball season home games Term: 8/29/2012 - 6/30/2013 01-00-01-1500-0000-5610.00-6969  Funding Source: General Funds	Athletics/SBVC	\$570.00	SSutorus
	Golden Valley Medical Inc	(8391) Service - Oxygen Refill Services for Respiratory Care Program per rate schedule Term: 7/1/2012 - 6/30/2013 01-00-02-5622-0000-5113.00-1210  Funding Source: General Funds	Respiratory Care/CHC	\$560.00 Not to Exceed	SSutorus
	H & L Charter Co, Inc	(8406) Rental - Bus rental for away football game in Chula Vista, California Term: 9/22/2012 - 9/22/2012 01-00-01-1500-0000-5611.00-6969  Funding Source: General Funds	Athletics/SBVC	\$2,400.00	SSutorus
	H & L Charter Co, Inc	(8408) Rental - Bus rental for away football game in San Diego, California Term: 10/27/2012 - 10/27/2012 01-00-01-1500-0000-5611.00-6969  Funding Source: General Funds	Athletics/SBVC	\$2,400.00	SSutorus



<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	H & L Charter Co, Inc	(8409) Rental - Bus rental for away football game in San Jacinto, California Term: 11/3/2012 - 11/3/2012 01-00-01-1500-0000-5611.00-6969  Funding Source: General Funds	Athletics/SBVC	\$1,700.00	SSutorus
	H & L Charter Co, Inc	(8407) Rental - Bus rental for away football game in Victorville, California Term: 9/29/2012 - 9/29/2012 01-00-01-1500-0000-5611.00-6969  Funding Source: General Funds	Athletics/SBVC	\$1,550.00	SSutorus
	HiPerMath	(8383) Provide workshop on innovative mathematical methods for teaching middle and high school students Term: 7/1/2012 - 5/31/2013 01-00-35-8115-0470-5113.00-6899 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Federal Grant	PDC/SBCCD	\$20,500.00	SSutorus
	Inland Action, Inc	(8402) Lease - Use of PDC 106B for Inland Action Field Office Term: 7/1/2012 - 6/30/2017  Funding Source: N/A	Chancellor/SBCCD	\$4,875.00 Value	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Inland Valley Development Agency - IVDA	(8387) Use of contractor's conference space for Southern California Science, Technology, Engineering and Mathematics Institute Conference Term: 7/19/2012 - 7/20/2012 01-15-35-8115-0470-5113.00-6899 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Federal Grant	PDC/SBCCD	\$595.00	SSutorus
	LeMay Construction	(8371) Service - On-Demand building repair service for District/PDC, ATTC and Annex Term: 7/1/2012 - 6/30/2014 01-00-03-9506-0000-5640.00-6510  Funding Source: General Funds	District M&O/SBCCD	\$20,000.00 Annual Not to Exceed	SSutorus
	Pacific Stainless	(8377) Furnish and install materials to modify CHC Bookstore shop counter to include new top, front apron, panel and trim Term: 8/10/2012 - 9/1/2012 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Bookstore	Administrative Services/CHC	\$5,204.82	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Pro Swap-Meet, Inc	(5720) MOU - mutual shared resources agreement for use of parking lots; Amendment 1 to redefine the hours of availability of the contractor's parking lot Term: 1/1/2009 - 12/31/2013  Funding Source: N/A	Administrative Services/SBVC	No Cost	SSutorus
Prudential Overall Supply, Inc	(8366) Service - custodial uniform shirts and floor mats for the District Office Term: 7/1/2012 - 6/30/2013 01-00-03-9505-0000-5550.00-6530  Funding Source: General Funds	District M & O/SBCCD	\$3,000.00 Not to Exceed	SSutorus
Public Radio International	(8376) Network affiliation agreement for Federal Communications Commission non-commercial educational radio station Term: 7/1/2012 - 6/30/2013 74-00-03-8109-0303-5831.00-7099  Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Federal Grant	KVCR-FM/SBCCD	\$24,136.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Rayne Water Conditioning	(8378) Water softening treatment needed to steam clean equipment used in Tech Programs Term: 7/1/2012 - 6/30/2013 01-00-01-6683-0000-5531.00-0948  Funding Source: General Funds	Technical Training/SBVC	\$498.00	SSutorus
	Rialto Unified School District	(8415) Rental of multi-use room and four classrooms at Kucera Middle School for math and science camp Term: 7/23/2012 - 7/26/2012  Funding Source: N/A	PDC/SBCCD	no cost	SSutorus
	Smith Seating Company, Inc	(8375) Rental - Bleacher seating rental for SBVC home football games for the 2012 season; rental includes setup and removal Term: 9/1/2012 - 11/23/2012 01-00-01-1500-0000-5610.00-6969  Funding Source: General Funds	Athletics/SBCCD	\$4,250.00	SSutorus
	SoCal Custom Inc	(8411) Parts and labor to repair T-Bar ceiling Term: 7/1/2012 - 9/10/2012  Funding Source: Bookstore	Bookstore/CHC	\$1,179.00 Bookstore Trust	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Survival Technologies and Training	(8386) American Heart Association CPR Certification and AED training for District employees Term: 8/9/2012 - 12/31/2012 01-00-03-9004-0000-5200.00-6730  Funding Source: General Funds	Fiscal Services/SBCCD	\$500.00	SSutorus
Symons Emergency Specialist, Inc	(8405) Service - Stand-by event emergency services for home football games Term: 9/1/2012 - 11/10/2012 01-00-01-1500-0000-5113.00-6969  Funding Source: General Funds	Athletics/SBVC	\$2,000.00	SSutorus
Tech 4 Fit	(8379) Service - On-demand repair and maintenance of fitness equipment; fee schedule \$45.00 per hour plus parts Term: 7/1/2012 - 6/30/2013 01-00-01-1510-0000-5640.00-0835  Funding Source: General Funds	Physical Education/SBVC	\$3,000.00 Not to Exceed	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	U.S. Department of Education	(8401) Consent to Lease Agreement - As part of the original grant that funded the building of District offices and PDC, all lease agreements must be reviewed, approved and revenue passed through to Federal Government; the lease with Inland Action falls under this grant deed requirement Term: 7/1/2012 - 6/30/2017 01-00-03-9006-0000-5113.00-6720  Funding Source: General Funds	Chancellor/SBCCD	\$4,875.00	BBaron
	Ventura County CCD	(8390) Reimburse contractor for up to 50% of the cost of student worker: Student Dabbah, Kimberly Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	\$9.00 Per Hour	SSutorus
	Ventura County CCD	(8389) Reimburse contractor for up to 50% of the cost of student worker: Student Marquez, Katrina Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	\$9.00 Per Hour	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><i>General</i></b>				
Ventura County CCD	(8388) Reimburse contractor for up to 50% of the cost of student worker: Student Sosa, Leonel Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	\$9.00 Per Hour	SSutorus
Verified Credentials, Inc	(8044) License - Online access to background report services for Paramedic and Respiratory Care programs Term: 7/1/2012 - 5/30/2017  Funding Source: N/A	Vocational Education/CHC	No Cost	SSutorus
Verizon Business Net Services, Inc	(8404) Communication utility agreement for additional services for voice and data; this service integrates internet, phone and data connections throughout the District Term: 7/1/2012 - 6/30/2017 00-00-00-0000-0000-5540.00-0000  Funding Source: General Funds	DETS/SBCCD	\$16,267.68 Annually	SSutorus
<b><i>SubTotal for General: 37</i></b>				

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - General</u></b>					
	CCC Chancellor's Office	(8372) COTOP "Chancellor's Office Tax Offset Program" - The collection of debt owed to SBCCD via the State Franchise Tax Board's Interagency Offset Program Term: 10/1/2012 - 9/30/2013  Funding Source: N/A	Fiscal Services/SBCCD	75% of Collected Debt	SSutorus
<hr/> <hr/>					
	Palomar College	(8397) As part of the EduStream project, District is to provide reusable digital video and audio content for California Community Colleges Term: 7/1/2012 - 6/30/2013 01-00-03-8103-0236-8659.00-0000  Funding Source: N/A	DETS/SBCCD	\$599,000.00	SSutorus
<hr/> <hr/>					
<b><i>SubTotal for Income - General: 2</i></b>					
<hr/> <hr/>					
<b><u>Income - Grant</u></b>					
	CCC Chancellor's Office	(8412) Career Technical Education Transition Grant Term: 7/1/2012 - 6/30/2013 01-00-01-9016-0458-8839.00-0000  Funding Source: N/A	Grants/SBVC	\$49,389.00	SSutorus



<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - Grant</u></b>				
CCC Chancellor's Office	(8400) Grant - Alternative Text Production Center Grant Term: 7/1/2012 - 6/30/2013 01-00-03-8103-0261-8629.00-0000  Funding Source: N/A	DETS/ATPC/SBCCD	\$1,300,000.00	SSutorus
<b><u>SubTotal for Income - Grant: 2</u></b>				
<b><u>Maintenance Agreement</u></b>				
ACH Mechanical Contractors, Inc	(8369) General maintenance on heating and air conditioning systems at District/PDC, ATTC and Annex sites plus on-demand repairs Term: 7/1/2012 - 6/30/2014 01-00-03-9506-0000-5631.00-6510  01-00-03-9506-0000-5640.00-6510  Funding Source: General Funds	District M&O/SBCCD	\$22,000.00 Annual Not to Exceed	SSutorus
Cintas Fire Protection	(8368) Annual inspection and testing; plus on-demand repairs Term: 7/1/2012 - 6/30/2014 01-00-03-9506-0000-5630.00-6510  01-00-03-9506-0000-5640.00-6510  Funding Source: General Funds	District M&O/SBCCD	\$5,000.00 Annual Not to Exceed	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Maintenance Agreement</u></b>				
David Ollis Landscape Development	(8367) Landscape maintenance for District/PDC, ATTC and Annex sites plus on-demand repairs Term: 7/1/2012 - 6/30/2014 01-00-03-9506-0000-5113.00-6510  01-00-03-9506-0000-5640.00-6510  Funding Source: General Funds	District M&O/SBCCD	\$20,000.00 Annual Not to Exceed	SSutorus
Dewey Pest Control	(8370) Pest control service for District Office/PDC, ATTC and Annex sites Term: 7/1/2012 - 6/30/2014 01-00-03-9506-0000-5560.00-6510  Funding Source: General Funds	District M&O/SBCCD	\$4,500.00 Annual Not to Exceed	SSutorus
<b><u>SubTotal for Maintenance Agreement: 4</u></b>				
<b><u>Software/Online Services</u></b>				
Agile Sports Technologies	(8396) Software - "Hudl God" an online video editing and analysis software license for basketball, football and volleyball Term: 7/1/2012 - 6/30/2013 01-00-01-1500-0000-5830.00-6985  Funding Source: General Funds	Athletics/SBVC	\$1,388.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>					
	CCC Chancellor's Office	(8357) Reporting subscription software to facilitate compliance with the information mandated by Student-Right-To-Know Act and the Higher Education Technical Amendment of 1991 Term: 7/1/2012 - 6/30/2013 01-00-03-9010-0000-5830.00-6780  Funding Source: General Funds	DETS/SBCCD	\$7,800.00	CNg
	Educause	(8394) Registration of domain name "craftonhills.edu" for one year Term: 8/1/2012 - 7/31/2013 01-00-03-9010-0000-5830.00-6780  Funding Source: General Funds	DETS/SBCCD	\$40.00	SSutorus
	Educause	(8393) Registration of domain name "valleycollege.edu" for one year Term: 8/1/2012 - 7/31/2013 01-00-03-9010-0000-5830.00-6780  Funding Source: General Funds	DETS/SBCCD	\$40.00	SSutorus
	Entertainment Partners	(8399) Software upgrades for Movie Magic Budgeting and Movie Magic Scheduling software for Radio Television and Film laboratory Term: 7/1/2012 - 6/30/2013  Funding Source: N/A	RTVF/SBVC	No Cost	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>					
	IBM - International Business Machines Corp.	(8227) IBM-SPSS Software; This software is a statistical software package that allows District employees to analyze data with custom tables Term: 3/22/2012 - 3/31/2013 01-00-25-9002-0157-5830.00-6199 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Federal Grant	Research & Planning/CHC	\$11,364.17	SSutorus
	IBM - International Business Machines Corp.	(8416) Software - IBM SPSS statistics base academic authorized user license renewal Term: 9/1/2012 - 8/31/2013 01-00-03-9022-0466-5830.00-6840  Funding Source: State Grant	PDC/SBCCD	\$156.87	SSutorus
	National Emergency Number Association	(8413) Service - Company ID program as part of the Enhanced 911 system Term: 7/1/2012 - 6/30/2013 01-00-03-9010-0000-5830.00-6780  Funding Source: General Funds	DETS/SBCCD	\$225.00	SSutorus
	XAP Corporation	(8395) Participation in "CCCApplly"; an online admissions application system Districtwide Term: 7/1/2012 - 6/30/2015 01-00-03-9010-0000-5113.00-6780  Funding Source: General Funds	DETS/SBCCD	\$35,849.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
----------------------	-------------	--------------------------------	------------------------------	---------------	---------------

**Software/Online Services**

***SubTotal for Software/Online Services: 9***

**Subgrantee**

Riverside Community College District	(8358) United States Department of Labor Southern California Logistics Technology Collaborative Project; Subgrantee to recruit and train participants in Manufacturing Skills Standards Council Certified Logistics Associate and Certified Logistics Technician, Supervisor Skills, Diesel Certification and Forklift training; work with successful participants in job placement Term: 7/16/2012 - 2/28/2013 01-00-35-8115-0476-5113.00-6840 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Federal Grant	PDC/SBCCD	\$191,459.00	SSutorus
--------------------------------------	--	-----------	--------------	----------

***SubTotal for Subgrantee: 1***

***Grand Total Contracts for Board Date 8/9/2012: 57***

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Steven Sutorus, Business Manager  
DATE: August 9, 2012  
SUBJECT: Consideration of Approval of Professional Services Contracts/Agreements

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached list of Professional Services contracts/agreements.

OVERVIEW

In accordance with Board policy 6340, Section A, Sub-section 3, the attached list of contracts for Professional Services, Consultants and Legal Services is submitted for approval.

ANALYSIS

The attached list of contracts and agreements are for fiscal audits, legal services, consultants and other professional services that are needed by the District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The contracts/agreements on the attached list are budgeted for via purchase orders.

---

## *Contracts for Approval*

*Scheduled Board Date 8/9/2012*

---

*Contract Type*

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Professional Services</i>				
Bio-Tox Laboratories, Inc	(8363) Blood screening services for the District Police Department Term: 7/1/2012 - 6/30/2013 01-00-03-9503-0000-5113.00-6770 Note - Contract authorized to start prior to Board Meeting per BP6340: This is an acceptable use of categorical/ grant/bond/trust funds Funding Source: General Funds	District Police/SBCCD	\$150.00 Not to Exceed	SSutorus
California Department of Corrections & Rehabilitation	(8365) Avenal State Prison - Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0261-5113.00-6150 Note - Contract authorized to start prior to Board Meeting per BP6340: This is an acceptable use of categorical/ grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	\$20,000.00	SSutorus

---

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Guillen, Arjelia	(8398) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0261-5113.00-6150 Note - Contract authorized to start prior to Board Meeting per BP6340: This is an acceptable use of categorical/ grant/bond/trust funds Funding Source: State Grant	DETS/APTC/SBCCD	\$5,000.00 Not to Exceed	SSutorus
Public Economics, Inc	(8392) Professional Services - Consulting on financial, economic, facilities and/or administrative matters pertaining to District interation with area redevelopment agencies Term: 7/1/2012 - 6/30/2013 41-36-35-9513-0000-5113.00-7100 Note - Contract authorized to start prior to Board Meeting per BP6340: This is an acceptable use of categorical/ grant/bond/trust funds Funding Source: Other Non-General	Chancellor/SBCCD	\$25,000.00	SSutorus



<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount Signed</i>
<i>Firm</i>			
Quick Caption, Inc	(6684) Service - Real Time Educational Captioning services for students enrolled in Districtwide academic courses: Amendment 3 - not to exceed amount for CHC is \$9,782 for Fiscal Year 2011-2012 Term: 7/1/2010 - 6/30/2012 01-11-01-8204-0202-5120.00-6420  01-11-02-8204-0202-5120.00-6420 Note - This is an acceptable use of categorical/grant funds Funding Source: DSP&S	DSP&S/SBCCD	\$9,782.00 FY12 SSutorus Not to Exceed

---

***SubTotal for Professional Services: 5***

---

***Grand Total Contracts for Board Date 8/9/2012: 5***

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Crispina Ongoco, Director of Fiscal Services  
DATE: August 9, 2012  
SUBJECT: Consideration of Approval of Budget Adjustments

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Budget Adjustments.

OVERVIEW

Budget Adjustments are submitted for Board review and approval.

ANALYSIS

In compliance with the Budget Adjustment procedure required by the County Superintendent of Schools, these budget adjustments are submitted for Board review and approval. These actions reflect the adjustments necessary to conduct the business of the District and to remain in compliance with sound fiscal practices.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

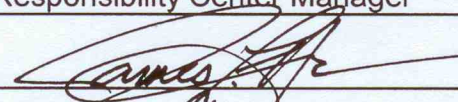
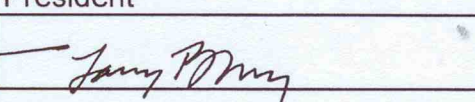
The various budgets are impacted as indicated on the attached adjustments.

\$ 332,198.77

# BUDGET ADJUSTMENT

Office of the President

MAY 11 2012

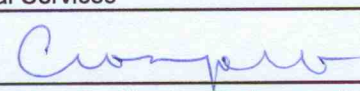
Date	Location	Responsibility Center Manager	President
5-9-12	SBVC		

**ACCOUNT**

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	29	15	9508	0231	8981.00	0000	Interfund Transfer In	7,658.99
01	83	15	9508	0000	8981.00	0000	Interfund Transfer In	7,658.50
01	35	15	9508	0000	8981.00	0000	Interfund Transfer In	40,904.27
<b>EXPENSE</b>								
01	29	15	9508	0231	6220.00	7100	Bldg Improvement	7,658.99
01	83	15	9508	0000	6220.00	7100	Bldg Improvement	7,658.50
01	35	15	9508	0000	4500.00	7100	Non Instructional Supplies	5,000.00
01	35	15	9508	0000	5120.00	7100	Other Contracts	5,904.27
01	35	15	9508	0000	5620.00	7100	Leases	5,000.00
01	35	15	9508	0000	5830.00	7100	Software	5,000.00
01	35	15	9508	0000	6400.00	7100	Additional Equipment	10,000.00
01	35	15	9508	0000	6410.00	7100	Additional Equipment	10,000.00

## JUSTIFICATION

Transfer of Funds - From Fund 41 to Fund 01

Fiscal Services	Board Action Date
	8/9/12

Batch Transfer Number/Reference #	Posted By:	Date:
120761	SK	6/18



**BUDGET ADJUSTMENT**

JUN 28 2012

Date	Location	Responsibility Center Manager	President
5/25/2012	SBVC	Achala D. Chatterjee	James Blum

**ACCOUNT**

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
------	------	------	---------	--------	--------	------	--------------	----------------

**INCOME**

01	00	01	9016	0458	8839	0000	CTE Transitions Grant	46,970

**EXPENSE**

01	00	01	9016	0458	1283.00	6199	Counselor	25,564
01	00	01	9016	0458	2181.00	6199	Clerical support	9,500
01	00	01	9016	0458	3XXXX	6199	Benefits	3,937
01	00	01	9016	0458	4500	6199	Non instructional supplies	1,500
01	00	01	9016	0458	4551	6199	Printing	500
01	00	01	9016	0458	5200	6199	Travel	3163
01	00	01	9016	0458	5809	6199	Other Expenses	2,806

**JUSTIFICATION**

Budget for CTE Transitions Grant 2011-2012.

Chancellor

Board Action Date

<i>C. Chatterjee</i>	8/9/12
----------------------	--------

Batch Transfer No./Reference No.

Posted By:

Date:

120797	SL	7/12
--------	----	------

# Budget Adjustment 2011-2012

*Dummett*

Date <u>6/11/2012</u>	Location <u>Crafton Hills</u>	Responsibility Center Manager <i>Rejoice C. Chavira</i> Rejoice C. Chavira	President <u>Gloria Harrison</u>
--------------------------	----------------------------------	--	-------------------------------------

## INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	45	02	8120	0265	8140.00	0000	TANF Federal	\$ 3,055.00
01	45	02	8120	0265	8625.00	0000	TANF State	\$ 3,055.00
								\$ -
								\$ -
								\$ -
								\$ -
<b>TOTAL</b>								<b>\$ 6,110.00</b>

## EXPENSES

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	45	02	8120	0265	5200.00	6499	Travel & Conference Expenses	\$ 4,110.00
01	45	08	8120	0265	5809.00	6499	Other Expenses and Fees	\$ 2,000.00
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
<b>TOTAL</b>								<b>\$ 6,110.00</b>

## JUSTIFICATION

Budget adjustment reflecting a change in income and expenses for TANF Program Funds for 2011-2012.

Controller <i>C. Curran</i>	Chancellor	Board Action Date <u>8/9/12</u>
Batch Transfer Number/Reference # <u>20798</u>	Posted By: <u>SK</u>	Date: <u>7/12</u>



# Budget Adjustment 2011-2012

Date <u>6/11/2012</u>	Location <u>Crafton Hills</u>	Responsibility Center Manager <i>Joyce C. Chauhan</i> <u>Rejoice C. Chavira</u>	President <u>Gloria Harrison</u>
--------------------------	----------------------------------	---	-------------------------------------

2012 JUN 21 PM 12:13

### INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	46	02	8120	0266	8626.00	0000	CalWORKS	\$ 35,729.00
								\$ -
								\$ -
								\$ -
								\$ -
<b>TOTAL</b>								<b>\$ 35,729.00</b>

### EXPENSES

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	46	02	8120	0266	2181.00	6499	Class Unit Member Noninstruc	\$ 8,588.00
01	46	02	8120	0266	2390.00	6499	CalWORKs Work Study	\$ 24,170.00
01	46	02	8120	0266	5200.00	6499	Travel & Conference Expenses	\$ 561.00
01	46	02	8120	0266	5809.00	6499	Other Expenses and Fees	\$ 774.00
01	46	02	8120	0266	7600.00	7320	Other Student Aid	\$ 1,636.00
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
<b>TOTAL</b>								<b>\$ 35,729.00</b>

### JUSTIFICATION

Budget adjustment reflecting a change in income and expenses for CalWORKs Program Funds and Work Study Funds for 2011-2012.

Controller <i>Crowder</i>	Chancellor	Board Action Date <u>8/9/12</u>
Batch Transfer Number/Reference # <u>20799</u>	Posted By: <i>SK</i>	Date: <u>7/12</u>

# BUDGET ADJUSTMENT

Office of the Vice President

JUN 13 2012

JUN 12 2012

Student Services

Date	Location	Responsibility Center Manager	President
06/04/12	SBVC-Financial Aid	Joseph Nguyen	Larry Buckley

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
------	------	------	---------	--------	--------	------	--------------	----------------

### INCOME

01	00	01	8301	0160	8120.00	0000	Transfer from SEOG 5/15/12	12,865

### EXPENSE

01	00	01	8301	0160	2383.00	6450	Transfer to FWS 5/15/12	12,865

### JUSTIFICATION

INCREASE FEDERAL WORK STUDY FUNDING FROM SEOG

<i>Compton</i>		8/9/12
----------------	--	--------

Batch Transfer Number/Reference #	Posted By:	Date:
120801	SR	7/12

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: August 9, 2012  
SUBJECT: Consideration of Approval of Conference Attendance

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached conference attendance requests.

OVERVIEW

Individual conference requests for professional growth and staff development for academic and classified staff are submitted by the campuses and the district office.

ANALYSIS

Faculty and staff attend conferences to obtain updated information on policies and procedures in their fields. In addition, conference attendance provides professional growth and staff development.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- III. Resource Management for Efficiency, Effectiveness and Excellence
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.



## DISTRICT

NAME: Wendy Zinn  
DEPARTMENT: Economic Development and Corporate Training  
CONFERENCE: American Society Quality STEM Agenda Conference  
DATES: July 16-17, 2012  
LOCATION: Menomonie, Wisconsin  
PURPOSE: Give presentation on career technical education  
BENEFIT: Will obtain professional development on cutting-edge career technical education practices.  
ESTIMATED COST: \$1,775.00  
FUNDING SOURCE: Career Technical Education Grant

NAME: Kenn Couch  
DEPARTMENT: KVCR-TV/FM  
CONFERENCE: 2012 General Managers' Round Robins  
DATES: October 1-3, 2012  
LOCATION: Crystal City, Virginia  
PURPOSE: The annual conference brings together all managers from stations across the country.  
BENEFIT: As a PBS station, it is important to keep up to date on CPB funding, grants, programming fees and other management topics.  
ESTIMATED COST: \$0  
FUNDING SOURCE: Corporation for Public Broadcasting

NAME: Kenn Couch and Charles Fox  
DEPARTMENT: KVCR-TV/FM (FNX)  
CONFERENCE: National Educational Telecommunications Association (NETA)  
DATES: October 29 – November 2, 2012  
LOCATION: New Orleans, Louisiana  
PURPOSE: This conference is for programmers and managers who distribute NETA programming  
BENEFIT: NETA highlights upcoming programs available to PBS stations  
ESTIMATED COST: \$2,000.00 per person  
FUNDING SOURCE: KVCR Educational Foundation Inc. and First Nation's Experience

NAME: Kenn Couch, Benjamin Holland, and Charles Fox  
DEPARTMENT: KVCR-TV/FM (FNX)  
CONFERENCE: APT Fall Marketplace 2012  
DATES: November 6-10, 2012  
LOCATION: Sanibel Harbour, Florida  
PURPOSE: The annual conference allows management and programming professionals to network with other industry leaders and colleagues  
BENEFIT: APT highlights upcoming programs available to PBS stations  
ESTIMATED COST: \$2,000.00 per person  
FUNDING SOURCE: KVCR Educational Foundation Inc. and First Nation's Experience

NAME: Jason Brady  
DEPARTMENT: District Computing Services  
CONFERENCE: Sitecore Symposium 2012 North America  
DATES: October 23-24, 2012  
LOCATION: Las Vegas, Nevada  
PURPOSE: Sitecore training  
BENEFIT: To gain knowledge and training on the content management system utilized by the District.  
ESTIMATED COST: \$2,111.31  
FUNDING SOURCE: District Computing Services General Fund

NAME: Jason Brady  
DEPARTMENT: District Computing Services  
CONFERENCE: An Event Apart San Francisco  
DATES: November 11-15, 2012  
LOCATION: San Francisco, California  
PURPOSE: Web design techniques  
BENEFIT: To gain knowledge about the application of web standards and web design techniques.  
ESTIMATED COST: \$2,896.63  
FUNDING SOURCE: District Computing Services General fund

NAME: Whitney Fields  
DEPARTMENT: Fiscal Services – Environmental Health & Safety (EH&S)  
CONFERENCE: Occupational Safety Training Systems, Inc.  
Department of Transportation Hazardous Materials  
DATES: August 15, 2012  
LOCATION: Chino, California  
PURPOSE: To enhance district safety and compliance with the handling of hazardous materials.  
BENEFIT: District Environmental, Health & Safety Administrator will become certificated to train employees on appropriate Department of Transportation requirements for the handling of dangerous hazardous materials, including safety principles of labeling, placarding, and manifesting.  
ESTIMATED COST: \$1,075.00  
FUNDING SOURCE: General Fund, Fiscal Services Environmental, Health & Safety Budget

NAME: Robert Levesque  
DEPARTMENT: Economic Development and Corporate Training  
CONFERENCE: California Workforce Association's Meeting of the Minds  
DATES: September 3-7, 2012  
LOCATION: Monterey, California  
PURPOSE: To bring together statewide partners  
BENEFIT: Will gain collective workforce development practices  
ESTIMATED COST: \$1,500.00  
FUNDING SOURCE: California Clean Energy Workforce Training grant funds

NAME: Charles Fox and Kenn Couch  
DEPARTMENT: KVCR-TV/FM (FNX)  
CONFERENCE: Indian Market Gathering  
DATES: August 14-19, 2012  
LOCATION: Santa Fe, New Mexico  
PURPOSE: This gathering of over 1100 Native American vendors will feature projects and auctions of Native American artwork.  
BENEFIT: This is an event where we should have a presence and will incorporate meetings when attending various functions.  
ESTIMATED COST: \$2,500.00  
FUNDING SOURCE: First Nation's Experience

NAME: Kenn Couch  
DEPARTMENT: KVCR-TV/FM (FNX)  
CONFERENCE: World Indigenous Television Broadcast Network  
commemoration ceremony  
DATES: August 8-10, 2012  
LOCATION: New York, New York  
PURPOSE: United Nations commemoration of the World's Indigenous  
Peoples presentation  
BENEFIT: As a participant on the FNX Operation Board an invitation  
was extended to participate as a member network.  
ESTIMATED COST: \$1,500.00  
FUNDING SOURCE: First Nation's Experience

NAME: Kenn Couch  
DEPARTMENT: KVCR-TV/FM (FNX)  
CONFERENCE: Meeting with the Potawatami Tribe  
DATES: August 27-29, 2012  
LOCATION: Crandon, Wisconsin  
PURPOSE: Meeting with tribe to discuss fundraising  
BENEFIT: As the first Native American station of its kind, FNX  
executives will meet with tribes across the country to see  
how we can form a joint collaboration with other tribes.  
ESTIMATED COST: \$1000.00  
FUNDING SOURCE: First Nation's Experience

### SBVC

NAME: Diane Dusick  
DEPARTMENT: Communication and Broadcasting Studies  
CONFERENCE: International Digital Cinema Workshop  
DATES: July 8-28, 2012  
LOCATION: San Bernardino, California  
PURPOSE: Attend three-week workshop about digital filmmaking  
techniques, movie directing and producing best practices.  
BENEFIT: Opportunity to learn digital cinematography techniques and  
directing best practices from award-winning movie  
directors and producers  
ESTIMATED COST: \$2,000.00  
FUNDING SOURCE: Chancellor's Office General Funds

NAME: Dr. Kathleen Rowley  
DEPARTMENT: Grant Development and Management  
CONFERENCE: Meeting of the Walmart –American Indian Higher Education Consortium (AIHEC)-Hispanic Association of Colleges & Universities (HACU)-National Association for Equal Opportunity (NAFEO) Student Success Collaborative  
DATES: September 12-15, 2012  
LOCATION: Denver, Colorado  
PURPOSE: The visit relates to the team teaching practices initiated by the Hispanic Association of Colleges & Universities (HACU) mentoring initiative. We will also explore further funding opportunity.  
BENEFIT: To increase college success rates. SBVC serves a large number of first-generation college students. These mandatory grant recipient meetings support the identification of campus support strategies that have a positive impact on first-generation students' success, increasing SBVC success rates.  
ESTIMATED COST: \$1,361.90  
FUNDING SOURCE: HACU-Walmart grant

NAME: Marc Donnhauser and Denise McCrary  
DEPARTMENT: Counseling  
CONFERENCE: Meeting of the Walmart–American Indian Higher Education Consortium (AIHEC)-Hispanic Association of Colleges & Universities (HACU)-National Association for Equal Opportunity (NAFEO) Student Success Collaborative  
DATES: September 12-15, 2012  
LOCATION: Denver, Colorado  
PURPOSE: Focus on Basic Skills as it relates to retention and graduation. The Community College of Denver will present its FAST START program model and allow time for Q&A and discussion. The mentor/mentee relationships provide valuable resources for SBVC to learn and grow learning community programs which enhance student learning and faculty engagement/renewal.  
BENEFIT: To increase college success rates. SBVC serves a large number of first-generation college students. These mandatory grant recipient meetings support the identification of campus support strategies that have a positive impact on first-generation students' success, increasing SBVC success rates.  
ESTIMATED COST: \$1,475.00 each  
FUNDING SOURCE: HACU-Walmart grant

NAME: Nori Sogomonian  
DEPARTMENT: Professional Development  
CONFERENCE: Meeting of the Walmart–American Indian Higher Education Consortium (AIHEC)-Hispanic Association of Colleges & Universities (HACU)-National Association for Equal Opportunity (NAFEO) Student Success Collaborative  
DATES: September 12-15, 2012  
LOCATION: Denver, Colorado  
PURPOSE: Focus on Basic Skills as it relates to retention and graduation. The Community College of Denver will present its FAST START program model and allow time for Q&A and discussion. The mentor/mentee relationships provide valuable resources for SBVC to learn and grow learning community programs which enhance student learning and faculty engagement/renewal.  
BENEFIT: To increase college success rates. SBVC serves a large number of first-generation college students. These mandatory grant recipient meetings support the identification of campus support strategies that have a positive impact on first-generation students' success, increasing SBVC success rates.  
ESTIMATED COST: \$ 0.00  
FUNDING SOURCE: No funding source is needed as it is a time only request.

NAME: Donna Hoffmann  
DEPARTMENT: Resource Development  
CONFERENCE: Conference for Community College Advancement/Network for California Community College Foundations Annual Meeting  
DATES: October 3-5, 2012  
LOCATION: San Diego, CA  
PURPOSE: Annual meeting for California Community College Foundation Directors, and conference by Council for Advancement & Support of Education (CASE)  
BENEFIT: Network with state colleagues and learn latest practices in fundraising, donor relations, and alumni engagement.  
ESTIMATED COST: \$1,500.00  
FUNDING: Resource Development general fund

NAME: Dr. Larry G. Buckley  
DEPARTMENT: President's Office  
CONFERENCE: Accrediting Commission for Community and Junior Colleges (ACCJC) Comprehensive Evaluation Visit-Hawaii Community College  
DATES: October 14-19, 2012  
LOCATION: Hilo, Hawaii  
PURPOSE: Dr. Buckley will serve as a member of the ACCJC team that will conduct a comprehensive evaluation for Hawaii Community College.  
BENEFIT: Participation experience for another Community College to further knowledge and to be aware of accreditation standards implemented during a review team visit.  
ESTIMATED COST: \$ 0.00  
FUNDING SOURCE: No funding source is needed as it is a time only request.

NAME: Kay Weiss  
DEPARTMENT: Arts and Humanities  
CONFERENCE: North American Council for Staff, Program and Organizational Development Annual Conference  
DATES: October 16-19, 2012  
LOCATION: Rockville, MD/Washington, DC  
PURPOSE: Dr. Weiss was asked to serve as a lead facilitator for the "New Managers' Workshop" to be held on October 17<sup>th</sup>. This daylong workshop will serve as training for new mid-level managers on topics such as supporting training and growth of employees, effective hiring and orientation processes, and planning and implementing change efforts.  
BENEFIT: As Dean, Dr. Weiss will use the information acquired to suggest enhancement and improvement of campus programs.  
ESTIMATED COST: \$ 0.00  
FUNDING SOURCE: No funding source is needed as it is a time only request.

CHC

NAME: Daniel Bahner, Robert Brown, Karen Peterson, Karen Childers  
DEPARTMENT: Title V  
CONFERENCE: NCSPD 35<sup>th</sup> Annual International Conference  
DATES: October 16-20, 2012  
LOCATION: Washington, DC  
PURPOSE: To deepen and develop knowledge and skills in implementing and expanding the professional development program.  
BENEFIT: An expanded and more cohesive CHC professional development program.  
ESTIMATED COST: \$1,550.00 per person  
FUNDING SOURCE: Title V Grant

NAME: Karen Childers  
DEPARTMENT: Title V  
CONFERENCE: Community College Advancement 2012  
DATES: October 2-6, 2012  
LOCATION: San Diego, CA  
PURPOSE: To receive training in key concepts specific to community college educational fundraising.  
BENEFIT: To increase fundraising capabilities.  
ESTIMATED COST: \$1,706.00  
FUNDING SOURCE: Title V Grant

NAME: Karen Childers  
DEPARTMENT: Title V  
CONFERENCE: Council for Resource Development  
DATES: November 4-11, 2012  
LOCATION: Washington, DC  
PURPOSE: To meet with grants personnel from community colleges across the U.S.; find out about federal grant opportunities for the coming year; attend professional development workshops.  
BENEFIT: To increase the likelihood for CHC to receive additional grants.  
ESTIMATED COST: \$3,695.00  
FUNDING SOURCE: Title V Grant



NAME: Charlie Crosby, Tim Stuart, Jonathan Ayala, Daniel Ocampo  
DEPARTMENT: Respiratory Care Students  
CONFERENCE: American Association for Respiratory Convention Sputum Bowl Competition  
DATES: November 9-13, 2012  
LOCATION: New Orleans, Louisiana  
PURPOSE: To gain information on new technologies, procedures and developments in the respiratory care field. Students will have an opportunity to network and share information with other respiratory care students.  
BENEFIT: Respiratory Care students will represent Crafton Hills College in the Sputum Bowl Competition. The annual competition challenges students on their classroom learning while also providing job leads. CHC teams have won two national titles.  
ESTIMATED COST: \$2,000 per student  
FUNDING SOURCE: Funding Source BETA II Student Club

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: August 9, 2012  
SUBJECT: Consideration of Approval of District/College Expenses

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached requests for District/College Expenses.

OVERVIEW

Individual requests are submitted to fund expenses related to various functions planned for the colleges and district office.

ANALYSIS

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

## DISTRICT

EVENT: Meet and Greet  
DATE: August 9, 2012  
AMOUNT: \$72  
ITEM: Refreshments.  
Sponsored by the Chancellor's Office, this event will give the officers of the Associated Student Governments an opportunity to meet the members of the Board of Trustees. Funded by Chancellor's Office General Fund.

EVENT: Holliday Open House  
DATE: December 4, 2012  
AMOUNT: \$2,000  
ITEM: Refreshments.  
This is the annual holiday open house hosted by the Chancellor's Office. Funded by the Chancellor's Pepsi Fund account.

## SBVC

EVENT: The Changing Face of Education  
DATE: August 11, 2012  
AMOUNT: \$1,800  
ITEM: Refreshments and supplies  
Sponsored by Student Services, this event will promote the different cultures in teaching. Anticipated attendance is approximately 100 faculty, staff and community members. Funding source is the Student Services Other Expenses & Fees account.

EVENT: Week of Welcome Events, Fall 2012  
DATE: August 13 – 17, 2012  
AMOUNT: \$3,700.00  
ITEM: Refreshments, publicity, prizes and rentals  
Sponsored by the Associated Student Government, this event will provide information, direction, and support during the first week of instruction. Anticipated attendance is approximately 8,000 students, faculty, and staff. Funding source is the Associated Student Body fund account.

EVENT: Athletic Compliance Meeting

DATE: August 21, 2012

AMOUNT: \$700.00

ITEM: Refreshments and Supplies

The Athletics Department is required to attend a mandatory athletic compliance meeting. This meeting includes all head coaches, assistant coaches, volunteer coaches, administrators and staff of the Athletics Department. This is a staff only function and no students will be served. Funding is from the Athletic Trust account.

EVENT: SBVC Art Gallery Reception

DATE: August 21, 2012

AMOUNT: \$75.00

ITEM: Refreshments

Sponsored by the SBVC Art Club, this event will promote the art exhibition organized by the Art Department held at the Clara and Allen Gresham Art Gallery. Anticipated attendance is approximately 100 students, faculty, staff and general public. Funding source is the Art Club Trust account.

EVENT: Veterans Resource Center Grand Opening

DATE: August 31, 2012

AMOUNT: \$900.00

ITEM: Promotional Items

Sponsored by the Student Services Division, this event will celebrate the Veterans Resource Center Grand Opening for veteran students. Anticipated attendance is approximately 150, faculty, staff and students. Funding source is the Marketing & Public Affairs general fund account.

EVENT: SBVC Art Gallery Reception

DATE: September 25, 2012

AMOUNT: \$75.00

ITEM: Refreshments

Sponsored by the SBVC Art Club, this event will promote the art exhibition organized by the Art Department held at the Clara and Allen Gresham Art Gallery. Anticipated attendance is approximately 100 students, faculty, staff and general public. Funding source is the Art Club Trust account.

EVENT: SBVC Art Gallery Reception

DATE: November 1, 2012

AMOUNT: \$75.00

ITEM: Refreshments

Sponsored by the SBVC Art Club, this event will promote the art exhibition organized by the Art Department held at the Clara and Allen Gresham Art Gallery. Anticipated attendance is approximately 100 students, faculty, staff and general public. Funding source is the Art Club Trust account.

EVENT: SBVC Art Gallery Reception

DATE: November 29, 2012

AMOUNT: \$75.00

ITEM: Refreshments

Sponsored by the SBVC Art Club, this event will promote the art exhibition organized by the Art Department held at the Clara and Allen Gresham Art Gallery. Anticipated attendance is approximately 100 students, faculty, staff and general public. Funding source is the Art Club Trust account.

EVENT: President's Annual Holiday Gathering

DATE: December 7, 2012

AMOUNT: \$3,000.00

ITEMS: Refreshments, supplies and decorations for annual holiday event.

The President's Annual Holiday Gathering event will be held on December 7<sup>th</sup>. Anticipated attendance is approximately 200 faculty, staff and trustees. Funding source is the President's Pepsi fund account.

## CHC

EVENT: Fall 2012 Transfer Fair

DATE: September 11, 2012

AMOUNT: \$400.00

ITEM: Refreshments

Transfer Center General Fund

Sponsored by the Transfer Center, the transfer fair is intended to provide an opportunity for students to meet with public, private and out-of-state universities at CHC. Exposure to a variety of institutions as well as making a connection with the representatives will assist students with obtaining admissions information, getting their questions answered, and ultimately transferring to a 4-year institution.

EVENT: LCS<sup>2</sup> (Learning Computer Science Through the Lens of Culture & Society) Workshop & Summer Camp  
DATE: July 27-August 3, 2012  
AMOUNT: \$2,400.00  
ITEM: Refreshments and Supplies  
Google CS4HS & Computer Science Collaborative Project Grants  
Two-day workshop for high school STEM instructors and week-long summer camp for high school students teaching computer science principles, mobile app development and 3-D animation through use of open access and free applications.

EVENT: Spring 2013 CARE Workshop  
DATE: January 10, 2013  
AMOUNT: \$500.00  
ITEM: Refreshments  
EOPS Categorical Funds  
Attendees will be new and continuing students registered in the CARE Program.

EVENT: Spring 2013 Transfer Fair  
DATE: March 6, 2013  
AMOUNT: \$400.00  
ITEM: Refreshments  
Transfer Center General Fund  
Sponsored by the Transfer Center, the transfer fair is intended to provide an opportunity for students to meet with public, private and out-of-state universities at CHC. Exposure to a variety of institutions as well as making a connection with the representatives will assist students with obtaining admissions information, getting their questions answered, and ultimately transferring to a 4-year institution.

EVENT: EOPS/CARE/CalWORKs Graduation/Scholars Ceremony  
DATE: May 10, 2013  
AMOUNT: \$1,500.00  
ITEM: Refreshments  
Transfer Center General Fund  
This event is for EOPS/CARE/CalWORKs students who have completed 24 units or more and have achieved a cumulative grade point average of 3.0 or higher and/or graduating in May.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Dr. Larry Buckley, Interim President, SBVC  
**PREPARED BY:** James Hansen, Vice President of Administrative Services, SBVC  
**DATE:** August 9, 2012  
**SUBJECT:** Consideration of Approval of a Facility Use Fee Waiver - SBVC

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve a facility use fee waiver for San Bernardino Pop Warner Football games in partnership with San Bernardino Valley College with games to be held on Sundays, August 26, September 2, 9, 16, 23, 30 and October 7, 14, 21, 28 of 2012.

### **OVERVIEW**

SBVC is recommending the fee waiver in support of area community members as part of the college's community outreach effort.

### **ANALYSIS**

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

### **FINANCIAL IMPLICATIONS**

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Steven Sutorus, Business Manager  
DATE: August 9, 2012  
SUBJECT: Consideration of Approval of Surplus Property and Authorize Disposal or Private Sale

RECOMMENDATION

It is recommended that the Board of Trustees declare the listed equipment and materials as surplus and direct the Business Manager to contact auction houses and appropriate salvage companies for the disposal.

OVERVIEW

The attached equipment and materials have been declared obsolete and no longer usable.

ANALYSIS

Through reputable auction houses and salvage companies, these items will be picked up and transported to vendor facilities for sale or disposal as necessary. According to Education Code 81452, if the governing board by a unanimous vote of those members present finds that the property does not exceed in value the sum of Five Thousand Dollars (\$5,000), the property may be sold at private sale without advertising by the District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

A statement and check for equipment sold will be provided to the District within 30 days after the date of auction and will positively impact the District budget.



**Retired Fixed Assets**  
**August 9, 2012**

<b>Asset Number</b>	<b>Date Retired</b>	<b>Location</b>	<b>Description</b>	<b>Date In Service</b>	<b>Initial Value</b>	<b>Current Value</b>
0017242	7/20/2012	CRAFTON HILLS COLLEGE	Computer	7/1/2011	\$1.00	\$0.00
0017311	7/20/2012	CRAFTON HILLS COLLEGE	Computer	5/30/2006	\$1,172.44	\$0.00
Total					\$1,173.44	

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Dr. Larry Buckley, Interim President, SBVC  
**PREPARED BY:** Dr. Haragewen Kinde, Interim Vice President, Instruction, SBVC  
**DATE:** August 9, 2012  
**SUBJECT:** Consideration of Approval of Donation - SBVC

### **RECOMMENDATION**

It is recommended that the Board of Trustees accept the donation to the Electricity/Electronics Department at SBVC.

### **OVERVIEW**

Royal Wholesale Electric is donating a Programmable Logic Controller System to the SBVC Electricity/Electronics Department.

### **ANALYSIS**

The donation of a SCL 500 Programmable Logic Controller PLC System with Panel View 900 HMI will be used for classroom instruction. The system will assist in the instruction and demonstration within the Electricity/Electronics Department.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Charlie Ng  
Vice Chancellor, Fiscal Services

DATE: August 9, 2012

SUBJECT: Consideration of Approval of District Wide Reorganization Plan

RECOMMENDATION

It is recommended that the Board of Trustees approve the reorganization plan for San Bernardino Valley College, Crafton Hills College and the District Office.

OVERVIEW

This reorganization plan is designed to accomplish several goals. (1) To provide savings by consolidation of functions and streamlining the organization. (2) To provide job descriptions that are properly matched to actual duties and move employees into the appropriate position within the guidelines of Title V.

ANALYSIS

The District-Wide reorganization plan addresses administrative needs and represents the best approach to providing services while saving funds to deal with the ongoing budgetary constraints facing the District. This plan also provides for the correct position classification to match staff work.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

## Crafton Hills College

Interim Positions	Changes and Rationale	Salary Cost/(Savings)	Salary Cost (Salary Savings)
<b>*Interim Executive Vice President</b>	Interim oversight of both Instruction and Student Services and will serve as Accreditation Liaison Officer.	Temporary reduction of one VP's salary – Savings of (\$149,000) Increase in EVP salary – Cost of approximately \$7,000	(\$142,000)
<b>*Interim Executive Dean of Instruction</b>	In addition to division responsibilities, provides interim administrative oversight and leadership for curriculum, schedule and catalog development, and development of alternative course and program offerings.	Temporary increase of approximately \$5,800	\$5,800

\*This organization is on an interim basis pending the results of the CHC President recruitment; further decisions will be made upon a successful recruitment

Permanent Positions	Changes and Rationale	Salary Cost/(Savings)	Salary Cost (Salary Savings)
<b>Dean of Research, Planning and Institutional Effectiveness</b>	Recognize expanded responsibilities including support for accreditation (evidence gathering, integrated planning and continuous assessment). Dean would provide leadership to key committees.	Increase of approximately \$5,300	\$5,300
<b>Director of Grants and Resource Development</b>	Combines Grants and Resource Development into one area with oversight by one manager. Provides leadership in the identification of external opportunities and matches to district and college goals and priorities. Serves as liaison with community members, elected officials, and grant officers.	Reduction of one manager – Savings of (\$100,300) Increase in salary – Cost of approximately \$9,300 .5 of salary is covered under grant funds during 2012-2013 (additional savings of \$45,500) and .25 during 2013-2014 Creates opportunities for	(\$91,000)

revenue generation

**Crafton Hills College**

Position	Changes and Rationale	Cost/(Savings)	Cost (Savings)
<b>Assistant Director of Grants and Resource Development</b>	Generates external support for the college including fundraising, alumni relations, and donations	Cost of approximately \$71,000 Creates opportunities for revenue generation	\$71,000
<b>Director of Facilities</b>	Fills the vacant Facility Director position by combining the role of the Director with the Maintenance and Grounds Supervisor; thus, increasing the manager's span of authority to support and provide management oversight for Custodial—assisting in improved management for the custodial day shift and custodial supervisor. Improves CHC participation in construction coordination and works directly with District Bond Project Manager	Reduction of one manager (Maint and Grounds Supervisor) – Salary Savings of (\$71,000).	(\$71,000)
<b>Community Education/Aquatics Director</b>	Develops community fee-based programs/classes to generate revenue and build community partnerships. Provides support and direction to manage the pool facility for campus programs as well as for the community. Coordinates use and maintenance of the pool facility and the pool attendants; develops the master calendar for the pool use.	Increase of approximately \$61,500 Creates opportunities for revenue generation	\$61,500
<b>CHC Savings: (\$160,400)</b>			

## District Services

Position	Changes and Rationale	Cost/(Savings)	Net Cost/ (Savings)
<b>Accounting Manager</b>	<u>Reclassify Senior Supervising Accountant (Accounting)</u> . Assume responsibility for all accounting staff and a portion of the duties for the Director of Fiscal Services. This provides the accounting manager the authority to review and approve the work of the staff, sign checks, and release payment batches.	Increase in salary – \$5,000	\$4,000
<b>Payroll Supervisor</b>	<u>Reclassify Senior Supervising Accountant (Payroll)</u> . Remove accounts payable staff responsibilities and allow the Payroll Supervisor to focus all of her available time and resources on payroll staff and duties.	No change in salary or benefits	
<b>Lieutenant, Police</b>	<u>Reclassify Position to Emergency Preparedness Coordinator</u> . This position will be used to fund an Emergency Preparedness Coordinator. The duties of the Police Lieutenant will be assumed by the Chief of Police.	Abolish Police Lieutenant – (\$95,000)	(\$95,000)
<b>President, KVCR</b>	<u>Downgrade the KVCR President position to KVCR General Manager</u> . The duties of the KVCR President will be assumed by the General Manager. Eliminate Station Manager with duties assumed by the General Manager.	Reduction of KVCR President – (\$212,000); interim reclassification of Station Manager to General Manager \$6,000	(\$198,000)

## District Services

Position	Changes and Rationale	Cost/(Savings)	Net Cost/ (Savings)
<b>Associate Vice-Chancellor, Technology and Educational Support Services</b>	<u>Reclassify Executive Director of Technology and Support Services.</u> Assume responsibility for all information technology functions including all applications and technical infrastructure.	Increase in salary	\$7,500
<b>Director of Marketing, District/CHC</b>	<u>Abolish position.</u> The duties of the Director of Marketing/Public Information Officer will be assumed by contracting with a professional expert, part-time.	Abolish Director of Marketing – (\$56,500); increase cost for professional expert \$40,000	(\$16,500)
		<b>District Savings</b>	<b>(\$298,000)</b>

## San Bernardino Valley College

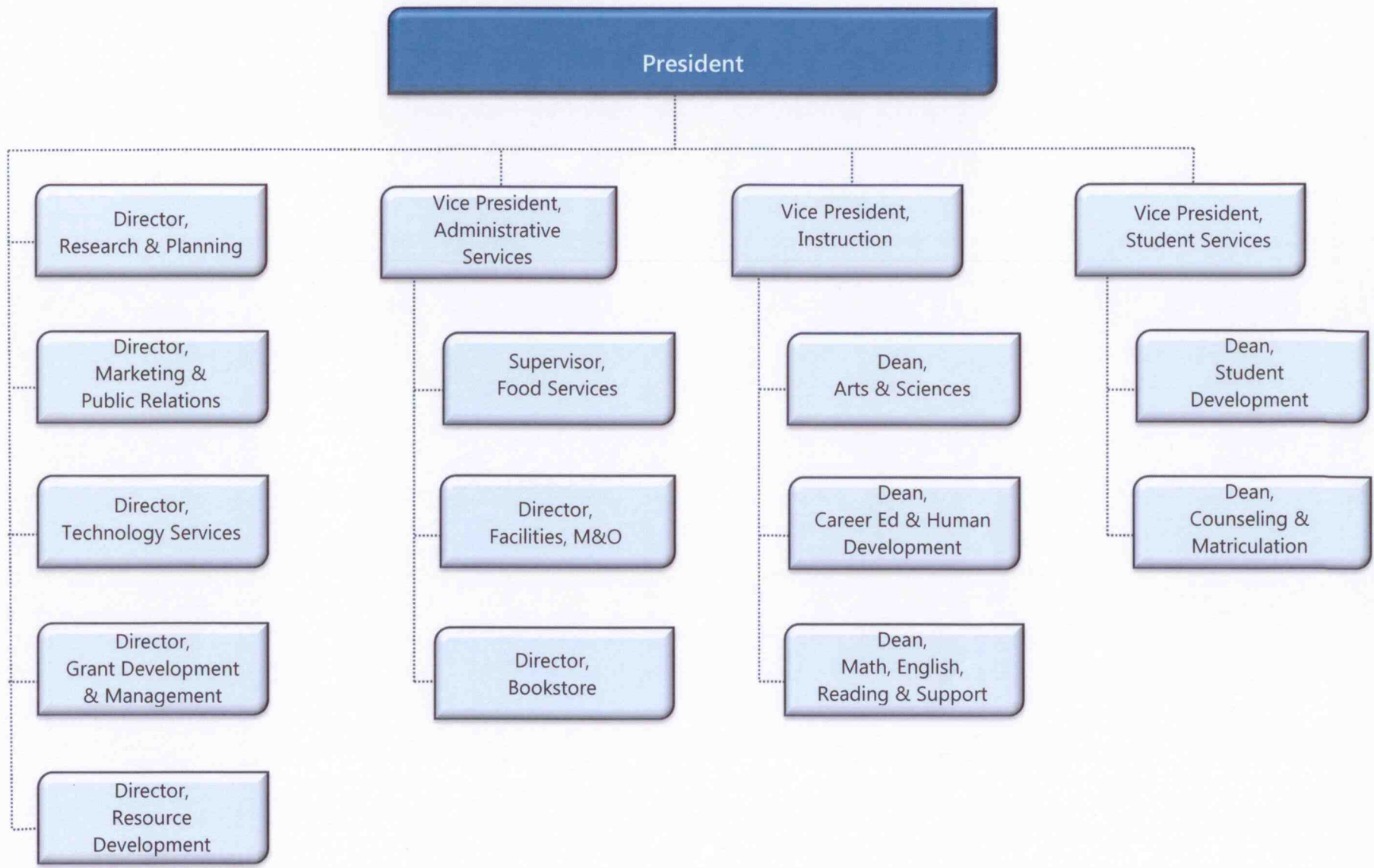
Permanent Positions	Changes and Rationale	Salary Cost/(Savings)	Salary Cost (Salary Savings)
<b>Dean, Student Success</b>	<u>Abolish position.</u> The duties of the Dean of Student Success will be assumed by Dean, Counseling and Matriculation and CalWorks/ Workability III, and Occupational Advancement Department Manager.	Salary savings for Dean (\$122,000)  Increase in salary of \$10,000	(\$112,000)
<b>Maintenance &amp; Grounds Supervisor</b>	Position to remain vacant pending review and permanent appointment of M&O) Coordinator	Net Savings of \$67,920	(\$67,920)
<b>Maintenance &amp; Operations Coordinator</b>	Vacant M&O Coordinator to be filled on interim basis by Maintenance & Grounds Supervisor	Net savings of \$7,308 due to differing pay scales based on experience	(\$7,308)
<b>Dean of Research, Planning and Institutional Effectiveness</b>	Expand responsibilities of existing Director of Institutional Research position to include support for accreditation such as evidence gathering, integrated planning and continuous assessment Dean would provide leadership to key committees	Increase of approximately \$5,300	\$5,300
<b>Foundation Secretary II</b>	Moved Foundation Accountant and Administrative Secretary to 80% Grants Office and 80% Research Office respectively and established full-time assistance for Foundation.	Increase of total costs of approximately \$42,000	\$42,000
<b>Director of Police Academies</b>	Interim position to assume a part of the duties of the Dean, Criminal Justice.	Increase of total costs of \$21,672	\$21,672

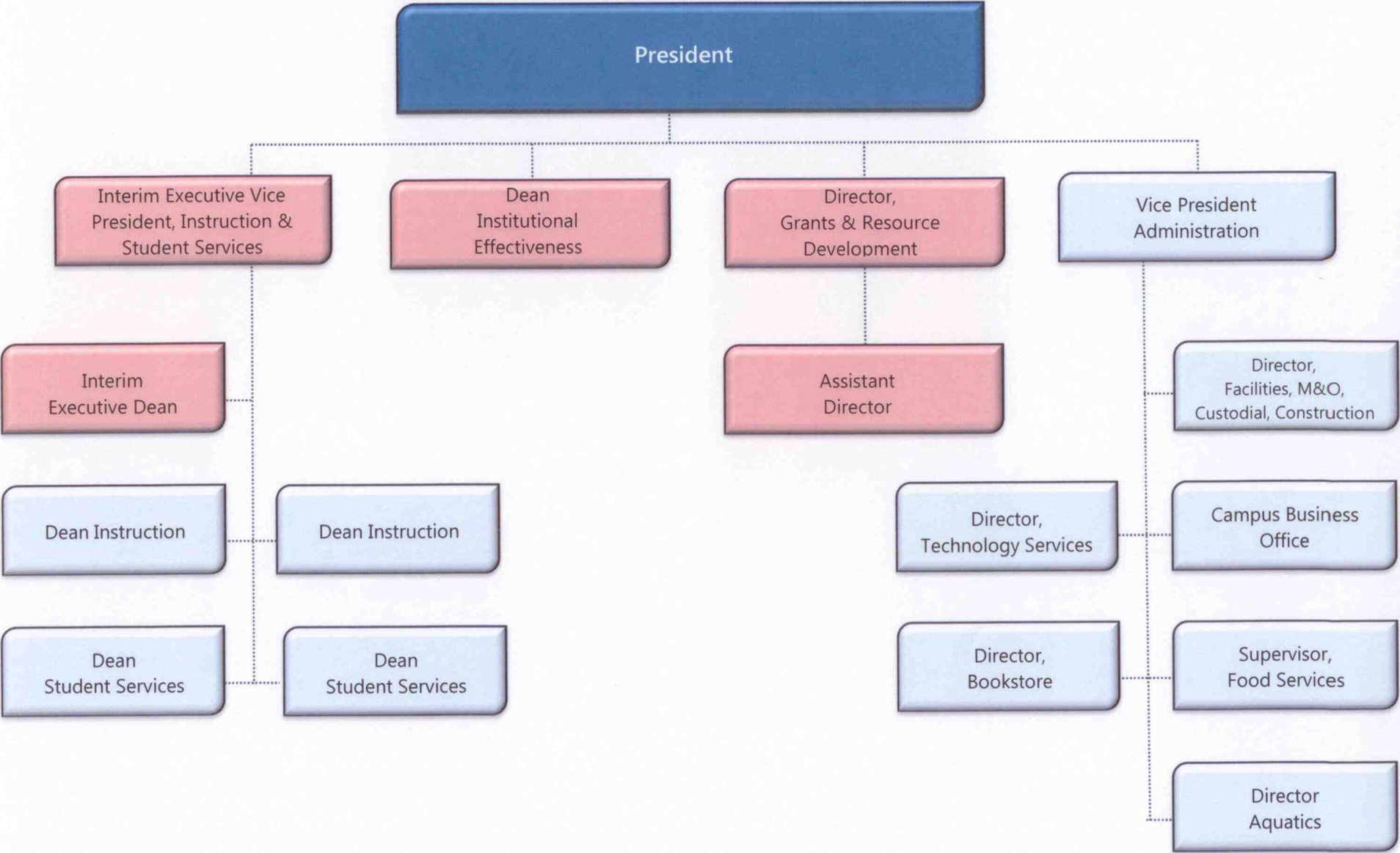


<b>Occupational Advancement Department Manager</b>	New job description taking some duties of abolished Dean of Student Success	Increase of total costs of \$69,014	\$69,014
	Eliminated position to be replaced by Occupational Advancement Department Manager	Savings of \$63,909	(\$63,909)
<b>Middle College High School</b>	Professional Expert to assume part of the duties of the Dean, Criminal Justice.	Increase of total costs of \$15,400	\$15,400
<b>Dean of Administration of Justice</b>	The duties of the Dean of Administration of Justice will be assumed by Dean, Social and Behavioral Sciences, and Physical Education and Director of Police Academies.	Salary savings for Dean (\$128,000)	(\$122,000)
<b>SBVC Savings</b>			<b>(\$219,751)</b>
<b>Total District-wide Savings</b>			<b>(\$678,151)</b>

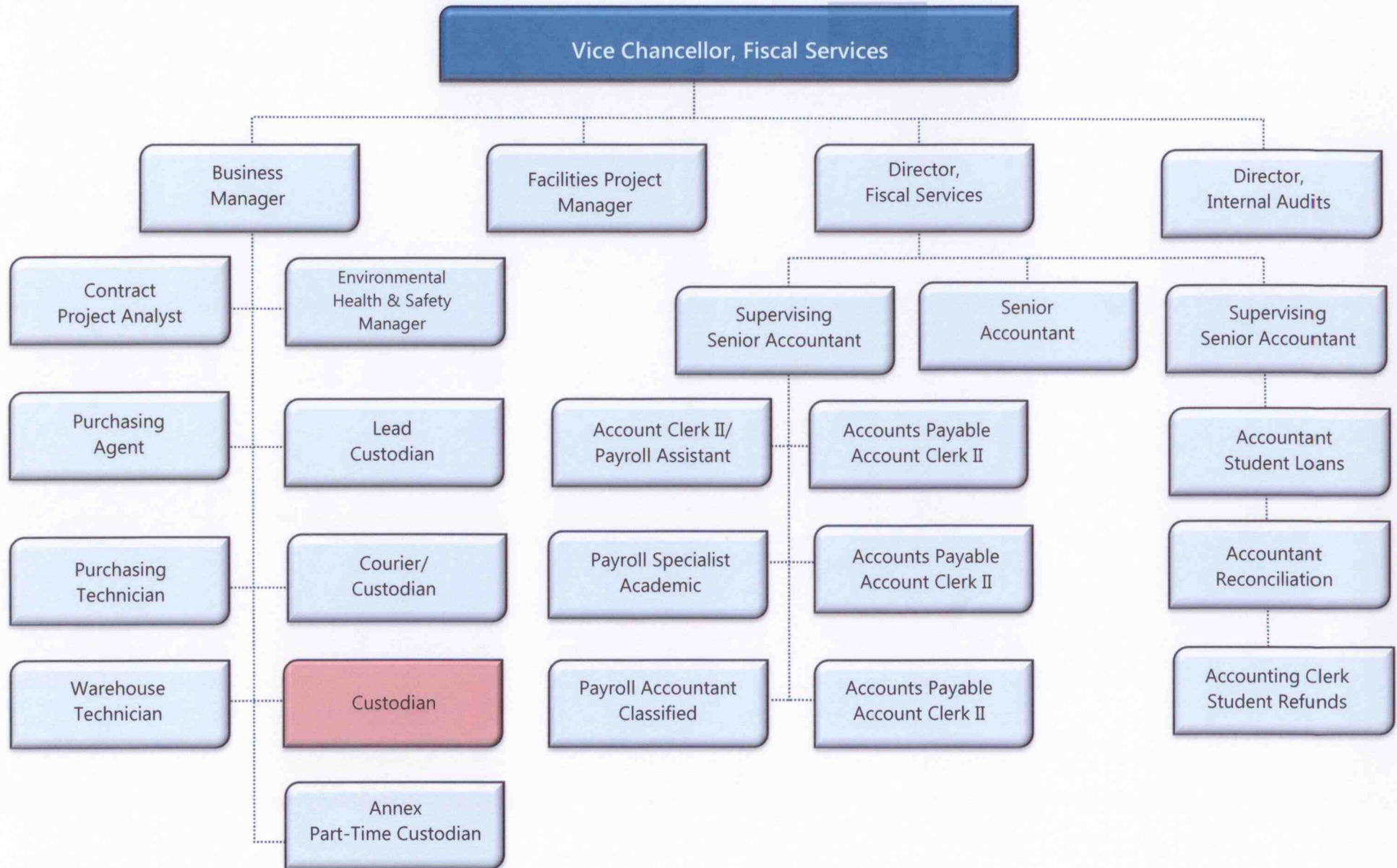


Existing



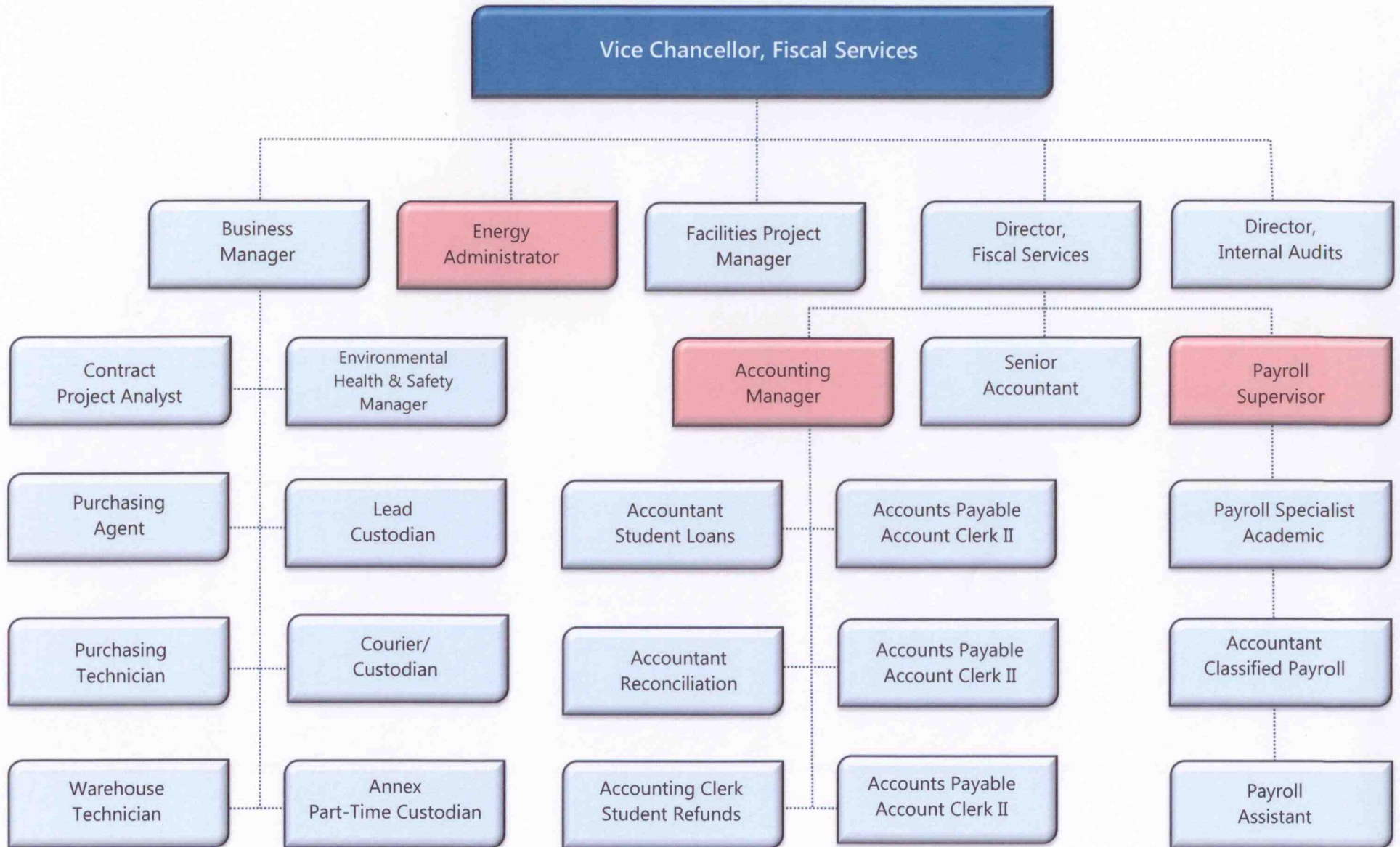


## Fiscal Services – Existing

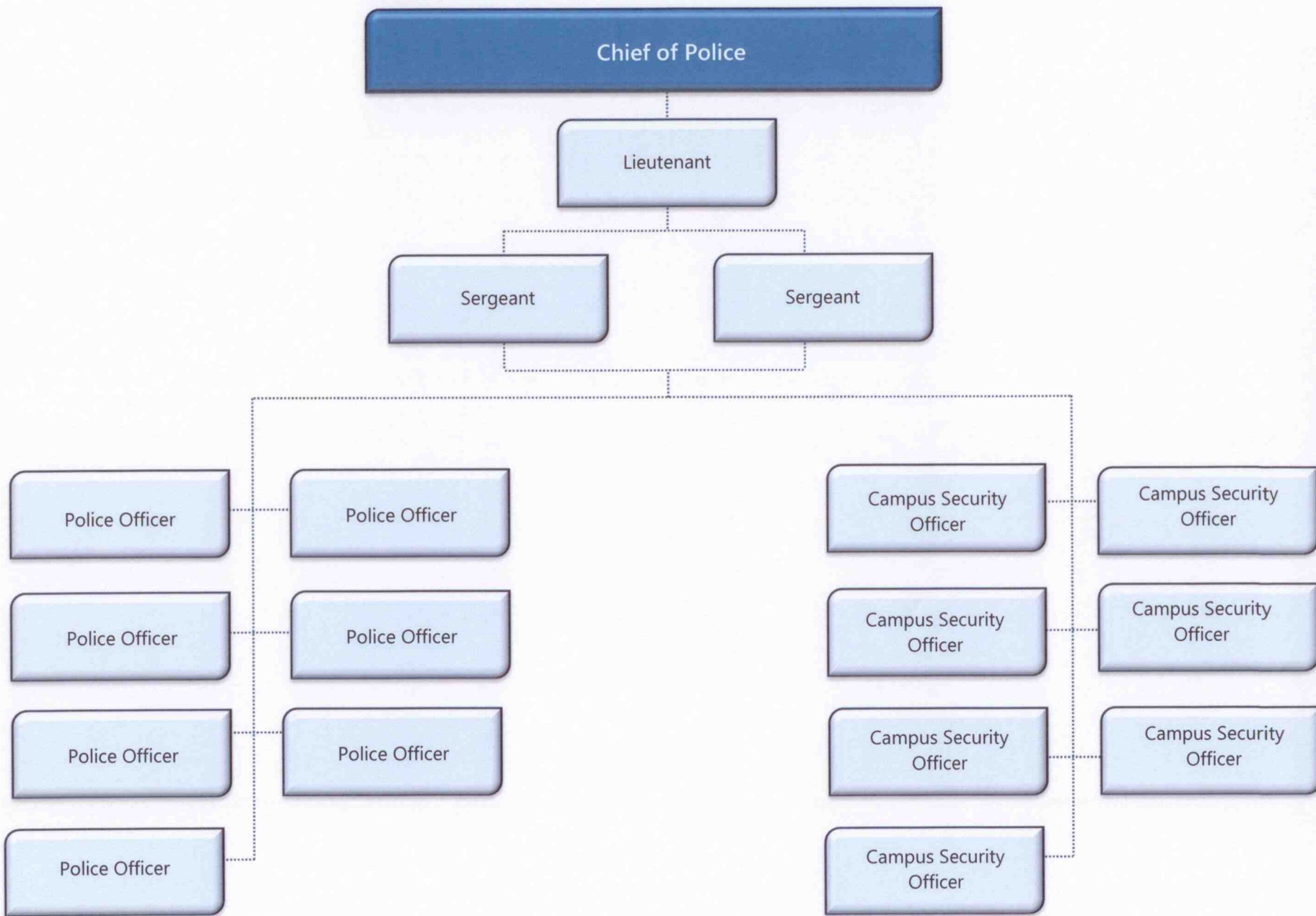




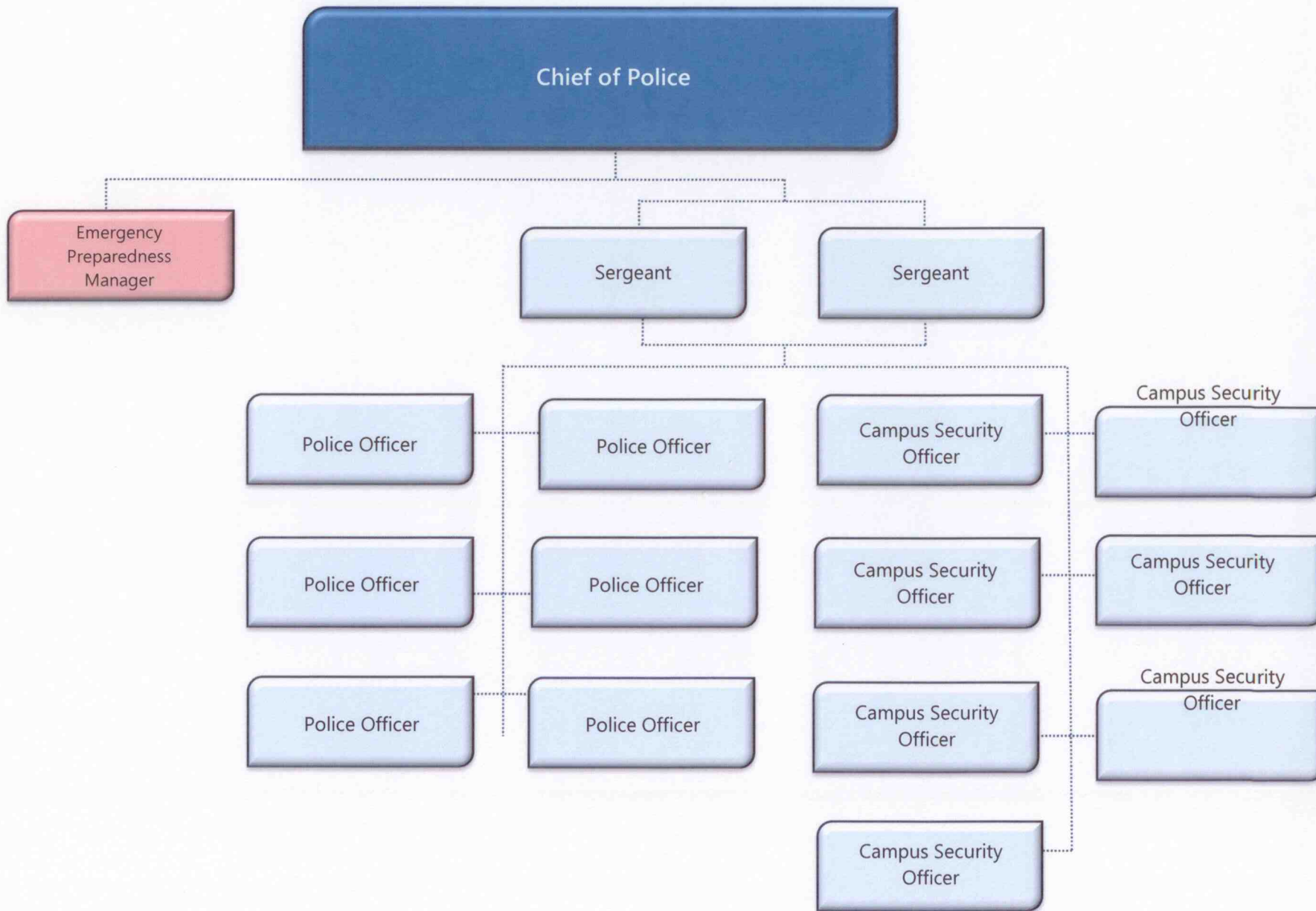
# Fiscal Services – Proposed

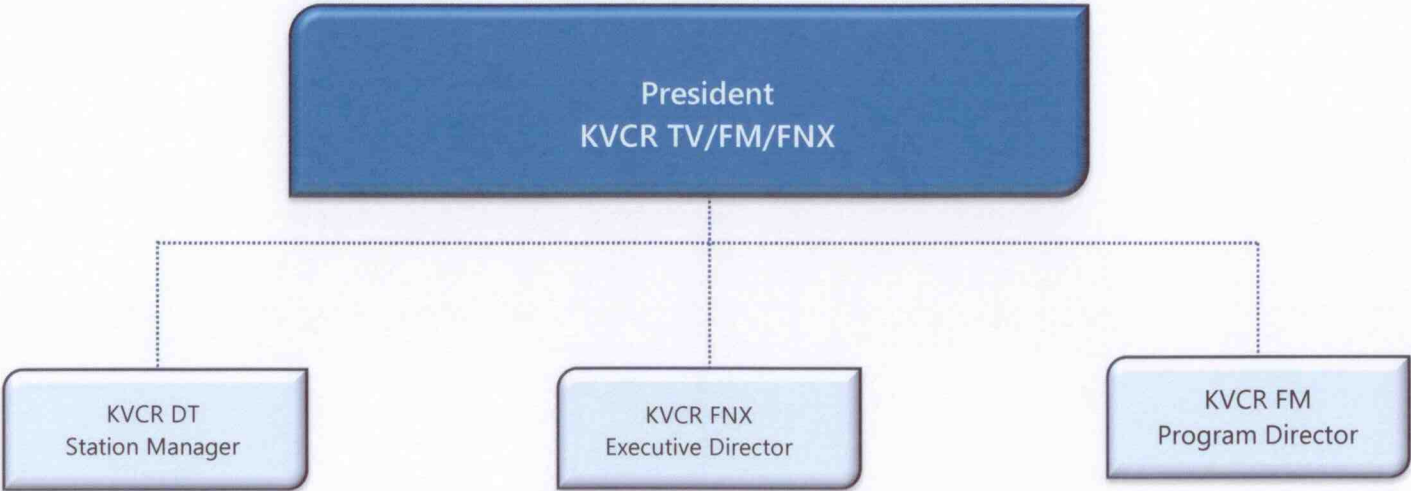


# Police Department – Existing



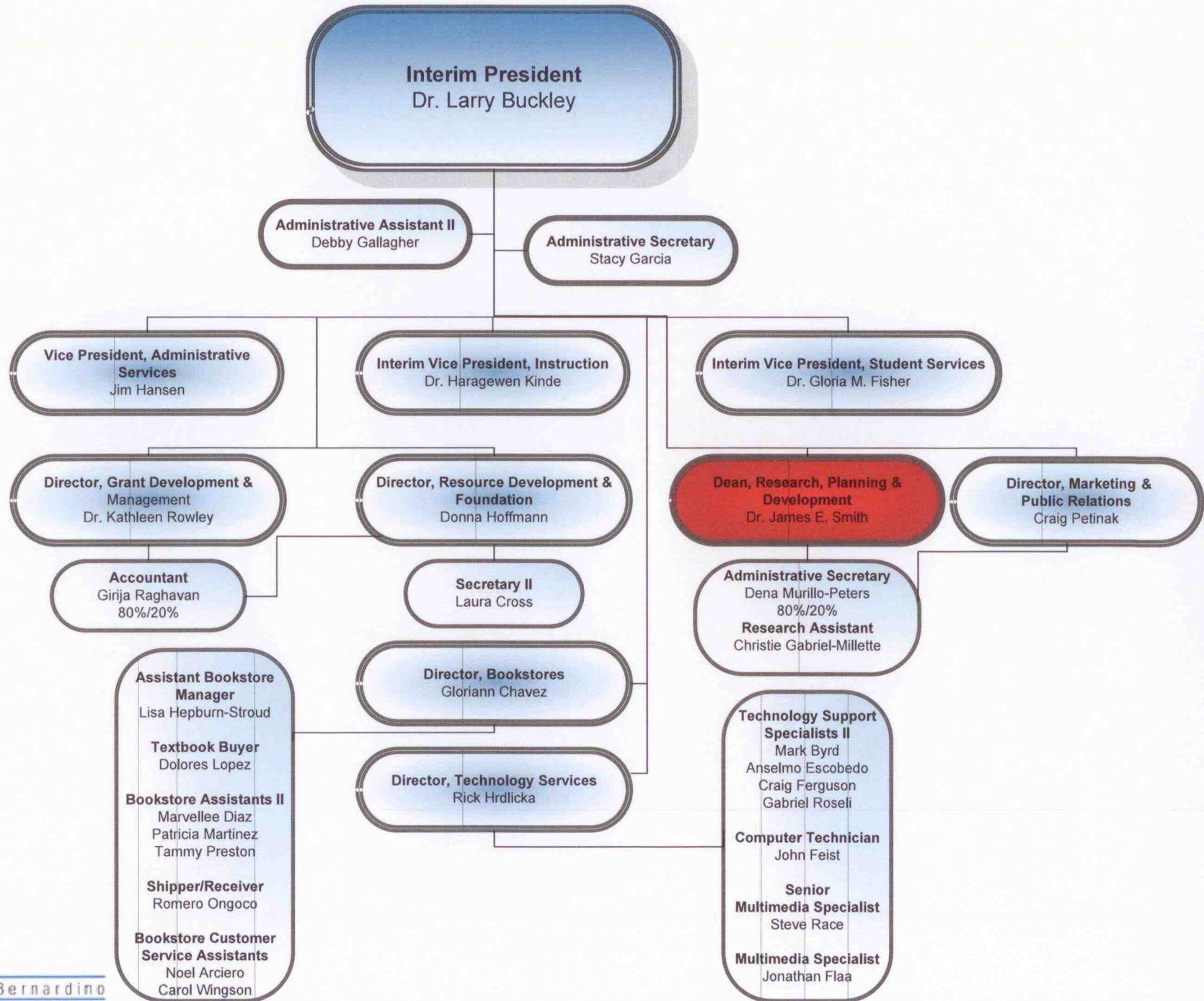
# Police Department – Proposed

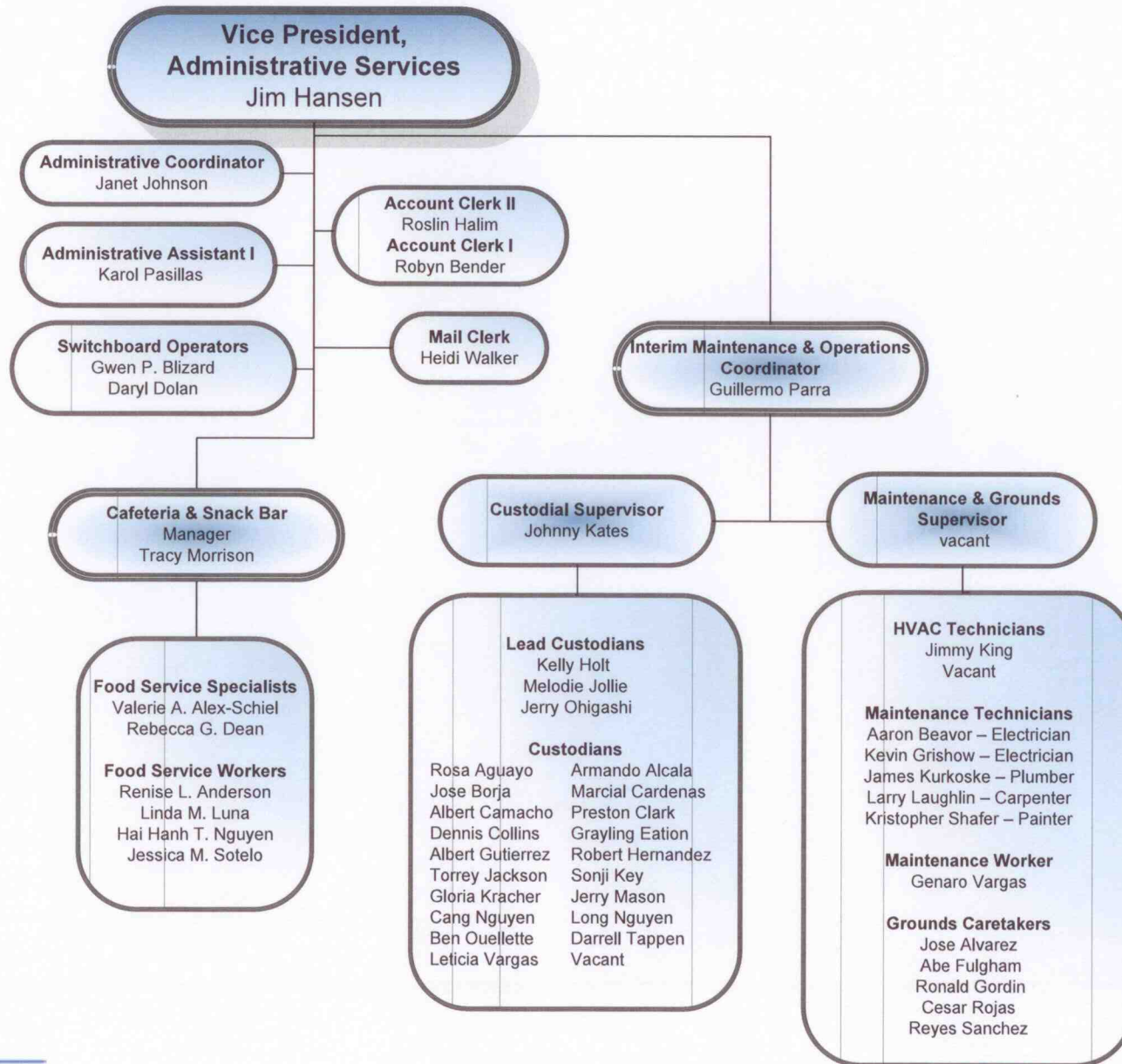


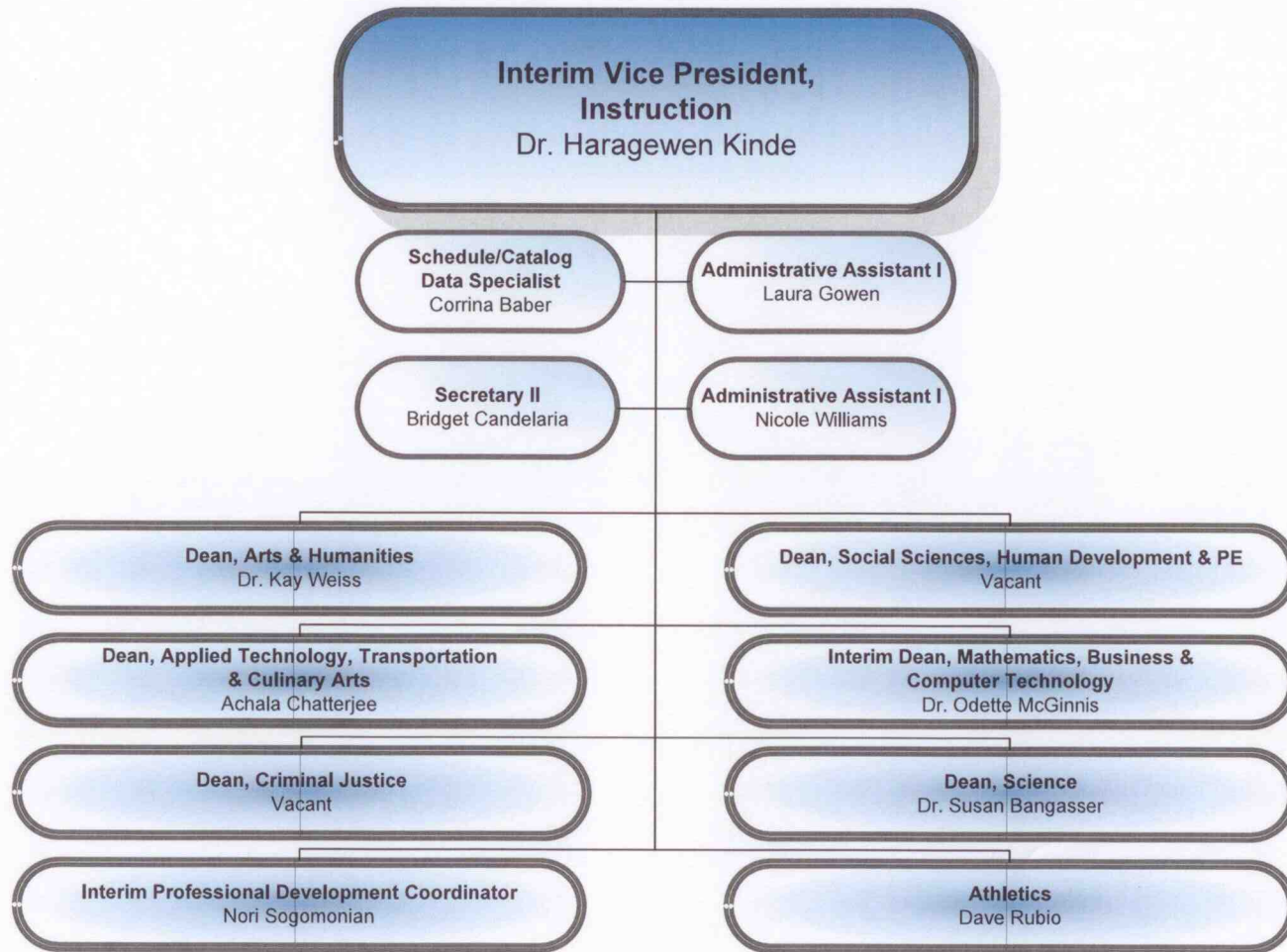














**Interim Vice President,  
Instruction**  
Dr. Haragewen Kinde

**Dean, Arts & Humanities**  
Dr. Kay Weiss

**Dean, Criminal Justice**  
Vacant

**Dean, Science**  
Dr. Susan Bangasser

**Dean, Social Sciences, Human Development & Physical Education**  
Vacant

**Secretary I**  
Emily McNichols

**Administrative Secretary**  
Linda Tymchek

**Administrative Secretary**  
Vacant

**Secretary I**  
Mary Gutierrez

**Administrative Secretaries**  
Rose Garcia  
Judy Velazquez

**Secretary I**  
Angela Grotke

**Administrative Secretary**  
Karen Deck

**Faculty Chairs**  
Mandi Batalo  
Paula Ferri-Milligan  
Leticia Hector  
Diane Hunter  
Dr. Jose Recinos  
Matie Scully

**Faculty**

Diana Ablinger	Dr. Horace Alexander
Carolyn Allen-Roper	Kimberly Anderson-Jefferson
Lydia Barajas-Zapata	Sharon Chapman
Yon Che	Mary Copeland
Jay Danley	Dr. Diane Dusick
Dr. Sheela Free	Dr. Helen Garcia
Magdalena Jacobo	Edward Jones
Joel Lamore	Dirkson Lee
Yvette Lee	Susan Mattson
William McKie	Dolores Moreno
Joseph Notarangelo	Dr. Edward Perez
David Rosales	Michael Slusser
Dr. Nori Sogomonian	James Stewart
Julie Tilton	

**Laboratory Technician**      **Assessment Technician**  
Rance Freeman                      Caleab Losee

**Theater Technicians**  
Ryan Bethke  
Michael Gonzales

**Interim Professional Development Coordinator**  
Nori Sogomonian

**Faculty Chairs**  
Dr. Susan Bangasser  
David Bastedo  
Vanessa Engstrom  
Dr. Todd Heibel  
Dennis Jackson  
Dr. Michael Lysak  
Tamara Maurizi  
Dr. John Stanskas

**Nursing Director**  
Priscilla Taylor

**Faculty**

Maricia Alfano-Wyatt	Algje Au
Dr. Amy Avelar	Lorrie Burnham
Glenn Drewes	Natalia Dunn
Rochelle Fender	June Hill
Mark Ikeda	Judy Jorgensen
Marianne Klinstrand	Dr. Laura Leedahl
Dr. Sheri Lilliard	Gail Mack
Marion Meines	Joan Murillo
Violeta Obra	Neomi Sabio
Roger Sadler	Geoffrey Schroder
Yolanda Simental	Michele Spahn
Michael Torrez	Alicia Tuvida
Tatiana Vasquez	Christie Winter

**Lab Technicians**

Aurora Casas	Patricia Jenkins
Jessica Joneson	Sarah Miller
Diana Pinson	Cassandra Thomas
Nancy Zapien	

**Planetarium Specialist**  
Chris Clarke

**Faculty Chairs**  
Kathy Adams  
John Banola  
Patrick Buckley  
Colleen Calderon  
Dr. Walter Chatfield  
Dr. Jack Jackson  
Denise Knight  
Dr. Edward Millican  
Romana Pires  
James Robinson  
Dr. Sandra Moore

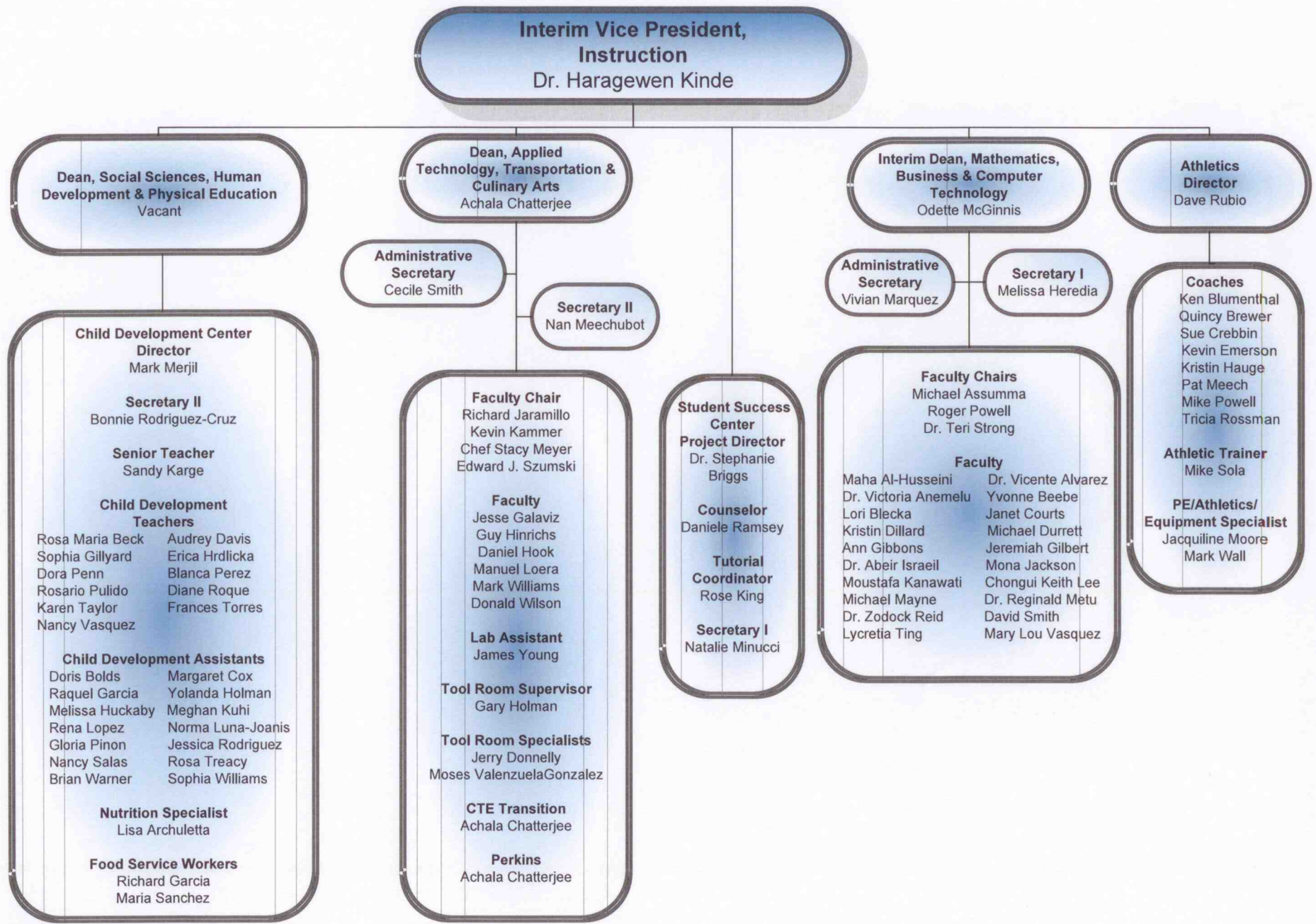
**Faculty**

Dawn Adler	Kellie Barnett
Kenneth Blumenthal	Quincy Brewer
Susan Crebbin	Dr. Jeffrey Demsky
Dr. James Dulgeroff	Kevin Emerson
Ed Gomez	Kristin Hauge
Dr. Leonard Lopez	Pat Meech
Melinda Moneymaker	Michael Powell
	Tricia Rossman

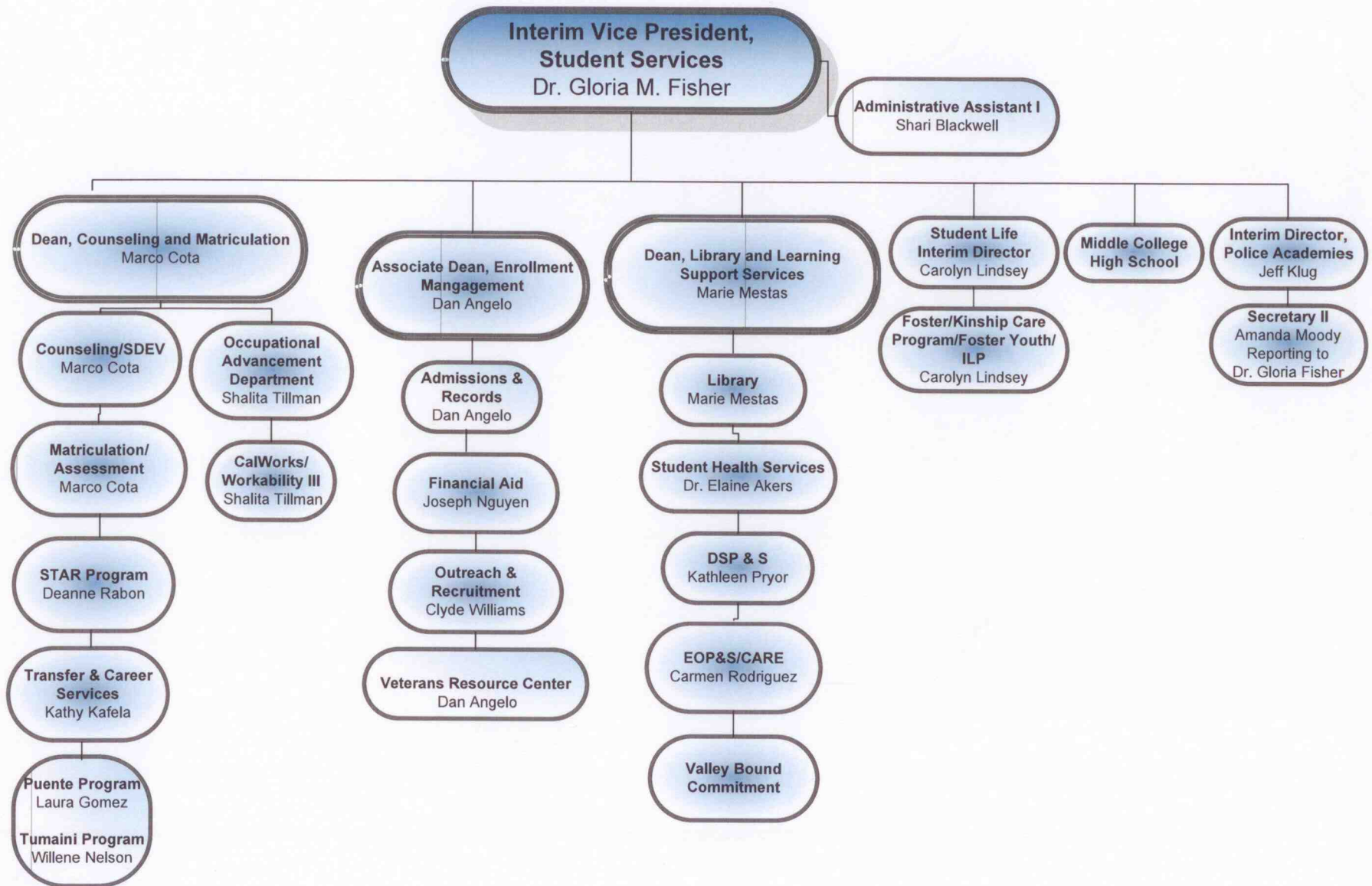
**Physical Education Secretary I/Eligibility Clerk**  
Josephine Save

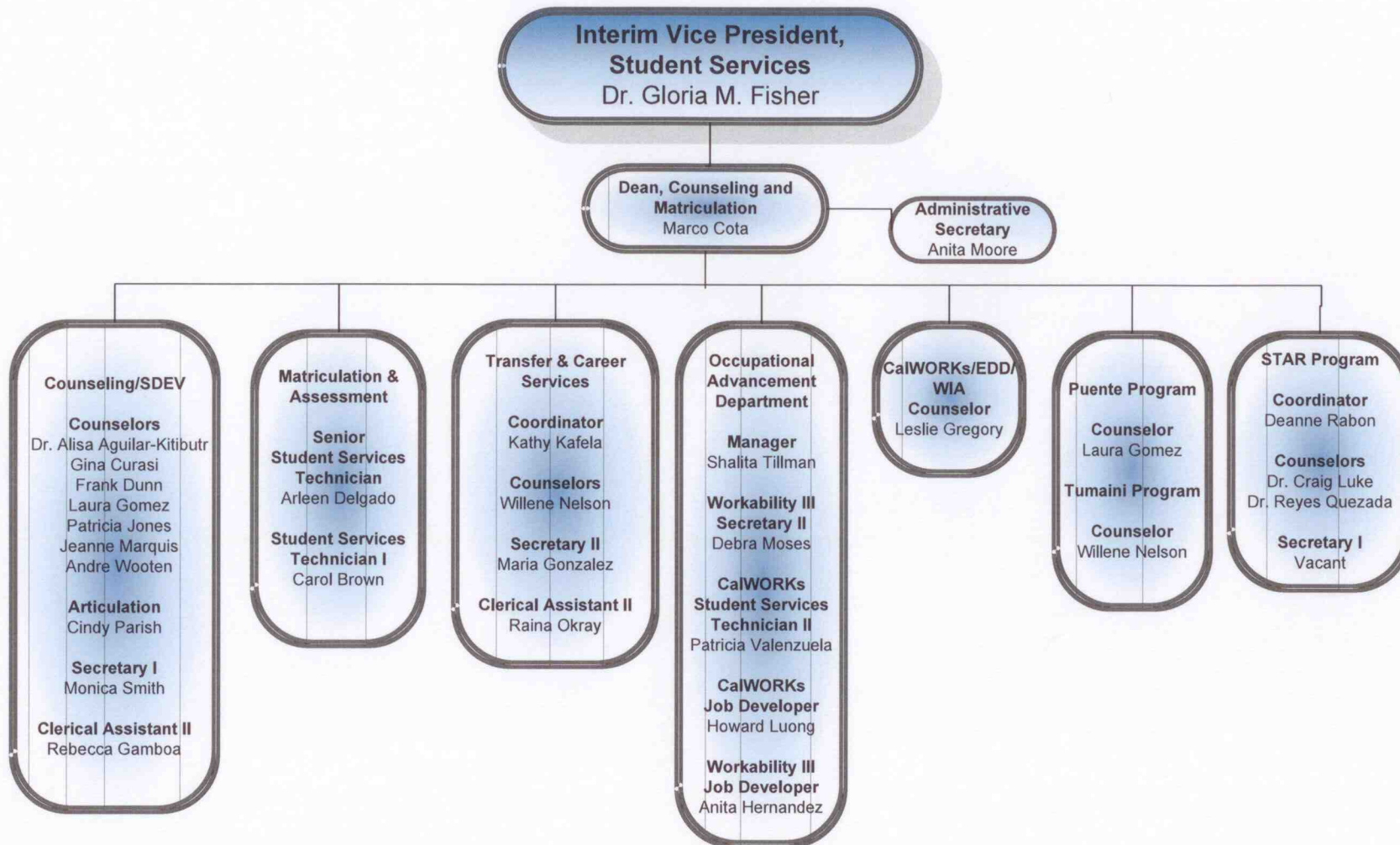
**PE/Athletics Equipment Specialists**  
Jacqueline Moore  
Mark Wall

**Sports Information Specialist**  
Brian Sylva

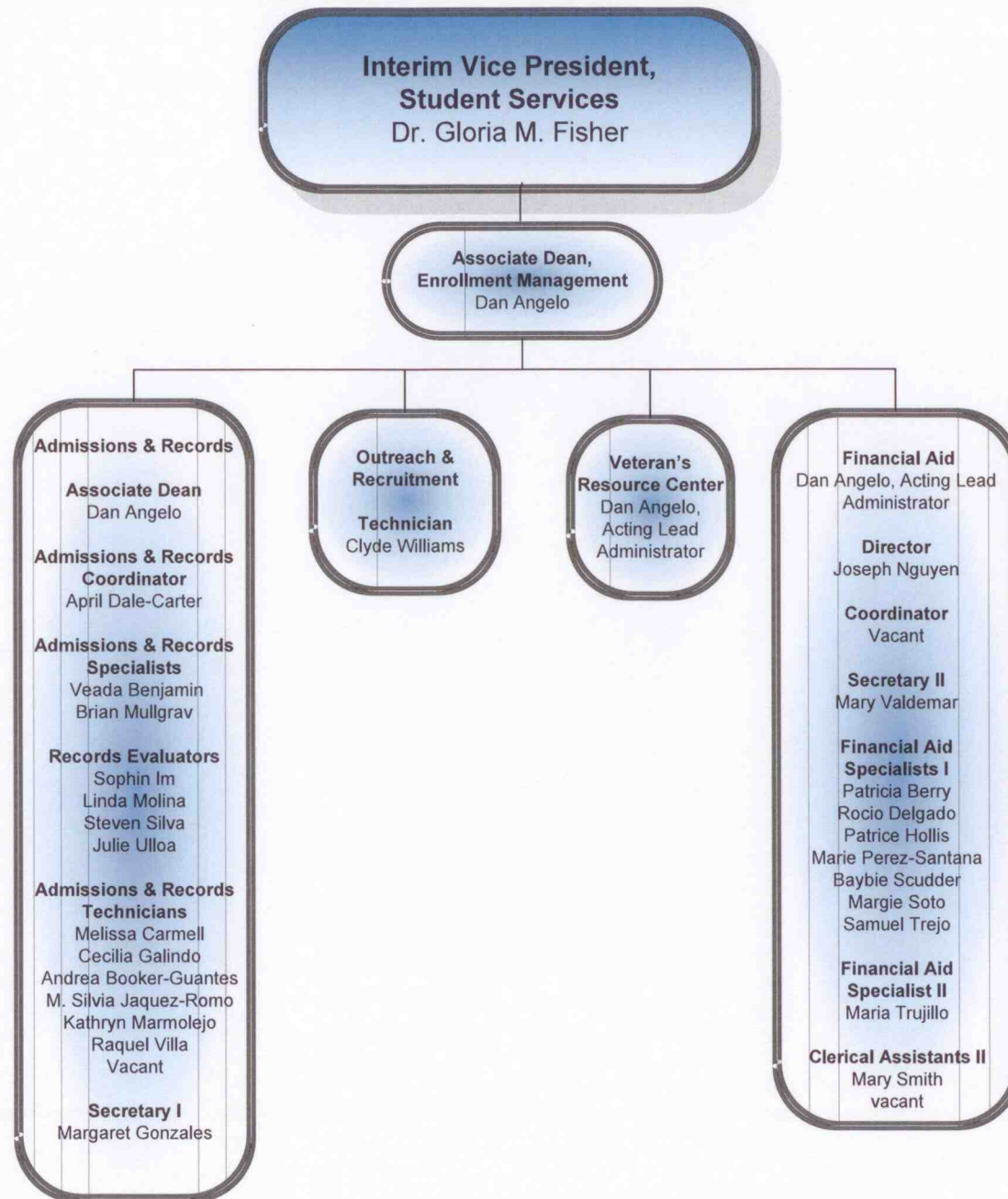


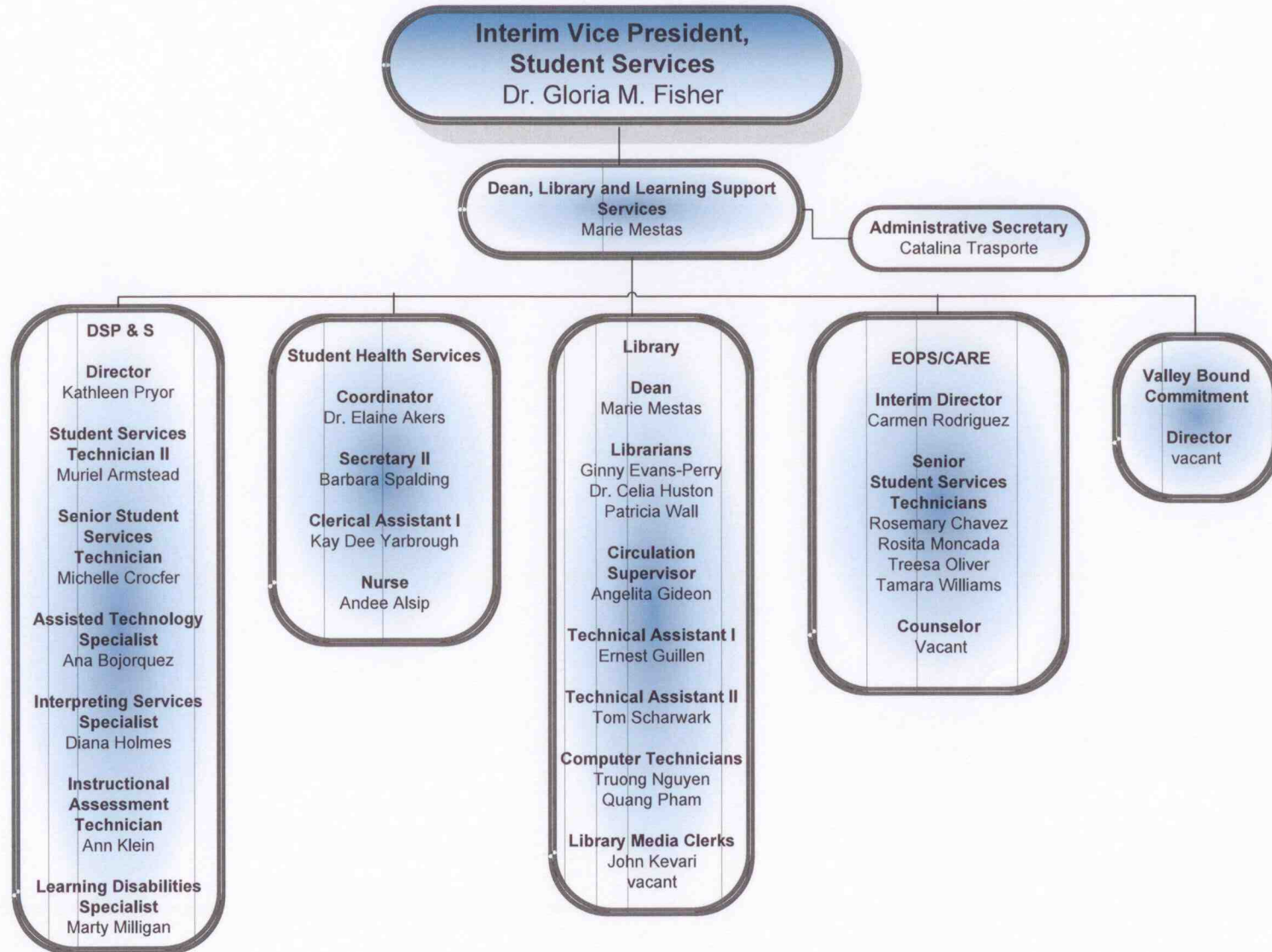


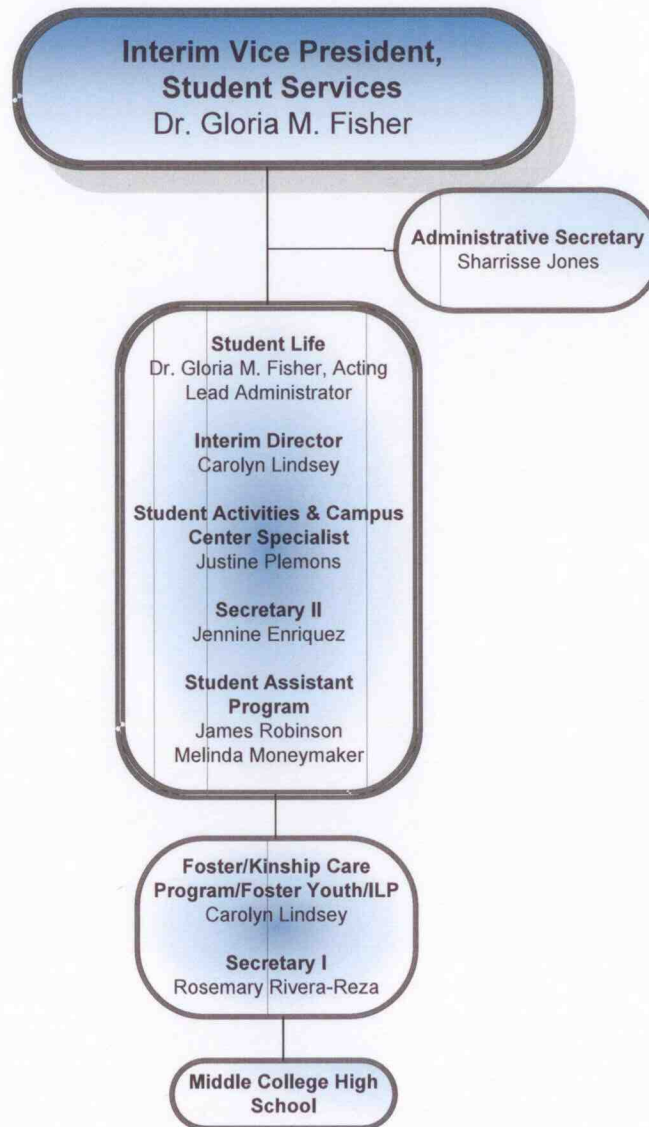














## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### EMERGENCY PREPAREDNESS MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

#### **SUMMARY DESCRIPTION**

Under the direction of the Chief of Police, the Emergency Preparedness Manager oversees, coordinates, develops, implements, promotes, evaluates and manages the District's disaster, emergency preparedness and response program and activities. This position works closely with the District's Environmental Health & Safety Administrator and Campus/District Safety Officers. The Emergency Preparedness Manager provides leadership, expertise and professional consultation to the District in all phases of emergency management, which includes mitigation, preparedness, response and recovery.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Develops, implements, promotes, evaluates and manages the District's emergency preparedness and response program and activities to comply with federal, state, and local regulations.
2. Develops, coordinates, facilitates and conducts all disaster, emergency preparedness and response related trainings and workshops/seminars for staff, faculty and students.
3. Develops educational, technical and promotional materials, posters, brochures, newsletters etc. to create and increase the District's emergency preparedness awareness.
4. Advises management on technical and administrative matters related to disaster, emergency preparedness and response management programs.
5. Conduct assessments of all disaster equipment and supplies; and implement a system to maintain adequate inventory of equipment and supplies.
6. Recommend resource allocations and prepare budget proposals for funding, staffing, and supplies.
7. Identifies availability of state and federal funds; research, prepare and write grant proposals and reports.
8. Coordinate all emergency planning efforts with medical, health, and public safety agencies throughout the city, county, state, and federal governments.
9. Participates in the assignment of campus/District Office Community Emergency Response Training (CERT) teams and building captains for each site; coordinate and facilitate training and exercises.
10. Responds to and assists in the management of events leading up to and including Emergency Operations Center (EOC) activations, and when needed, serves as EOC Coordinator in an advisory capacity providing technical assistance and support for the Chancellor or designee during emergency and EOC operations.
11. Serves on the District's Safety Committee; participates as needed in campus Safety Committee meetings; and assists in safety planning and preparation.

12. Serves as the District's liaison with governmental and regulatory agencies; participates in county, regional and state disaster, emergency preparedness and responses.
13. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
14. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Operational characteristics, services, and activities of a disaster, emergency preparedness and response program, including Incident Command System (ICS), Statewide Emergency Management System (SEM), and National Incident Management System (NIMS).

Principles and practices of disaster and emergency management.

Methods, techniques and practices of emergency response master plans required for public safety.

Principles, procedures and practices relating to building and campus safety and security.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to public safety, disaster, and emergency preparedness and response.

Reporting protocols and deadlines associated with the California Office of Emergency Services (OES) and Federal Emergency Management Agency (FEMA).

### **Ability to:**

Oversee and participate in the management of a comprehensive public safety, disaster, and emergency preparedness and response program.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the selection and recommendation, supervision, training, and evaluation of staff.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Gather and analyze data and situations and make appropriate decisions.

Prepare and present comprehensive, concise, clear oral and written reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply California Education Code, Title 5, Occupation Safety and Health Administration (OSHA) federal, state, and local policies, laws, and regulations as it relates to the position.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Provide leadership based on ethics and principles as they relate to disaster, emergency preparedness and response functions and operations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.



## **Education and Experience Guidelines**

### **Education/Training:**

A Bachelor's degree from an accredited college or university.

### **Required Experience:**

Two (2) years of responsible disaster, emergency preparedness and/or response experience.

### **Certificate, License or Registration:**

1. A valid California Driver's License and proof of a good driving record upon appointment.

### **Preferred Experience:**

1. 2 (two) years experience working in a California community college.
2. Experience in developing emergency preparedness and/or multi-jurisdictional hazard mitigation plans.
3. Experience in writing and managing emergency preparedness grants.
4. Certified Emergency Manager (CEM) certification is desirable.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: July 12, 2012

Range: 10

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### ACCOUNTING MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

#### **SUMMARY DESCRIPTION**

Under direction of the appropriate administrator, the Accounting Manager is responsible for all areas related to accounting and financial reporting including preparation and analysis of general ledger, bank reconciliations, financial reporting, year-end audit, commercial warrants and other check disbursements, collection of accounts receivable, and deposits of funds. The Accounting Manager is responsible for ensuring that work is properly allocated, completed in a timely and accurate manner, and adheres to established policies and procedures.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

Plans, prioritizes, assigns, supervises, reviews, analyzes, advises, and approves the work of staff responsible for performing complex and highly technical financial record keeping and accounting duties for a variety of district operations and services including the preparation and maintenance of general ledger, bank reconciliations, financial reporting, year-end audit, commercial warrants and other check disbursements, collection of accounts receivable, and deposits of funds.

1. Prepares reports for governmental jurisdiction including state and federal reports, retirement reports, use tax reports, Department of Education reports.
2. Reviews and implements changes in state and federal laws.
3. Establishes schedules and methods for providing technical accounting and financial record keeping services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
4. Ensure an accurate and timely reporting of all monthly, quarterly, and year-end close financial information.
5. Participates in the development of goals and objectives as well as policies and procedures to support campus fiscal and business operations; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
6. Participates in the preparation and administration of the assigned budget; submits budget recommendations; monitors expenditures.
7. Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
8. Provides accounting information and assistance to administrators and staff, responds to financial questions/concerns to meet district needs, coordinates communications with other departments and a variety of outside governmental offices and agencies.
9. Performs department audits; checks and reviews a variety of records, accounts, and reports for accuracy; assists with calculations; inspects for proper transactions,



encumbrances, and allocation of categorical funds related to campus accounting functions.

10. Coordinates annual audit with internal and external auditors; ensures audit is completed within District timelines.
11. Maintains records concerning operations and programs; prepares reports on operations and activities.
12. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of accounting and financial record keeping; incorporates new developments as appropriate into programs.
13. Supports the appropriate administrator with special projects and workflow process improvements
14. Performs other related duties as assigned.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Operations, services, and activities of a technical accounting and financial record keeping program.

Principles and practices of accounting as related to a community college district.

Application of electronic data processing to accounting practices and reporting requirements.

Principles of supervision, training, and performance evaluation.

Basic principles and practices of budget preparation and administration.

Principles and procedures of record keeping and internal control.

Principles of business letter writing and basic report preparation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Generally Accepted Accounting Principles (GAAP), California Community Colleges Budget and Accounting Manual (BAM)

Pertinent federal, state, and local laws, codes, and regulations.

#### **Ability to:**

Supervise, organize, and review the work of assigned staff involved in performing complex and highly technical financial record keeping and accounting duties for various campus operations and services.

Analyze and solve problems

Understand financial reporting and general ledger structure

Recommend and implement goals, objectives, policies and procedures for providing technical accounting and financial record keeping services.

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Prepare clear and concise reports.

Perform difficult and complex accounting work in the preparation, maintenance and review of all financial records, accounts and reports.

Plan, organize and participate in financial and statistical record-keeping activities.

Participate in the preparation and administration of assigned budgets.



Maintain and audit fiscal records and accounts within the accounting office.  
Analyze and interpret computerized data reports related to accounting and financial record keeping.  
Plan and organize work to meet changing priorities and deadlines.  
Select, train, and evaluate staff.  
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

An Associate's degree with in accounting or business administration.

**Experience:**

Three years of responsible accounting and/or bookkeeping experience related to area of assignment including one year of administrative and/or lead supervisory experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: July 12, 2012

Range: 11

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### PAYROLL SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

#### **SUMMARY DESCRIPTION**

Under direction of the Director, Fiscal Services, supervises, assigns, reviews, and participates in the work of staff responsible for processing District-wide payroll including preparing, monitoring, reconciling, analyzing and maintaining fiscal records; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for processing District-wide payroll including check disbursements, preparing, monitoring, reconciling, analyzing and maintaining fiscal records.
2. Audits academic and classified contracts and hourly payrolls; oversees the compilation, maintenance and updating of payroll documents and related records for accuracy.
3. Monitors and adjusts employee annual wage statements for overpayment, third-party sick pay and workers' compensation payments.
4. Monitors compliance of legislative changes and District contract revisions; recommends procedural changes as necessary; designs and implements the use of payroll-related forms.
5. Prepares and submits various reports and statements for governmental jurisdiction, including retirement, health insurance, PERS and STRS, and Department of Education.
6. Develops payroll services goals and objectives, establish schedules and methods for providing payroll processing services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
7. Maintains records concerning operations and programs; prepares reports on operations and activities.
8. Participates in the development and implementation of policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; monitors work activities to ensure compliance with established policies and procedures.
9. Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
10. Participates in the preparation and administration of the payroll processing budget; submits budget recommendations; monitors expenditures.
11. Researches and responds to questions regarding payroll related issues; coordinates communications with other departments and a variety of outside governmental offices



- and agencies; prepares responses to court or arbitration-ordered payroll data.
12. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of payroll related accounting operations; incorporates new developments as appropriate into programs.
  13. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Operations, services, and activities of a community college district payroll processing program.
- Principles and practices of accounting as related to a community college district.
- Methods and techniques of payroll processing for classified and certificated employees.
- Application of electronic data processing to accounting practices and reporting requirements.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

### **Ability to:**

- Coordinate and direct District payroll processing operations.
- Supervise, organize, and review the work of assigned staff involved in preparing and processing District payroll.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies and procedures for providing payroll processing services.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Participate in the preparation and administration of assigned budgets.
- Audit, reconcile, verify, balance and adjust complex and detailed payroll accounts.
- Analyze and interpret computerized data reports related to payroll and record keeping.
- Assure compliance with applicable policies, procedures and governmental regulations.
- Plan and organize work to meet changing priorities and deadlines.
- Respond to questions and inquiries from employees and resolve payroll problems with tact and proficiency.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Associate's Degree with a major in accounting or business administration.

**Experience:**

Four (4) years of increasingly responsible accounting and/or bookkeeping experience that includes preparation of a large payroll and one year of administrative and/or lead supervisory experience.

**Preferred Experience:**

Three (3) years experience working in a California community college.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: July 12, 2012  
Range: 9



# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## ASSOCIATE VICE-CHANCELLOR TECHNOLOGY AND EDUCATIONAL SUPPORT SERVICES

### DEFINITION:

Under the administrative direction of the Chancellor, the Associate Vice-Chancellor of Technology and Educational Support Services serves as the District's Chief Information Officer and is responsible for all information technology functions including all administrative applications and technical infrastructure (telecommunication services, networks, and security and emergency systems). Responsibilities include the planning, budgeting, acquisition, allocation of information technology services and educational support services throughout the District. The Associate Vice-Chancellor of Technology and Educational Support Services will provide broad vision and leadership and be responsible for the development and instructional integrity of distance education, instructional and administrative technology, printing services, and District-level grant projects.

### EXAMPLES OF DUTIES:

- Interpret, refine, update, and implement the District Technology Strategic Plan in consultation with appropriate administrators, faculty, and staff;
- Develops and recommends short and long term plans, policies and procedures covering all areas of Information Technologies Services in the District;
- Develop, maintain, and support computing and communications services that balance centralized and decentralized approaches to meeting the technology needs of academic and administrative users;
- Advise the Chancellor and the Board on how technology supports and complements strategic decisions and the direction of the District to achieve its mission;
- Develop and implement strategies for disaster security and recovery for technology; interface plan with the District's Disaster Preparedness Plan;
- Work collaboratively with faculty, staff, and administrators to develop, maintain, and support computing and communications services to facilitate student access and success;
- Initiate partnerships and linkages to business and industry to enhance the acquisition, access, and efficient use of technology resources;
- Directs through subordinate directors, the District's telecommunications programs and other centralized computer services functions;
- Coordinates and provides strategic direction to the ongoing development rollout of a central administrative application (Datatel);
- Through subordinate managers, manages the central help desk for the District;

Board Approved:

Revised:

- Oversees the state funded projects and grants, including the Alternate Text Production Center and EduStream;
- Maintains a comprehensive Catalog of Services for all services provided by the technical areas of the District including service level agreements;
- Develops and maintains technology related planning documents of the District, including the IT Communication Plan and Security Plan;
- Ensures effective project management methodologies are used in the selection, prioritization, and implementation of all technology related projects;
- Ensures the effective use of an IT participatory governance model for all aspects of planning that is related to the District Technology Strategic Plan and other IT related planning initiatives;
- Oversees the development and maintenance of District web-sites;
- Implements District and State policies regarding technology and educational services to ensure that the services offered are of the highest possible quality, meet the educational needs of the greatest number of students, and are provided at the most reasonable cost.
- Coordinates and provides direction liaison with educators, administrators, funding agencies, students, faculty, staff, administration, alumni, industry and the community to facilitate effective utilization of technology and educational services.
- Chairs and/or serves as a member of appropriate instructional committees working with SBVC and CHC including faculty senates in the development and administration of long-range strategic, fiscal and educational plans for technology and educational services.
- Represents the District in relationships and associations with other agencies and institutions regarding college-level technology and educational services including evaluation and development of proposals for the effective use of technologies to further the mission and goals of the District and its campuses with its community partners.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience**

- Possession of a Master's Degree from an accredited institution of higher education in education, instructional technology, or a related area.
- Four years of experience in administration of post-secondary education at least at a level equivalent to a large department;
- Four years of experience in full time teaching at the post-secondary level;

Board Approved:

Revised:

- Demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students.

**DESIRABLE QUALIFICATIONS**

Experience in the development and monitoring of budgets

Experience in developing funding sources and/or partnerships

**Knowledge**

Knowledge of current technologies utilized in distributed education, current and emerging distributed education modalities, California Community College philosophy and mission, management and supervision principles, budgetary management.

**Abilities**

Ability to communicate effectively both orally and in writing, work collaboratively with faculty, staff, and administrators; supervise and direct staff, manage the budget effectively, work with students, faculty, and staff from diverse academic, cultural, ethnic, and socioeconomic backgrounds.

*Rauze*

Board Approved:

Revised:



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
DIRECTOR, FACILITIES, OPERATIONS, & MAINTENANCE**

**DEFINITION**

Under the direction of the Vice President, Administrative Services, the Director, Facilities, Operations, & Maintenance is responsible for planning, coordinating, and directing the maintenance and operations activities of the college, including responsibility for the physical condition of the buildings, grounds, and equipment, and participates in the design, review, and integration of construction projects. Maintains compliance with District policies and local, state, and federal laws and regulations.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Provides administrative direction to personnel engaged in the maintenance and repair of buildings and equipment, the care and cleaning of buildings and grounds.

Evaluates the performance of assigned staff, participates in the employee selection process, and recommends necessary personnel actions.

Approves requisitions for materials and labor related to maintenance and operation activities, assigns workers, and is responsible for immediate emergency repairs.

Prepares sketches for proposed minor alterations and improvements or maintenance work, requests preparation of plans, and secures copies of available plans from appropriate District offices.

Prepares requests for contracts, including scope of work for maintenance work by contract.

Assists with the application of state and federal construction grants.

Coordinates, prepares, and monitors budgets for maintenance, grounds, and custodial departments.

Inspects, reviews, and approves all work orders for facilities contract work and recommends approval of payments to contractors, including final acceptance upon satisfactory completion of the contract work.

Coordinates construction to minimize disruptions with campus operations in cooperation with District, architect, and engineering consultants, inspectors, and necessary state and local agencies.

Confers with administrators and other officials, and advises them as to the practicability and approximate cost of all types of maintenance and capital outlay work.

Prepare and manage the campus deferred maintenance program, space inventory program, energy conservation projects, and 5-year construction plan.

Maintains environmental, health, and safety compliance for the campus in accordance with District policies, local, state, and federal laws and regulations including OSHA, EPA, and DTSC.

Directs the hazardous materials removal and other related programs at the campus level.

Represents the campus at meetings involving construction, maintenance and operations activities.



Estimates maintenance, grounds, custodial and other operational costs for the college facilities.

Directs and coordinates the inspection of facilities and grounds for fire, safety, and health hazards on the campus plant.

Participates in professional organizations, maintains an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position.

Participates in local, regional, and State activities to promote the San Bernardino Valley College District and community college movement.

Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

Education and experience equivalent to a Bachelor's Degree in business or public administration, architecture, engineering, construction management or a field closely related to facilities management and three (3) years of full time paid experience in supervising the operations and/or maintenance of large commercial or public building complexes or in designing or planning the construction of commercial or public buildings, including maintenance of construction budgets.

Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

### **DESIRABLE QUALIFICATIONS**

Supervisory experience over a variety of craft or construction workers.

Familiarity with the California Community College and Department of State architecture process.

### **SPECIAL REQUIREMENT**

A valid Class "C" California driver's license and ability to provide own transportation between sites.

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

Principles, practices, and procedures pertaining to construction, maintenance, repair, and operation of buildings and grounds

Principles of management, budgeting, and supervision

Principles of construction management and project management

Preventative maintenance methods and procedures

Painting methods, materials, and techniques

Heating, ventilating, air conditioning, electrical, and plumbing systems

Fire, safety, and health regulations

Record and reporting systems

Capabilities of computer applications, systems, and hardware in facilities management

Knowledge of local, state, and federal building codes, regulations, and laws pertaining to construction, environment and energy conservation.

#### **Ability to:**

Coordinate and administer a complex and diverse maintenance and operations program for a college

Effectively direct the work of others through subordinates

Coordinate and supervise the work of crafts workers, technicians, and other skilled, semi-skilled, and unskilled workers

Board Approved: 1/18/2007

Analyze problems and determine effective solutions  
Evaluate, advise, and assist employees with job-related deficiencies  
Act quickly in emergencies  
Establish and maintain effective relationships with administrators and staff throughout the District, officials of public and private organizations and the general public  
Collect and analyze data and present effective oral and written reports  
Analyze and interpret technical manuals  
Act independently and promptly to situations and events  
Learn all applicable state and local codes and regulations  
Learn general and specific computer applications

### **WORKING CONDITIONS**

Indoor and outdoor environment. Incumbent is subject to occasional hazards encountered at construction sites and maintenance shops. Position may require sitting or standing for long periods of time, walking short distances on a regular basis, travel between sites, use of hands and fingers to operate facility and grounds equipment and tools, reach with hands and arms, stoop or kneel, speak clearly to answer telephones and provide information; see to read fine print and operate computer; hear and understand voices over the telephone and in person; lift, carry and/or move objects weighing up to 35 lbs.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**DEAN OF RESEARCH, PLANNING & INSTITUTION EFFECTIVENESS**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

**SUMMARY DESCRIPTION:**

Under the general direction of the College President, the Dean of Research, Planning & Institutional Effectiveness, is responsible of organizing and directing operations and activities involved in the review, analysis, interpretation, and reporting of a variety of data and information used in assessing institutional effectiveness, assisting with college planning, accreditation, decision-making, program reviews, student learning outcomes, and determining implications of college practices, policies, measures and procedures. This position also provides information and direction which will assist the college in understanding and improving student outcomes, success and ultimately recommending methods of continuous improvement and institutional effectiveness.

**REPRESENTATIVE DUTIES:**

*The following duties are typical for this classification.*

1. Directs the institutional research program and the reporting of information about the college.
2. Selects, adapts, and applies appropriate quantitative and qualitative research design and statistical tools and techniques to all areas of study.
3. Develops and generates statistical data and reports.
4. Provides leadership in major planning efforts; ensures alignment of college planning initiatives to maximize the benefits that can be achieved with available resources; facilitates identification of priorities; and coordinates the research and analysis of planning alternatives.
5. Coordinates and provides conceptual leadership in the assessment of educational institutional effectiveness and outcomes for the College.
6. Directs the development and implementation of effectiveness and outcome measures and techniques.
7. Assists in analyzing educational research to identify implications for college program planning.
8. Plans, organizes and conducts meetings related to educational and college-wide planning, institutional effectiveness and outcomes.
9. Coordinates the development and implementation of a comprehensive and sustained planning program; provides planning assistance to college staff; oversees special studies, projects and analyses related to program evaluation, master planning activities and outcome measures.
10. Facilitates the development of goals, objectives, and action plans for the college on an institutional program level; and supports college-wide planning including aspects of staffing, facilities, technology and educational and support programs.



11. Facilitates the implementation of improvement initiatives by providing evidence and training on how to use evidence.
12. Acts as a facilitator with groups assigned with the responsibility for developing processes related to the accomplishment and measurement of institutional effectiveness goals and outcomes using continuous quality improvement techniques.
13. Provides administrative direction and leadership to the Program Review Committee and the accreditation process for the college; including college-wide leadership to committees and groups charged with accomplishing a variety of goals and/or tasks.
14. Conducts training on and facilitates Institutional Effectiveness Processes.
15. Works directly with faculty on classroom research.
16. Serves as a technical research consultant to the college administration, faculty and staff.
17. Provides supervision and administrative direction for all academic and classified staff reporting to the administrative offices including the Office of Institutional Research.
18. Monitors budget and authorizes budget expenditures.
19. Maintains accessibility and strong lines of communication with administrators, faculty, and staff.
20. Performs other duties as assigned.

**QUALIFICATIONS:**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of**

- Principles, practices, and theories of higher education; and the philosophy, objectives, and functions of California community college instructional programs.
- Appropriate sections of the Education Code and Title 5; federal, state, and county regulations as they relate to community college programs.
- Principles and practices in budget development and management; program planning and evaluation.
- Applicable state reporting systems and procedures.
- Principles and practices of program development and administration.
- Principles of supervision, training, and performance management.
- Conducting student outcomes assessment.

**Ability to**

- Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.

Prepare and present comprehensive, concise, clear oral and written reports.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Prioritize and execute a wide range of projects simultaneously.  
Work independently, assume responsibility, and take initiative in carrying out assignments.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative relationships between the College, community, and key individuals, and with all persons contacted in the course of work.

### **Education/Training**

#### **Required Education and Experience:**

1. A Master's degree from an accredited institution or equivalent.
2. One year of formal training, internship or leadership experience reasonably related to the administrative assignment.
3. Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel, including those with physical and/or learning disabilities.

#### **Desired Experience:**

1. Three (3) years of increasingly responsible experience, at least one year which demonstrates administrative responsibilities as a department head or division dean.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office/classroom setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: May 17, 2012

Range: 19



## AQUATICS DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

Under the general direction of the Vice President of Administrative Services, the Aquatics Director is responsible for the daily operation, planning, organization, and administration of the Crafton Hills College Aquatics Center.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Plans, directs, supervises and assumes primary responsibility for the safe and efficient conduct of all events in the Aquatics Center.
2. Develop, implement, and market aquatic programming, which may include: swimming lessons, competitions, private lessons, arthritis aquatics, water fitness, lifeguard classes, special events, and the summer activity.
3. Manage and maintain required training for Aquatics Center staff.
4. Supervises aquatic staff including pool attendants, lifeguards, seasonal employees, maintenance staff and volunteers.
5. Plans and organizes workloads and staff assignments.
6. Selects, trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
7. Directs the patrolling of the pool and the enforcement of safety rules and regulations.
8. Develop, maintain, revise, and enforce pool policies and procedures.
9. Provides leadership and direction in the development of short and long range plans. Gathers, interprets, and prepares data for studies, reports and recommendations.
10. Assures that assigned areas of responsibility are performed within budget, and performs cost control activities.
11. Monitors revenues and expenditures in assigned area to assure sound fiscal control and prepares annual budget requests.
12. Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
13. Researches, plans and implements fee structures for aquatic facilities.
14. Plans, develops and implements aquatic programs and coordinates staff in the implementation of the programs.
15. Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications promoting aquatic programs and facilities.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Aquatics Director (Continued)**

16. Reviews existing aquatic programs and revises or changes programs as needed.
17. Approves the scheduling of all aquatic activities in accordance with the District Civic Center Policy through the Facilities Use office.
18. Responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings.
19. Promotes interest and provides information regarding aquatics programs to District and campus administration and management, community organizations, community service groups, other departments, and the general public.
20. Assures the facility is in compliance with local, state, and federal regulations.
21. Collect and provide statistical data related to aquatics and facilities.
22. Develop and implement the master pool schedule with campus departments and community users of the aquatics facilities.
23. Oversee daily physical operation of the pool, including pool chemistry, maintenance, pool cleaning and chemical purchases.
24. Maintain regular communication with Maintenance and Operations regarding mechanical issues and cleaning of the facility.
25. Spend time on pool deck as necessary (i.e. fill in for pool attendants, during large events, etc.).
26. Develop, maintain, and improve aquatics portion of the CHC website in collaboration with web development staff.
27. Oversee the scheduling of lifeguards, aquatic staff, and facility supervisors as necessary.
28. Work cooperatively with college departmental user groups, clubs, local municipalities, and community organizations to logistically schedule the pool facility.
29. Inform appropriate parties of rental groups, special events, etc. Coordinate such activities as required.
30. Works closely with the Crafton Hills College Foundation to plan, organize and conduct a variety of special events and fundraising efforts on behalf of the campus.
31. Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, helping set up for classes, events, etc.
32. Supports the mission, vision, and goals of the campus, participating in professional development activities, campus governance by serving on college committees, and participating in and attending all department and division meetings in accordance with college policies.
33. Performs other related duties as assigned.
34. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
35. Performs related duties as required.



## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Operational characteristics, services, and activities of an aquatics program.  
Pool equipment, mechanical equipment, and chemical treatment systems.  
Principles and practices of program development and administration.  
Principles and practices of budget preparation and administration.  
Principles of supervision, training, and performance evaluation.  
Pertinent federal, state, and local laws, codes, and regulations related to health and safety.

### **Ability to:**

Oversee and participate in the management of a comprehensive aquatics program.  
Oversee, direct, and coordinate the work of lower level staff.  
Participate in the selection and recommendation, supervision, training, and evaluation of staff.  
Participate in the development and administration of goals, objectives, and procedures for assigned area.  
Gather and analyze data and situations and make appropriate decisions.  
Prepare and present comprehensive, concise, clear oral and written reports.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.  
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.  
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.  
Provide leadership based on ethics and principles as they relate to the assigned functions and operations.  
Communicate clearly and concisely, both orally and in writing.  
Respond immediately to critical incidents and physical ability to act swiftly in an emergency situation.  
Establish and maintain effective working relationships with those contacted in the course of work.

## **Education and Experience Guidelines**

### **Education/Training:**

A Bachelor's degree in recreation, physical education, sports administration or related field from an accredited college or university.

### **Required Experience:**

Two (2) years of aquatics work experience and two (2) years of administrative and supervisory responsibility in an aquatics facility.

### **License or Certification:**

1. Current lifeguard certification.
2. Current lifeguard instructor or water safety instructor or swim coach certification from a nationally recognized program.
3. Current CPR and First Aid certifications.
4. Ability to obtain a Certified Pool Operator or Aquatics Facility Operator within the first four (4) months of employment.



**Preferred Experience:**

1. Experience in facility management or pool operations.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in an outdoor setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: July 12, 2012  
Range: 9

**DIRECTOR OF RESOURCE DEVELOPMENT AND GRANTS**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

**SUMMARY DESCRIPTION**

Under the general supervision of the College President, the Director of Resource Development and Grants is responsible for providing leadership in generating external support of the college, including fundraising and grants. The Director serves as a liaison with community members, elected officials, funding source program and contract officers, resource developers nationally, and community organizations. The Director provides leadership in the research and identification of external college priorities, and search requests.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Coordinate all grant applications on behalf of the college.
2. Provide leadership in the identification and solicitation of grants, donations, annual giving campaigns planned giving, capital campaigns, endowments, planned annuities, scholarships corporate giving, academic and campus program donations, foundation leadership and training, alumni development, and community involvement as it relates to generating external sources of income to support the campus.
3. Support, enhance, and supervise the efforts of Resource Development and Grants personnel.
4. Coordinate grant writing on behalf of the college, including recruitment and evaluation of contract help as needed.
5. Provide assistance in the planning, writing, program design, budget development, and evaluation of grant-funded project.
6. Assists faculty and staff in grant implementation and management, including instruction of internal procedures and funding agency compliance, grant documentation, and assistance with all issues of financial, personnel, payroll, purchasing, reporting and administration of funded awards.
7. Create, design and implement processes and procedures related to grant management and proposal development.
8. Conduct and coordinate research related to needs assessment and background information for proposal development and fundraising efforts.
9. Work with faculty and staff to identify and resolve budget and compliance issues. Provide guidance for internal and external program audits and reviews.
10. Ensure that grant expenditures are reasonable, allocable and allowable according to agency guidelines.
11. Serve as the Executive Director of the Foundation and manage the overall function of the Foundation, developing annual goals, training, preparing meeting agendas. Board handouts, minutes, and other relevant materials, and accountability for the overall operations of the Foundation.
12. Establish, maintain, and adhere to guidelines for maintaining the confidentiality and security of all Foundation matters, information, documents, reports, records, data, minutes or analysis including the



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Director of Resource Development and Grants (Continued)**

information of all donors, donations, grants, contracts and agreements.

13. Prepare and disseminate the Resource Development Annual Report.
14. Develop strategies and direct activities to ensure the Foundation operates in accordance with its by-laws and with the rules and regulations governing non-profit, 501(c)(3) organizations.
15. Provide general support to the Foundation working directly with the Foundation President.
16. Ensure that the Foundation's Treasure oversees the Foundation's funds, maintains account payables and receivables, safeguards tax records, follows tax requirements, and satisfies the Foundation's insurance needs.
17. Maintain official records and documents of the Office of Resource Development and Grants, including corporate documents and federal (e.g. Internal Revenue Service (IRS)) and state filings, to ensure compliance with all federal, state, and local regulations and Foundation requirements.
18. Maintain knowledge of federal tax legislation as it affects educational philanthropy and communicate such information to the campus community, prospects and donors as it affects potential contributions.
19. Research current funding and planned giving trends and tools, tax laws, etc. Stay current with these trends by attending planned giving and grant development seminars and training, and through web based learning and appropriate literature.
20. Use appropriate technology and data systems to manage and monitor grants, gifting, donor databases, and donations for planning and recognition purposes.
21. Supervise the college scholarship program, scholarship awards, donor recognition, and student receipt of scholarship in conjunction with the campus recognition purposes.
22. Act as spokesperson for the Office of Resource Development and Grants and the Foundation at the college and at the community events.
23. Attend and participate in professional development opportunities. Ensure the ongoing professional development of assigned staff appropriate to maintaining and expending external support to the college.
24. Supervise, direct, train and evaluate assigned faculty and staff.
25. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
26. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operational characteristics, services, and activities of a foundation, grant management program and fundraising.

Principles and practices of grant writing, fundraising and grants.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Director of Resource Development and Grants (Continued)**

Pertinent federal, state, and local laws, codes, and regulations relating to grant writing, administration and management.

**Ability to:**

Oversee and participate in the management of a comprehensive resource development and grant management program.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the selection and recommendation, supervision, training, and evaluation of staff.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Gather and analyze data and situations and make appropriate decisions.

Prepare and present comprehensive, concise, clear oral and written reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Provide leadership based on ethics and principles as they relate to resource development and grant functions and operations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university.

**Required Experience:**

1. Five (5) years of recent grant development and monitoring experience, preferably in an educational setting; OR
2. Five (5) years of recent experience in marketing, finance, community relations, and/or fundraising and development, preferably in an educational setting; OR
3. Any combination of experience in the areas of grant development, grant monitoring, marketing, finance, community relations, fundraising or development equivalent to five (5) years.

**Preferred Experience:**

1. Experience in a higher educational setting.
2. Experience in non-profit organizations.
3. A Master's degree from an accredited college or university.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift,

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Director of Resource Development and Grants** *(Continued)*

carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: March 15, 2012

Range: 16

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Charlie Ng, Vice Chancellor, Fiscal Services

**PREPARED BY:** Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville

**DATE:** August 9, 2012

**SUBJECT:** Consideration of Approval of Bond Measure M Construction Change Orders and Contract Amendments

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this single action item for the Bond Measure M construction change orders and amendments. These changes are required and necessary, benefit the District, and reflect the most favorable negotiated costs.

<b>Crafton Hills College – Solar Farm</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Rosendin Electric	CO #1	6,200,000.00	0.00	22,593.86	6,222,593.86	0.36%
Rosendin Electric	CO #2	6,200,000.00	0.00	40,084.90	6,262,678.76	0.65%

<b>San Bernardino Valley College – Business Building Renovation</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Doug Wall Construction	CO #1	9,250,000.00	0.00	0.00	9,250,000.00	0.00%

<b>San Bernardino Valley College – Interior Locker and Shower Rooms</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
JM Builders	CO #1	256,000.00	0.00	-35,905.00	220,095.00	-14.03%

**OVERVIEW**

Construction change orders may be generated by a number of circumstances. These include changes directed by the District to address contractor or architect recommendations for efficiency, occupant needs, or to improve future building or space usability. California Public Contract Code 20118.4 establishes a guideline that limits construction contract change orders to 10% of the base contract amount.

A construction contract is amended when there is a change in the scope of work due to unforeseen conditions that must be corrected in order for work to proceed. Amendments alter the base contract amount and are not limited to the 10% guideline.

All change orders and amendments are approved following a specific process of review by the construction manager, architect, program/project managers, and District staff. Nonessential changes are rejected and never receive approval. Any changes determined to be essential to the health of the project and of major benefit to the District are approved and implemented.

### **ANALYSIS**

Construction contract amendments and change orders submitted with this board item total \$26,773.76, which is 0.076% of the total Measure M construction contracts of \$35,152,121.45.

The total of all Measure M amendments and change orders, including those submitted this month, increases the Bond Measure M construction contracts by \$1,090,943.25. The new overall Measure M change order percentage is 3.10%. The cost of these changes will be absorbed by bid savings; the construction projects remain within the approved budget.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Included in the 2012-2013 Budget for Measure M.





# Bond Measure M Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: Rosendin Electric, Inc. Amount \$ 22,593.86  
Campus: CHC Project: Solar Farm

This Change is a(n):

- Amendment (not subject to 10% limitation)  Change Order (subject to 10% limitation)

### Reason for Change

- Unforeseen Conditions  Design Omission  Design Conflict  
 Campus Recommended  Contractor Recommended  Agency Required  
 Contractor Transfer (no cost to District)

Explanation of Change: Removal of existing green waste from previous laydown yard to an approved waste facility; contractor to grind 22 campus marked tree stumps to ground level; contractor to hydroseed with the revised wild flower mixture specified by the campus.

### Accountability

This Change was not part of the original design scope because: Changes generated by the campus and approved by the district. This wasn't included in the original contract documents.

- The cost of this change has been validated and is the best possible price available to the District.  
 This change has been reviewed and is necessary to the completion this project.

### Impact

Original contract was Board approved on 11/17/11 in the amount of \$ 6,200,000.00  
Total Board approved amendments to date \$ -  
Requested amendment amount \$ -

This request is an amendment and results in a revised contract amount of \$ 6,200,000.00  
(Note: This revised contract amount basis for 10% rule)

Total Board approved change orders to date \$ -  
Requested Change Order amount \$ 22,593.86

This request is a change order and results in a revised contract amount of \$ 6,222,593.86

This change order is subject to the 10% rule. It results in a 0.36% change to the contract

The cumulative amount of change orders for this contract equals \$ 22,593.86  
Or 0.36% of the contract amount.

**TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS \$ 6,222,593.86**

### Signatures

Bond Program Manager:

Diana Johnson

Diana Johnson 7/19/12  
(Signature) (Date)

4541C2  
Project Number

SF-BC1-CO1

**CHANGE ORDER**

Original Contract Amount: \$6,200,000.00  
Amount of Previous Contract Amendments: \$0.00  
Amount of Previous Change Orders: \$0.00

School Name:	<u>Crafton Hills College</u>	Date:	<u>July 16, 2012</u>
Project Description:	<u>Solar Farm Project</u>	Contract No.:	<u>Bid Category 1</u>
To (Contractor):	<u>Rosendin Electric</u>	Attn:	<u>Steven Sanford</u>

You are hereby directed to make the following changes in the above reference contract for:

Item No.: Refer to attachments Reference RFP No.: Refer to attachments

Description of Work:

This change order includes additional scopes of work for the electrical trade contractor generated from Campus Change Requests for facility added and/or deleted scope improvements encountered and identified during construction operations within the project. These items were not included in the original contract documents and noted after the bid and execution of the trade contract.

Refer to attached Project Memo No. 16

Contract Change Order No. SF-BC1-CO1: Item 1.1.

Contract Change Order No. SF-BC1-CO1: Item 1.2.

Contract Change Order No. SF-BC1-CO1: Item 1.3.

TOTAL COST of CONTRACT CHANGE ORDER SF-BC1-CO1: \$22,593.86

Reason for Change:

- 1 Site Cost, District Added or Deleted/Reduced Scope, District Generated
- 2 Refer to attached Change Order SF-BC1-CO1 summary dated 07/16/2012
- 4

Initiator of Change:

- 1 Campus Request

The original Base Contract Sum was:	<u>\$6,200,000.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. SF-BC1-CO1 will be increased by:	<u>\$22,593.86</u>
The revised BASE Contract Sum:	<u>\$6,222,593.86</u>
Net change by previous authorized Change Order(s)	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$6,222,593.86</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$6,222,593.86</u>
The contract TIME due to C.O. No. SF-BC1-CO1 will be increased by:	<u>13</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>July 1, 2012</u>
SBCCD Change Order No. <u>SF-BC1-CO1</u> includes Item Number(s):	<u>1.1, 1.2, 1.3</u>

This Contract Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time. Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Signature	Name (printed)	Date
Architect: _____	N/A	_____
Constr. Mgr.: <u>DWR</u>	Dan Rakers, Construction Manager	_____
District: _____	Mr. Charlie Ng, Vice Chancellor Fiscal Services	_____
Contractor: <u>Steven Sanford</u>	Steven Sanford, Project Manager	_____
	<i>Printed Name/Title</i>	

**CHANGE ORDER NO. SF-BC1-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	(CCD No. 01, Rosendin PCO No. 5) Contractor to remove existing green waste from laydown yard, and truck it off to approved waste facility.	C-4	100	\$0	\$6,461	\$6,461
Item 1.2	(CCD No.03, Rosendin Electric PCO #4) Contractor to ground level 22 campus marked tree stumps	C-4	100	\$0	\$12,714	\$12,714
Item 1.3	(CCD No.04, Rosendin Electric PCO No.8) Contractor to Hydroseed per revised wild flower mix specified by campus.	C-4	100	\$0	\$3,418	\$3,418
<b>Subtotal</b>						<b>\$22,594</b>
<b>TOTAL CONTRACT CHANGE ORDER # SF-BC1-CO1</b>						<b>\$22,594</b>

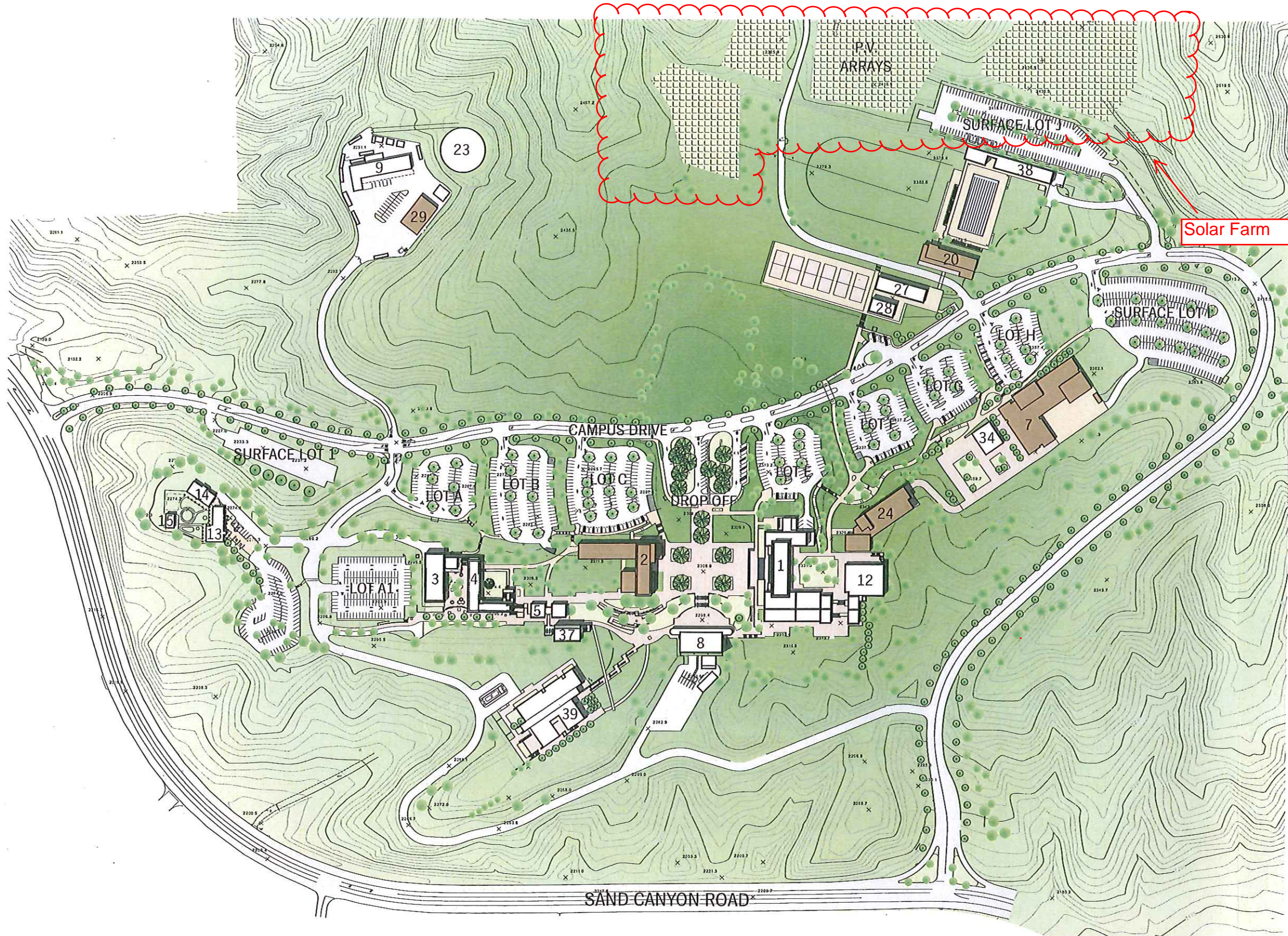
**CODE LEGEND**

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

\* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED



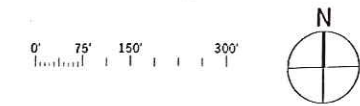


**NO. BUILDING NAME**

- 1 LAB/ADMIN
- 2 CRAFTON CENTER**
- 3 CLASSROOM BUILDING 2
- 4 STUDENT SERVICES A
- 5 CLASSROOM BUILDING 1
- 7 OCCUPATIONAL ED 2**
- 8 PERFORMING ARTS CENTER
- 9 MAINTENANCE & OPERATIONS
- 12 CHEMISTRY
- 13 CDC 1
- 14 CDC 2
- 15 CDC 3
- 20 PHYS ED / ATHLETICS**
- 23 WATER TANK
- 24 SCIENCE**
- 27 SCIENCE MODULAR
- 28 MATH MODULAR
- 29 OFFICES  
(REPURPOSED BOOKSTORE  
MODULAR)**
- 34 BOOKSTORE CLASSROOMS
- 37 STUDENT SERVICES B
- 38 AQUATIC CENTER
- 39 LEARNING RESOURCE CENTER

\* BOLD INDICATES NEW BUILDING

MASTER PLAN - HORIZON 1







# Bond Measure M Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: Rosendin Electric, Inc. Amount \$ 40,084.90

Campus: CHC Project: Solar Farm

This Change is a(n):

- Amendment (not subject to 10% limitation)       Change Order (subject to 10% limitation)

### Reason for Change

- Unforeseen Conditions       Design Omission       Design Conflict  
 Campus Recommended       Contractor Recommended       Agency Required  
 Contractor Transfer (no cost to District)

Explanation of Change: Monitoring system of the Solar Farm installation and an additional 14 calendar days to their original completion date of July 14th, 2012. These additional calendar days are associated with unforeseen conditions, and campus requested changes.

### Accountability

This Change was not part of the original design scope because: This change order includes additional scope of work for the electrical trade contractor and not included in the original contract documents. All items were noted after the bid and execution of the trade contract.

- The cost of this change has been validated and is the best possible price available to the District.  
 This change has been reviewed and is necessary to the completion this project.

### Impact

Original contract was Board approved on <u>11/17/11</u> in the amount of	\$ <u>6,200,000.00</u>
Total Board approved amendments to date	\$ <u>-</u>
Requested amendment amount	\$ <u>-</u>

This request is an amendment and results in a revised contract amount of \$ 6,200,000.00  
**(Note: This revised contract amount basis for 10% rule)**

** Total pending Board approval change orders to date	<u>22,593.86</u>
Requested Change Order amount	\$ <u>40,084.90</u>

This request is a change order and results in a revised contract amount of \$ 6,262,678.76

This change order is subject to the 10% rule. It results in a 0.65% change to the contract  
The cumulative amount of change orders for this contract equals \$ 62,678.76  
Or 1.01% of the contract amount.

<b>TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS</b>	<b>\$ <u>6,262,678.76</u></b>
--	-------------------------------

### Signatures

Bond Program Manager:

Diana Johnson

Diana Johnson  
(Signature)

7/19/12  
(Date)

**\*\*Change Order #1 is going in tandem to the August Board as well.**

4541C2  
Project Number

SF-BC1-CO2

**CHANGE ORDER**

Original Contract Amount: **\$6,200,000.00**  
Amount of Previous Contract Amendments: **\$0.00**  
Amount of Previous Change Orders: **\$0.00**

School Name:	<u>Crafton Hills College</u>	Date:	<u>July 16, 2012</u>
Project Description:	<u>Solar Farm Project</u>	Contract No.:	<u>Bid Category 1</u>
To (Contractor):	<u>Rosendin Electric</u>	Attn:	<u>Steven Sanford</u>

You are hereby directed to make the following changes in the above reference contract for:

Item No.: **Refer to attachments** Reference RFP No.: **Refer to attachments**

Description of Work:

This change order includes additional scopes of work for the electrical trade contractor generated from Campus Change Requests for facility added and/or deleted scope improvements encountered and identified during construction operations within the project. These items were not included in the original contract documents and noted after the bid and execution of the trade contract.

**Refer to attached Project Memo No. 17**

**Contract Change Order No. SF-BC1-CO2: Item 1.1.**

**TOTAL COST of CONTRACT CHANGE ORDER SF-BC1-CO1: \$40,084.57**

Reason for Change:

- 1 **Site Cost, District Added or Deleted/Reduced Scope, District Generated**
- 2 **Refer to attached Change Order SF-BC1-CO2 summary dated 07/16/2012**
- 3
- 4

Initiator of Change:

- 1 **Campus Request**

The original Base Contract Sum was:	<u>\$6,200,000.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. SF-BC1-CO2 will be increased by:	<u>\$40,084.90</u>
The revised BASE Contract Sum:	<u>\$6,262,678.76</u>
Net change by previous authorized Change Order(s):	<u>\$22,593.86</u>
The Contract Sum including previous authorized Change Orders:	<u>\$6,222,593.86</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$6,262,678.76</u>
The contract TIME due to C.O. No. SF-BC1-CO2 will be increased by:	<u>14</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore:	<u>July 14, 2012</u>
SBCCD Change Order No. <u>SF-BC1-CO2</u> includes Item Number(s):	<u>1.1</u>

This Contract Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time. Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Signature	Name (printed)	Date
Architect: _____	N/A	
Constr. Mgr.: <u>[Signature]</u>	Dan Rakers, Construction Manager	<u>7.17.2012</u>
District: _____	Mr. Charlie Ng, Vice Chancellor Fiscal Services	
Contractor: <u>[Signature]</u>	Steven Sanford, Project Manager	
	<i>Printed Name/Title</i>	

State of California - Division of the State Architect DSA Application No. \_\_\_\_\_ File No. \_\_\_\_\_  
Approved \_\_\_\_\_ per Principal Structural Engineer: \_\_\_\_\_

**CHANGE ORDER NO. SF-BC1-CO2**

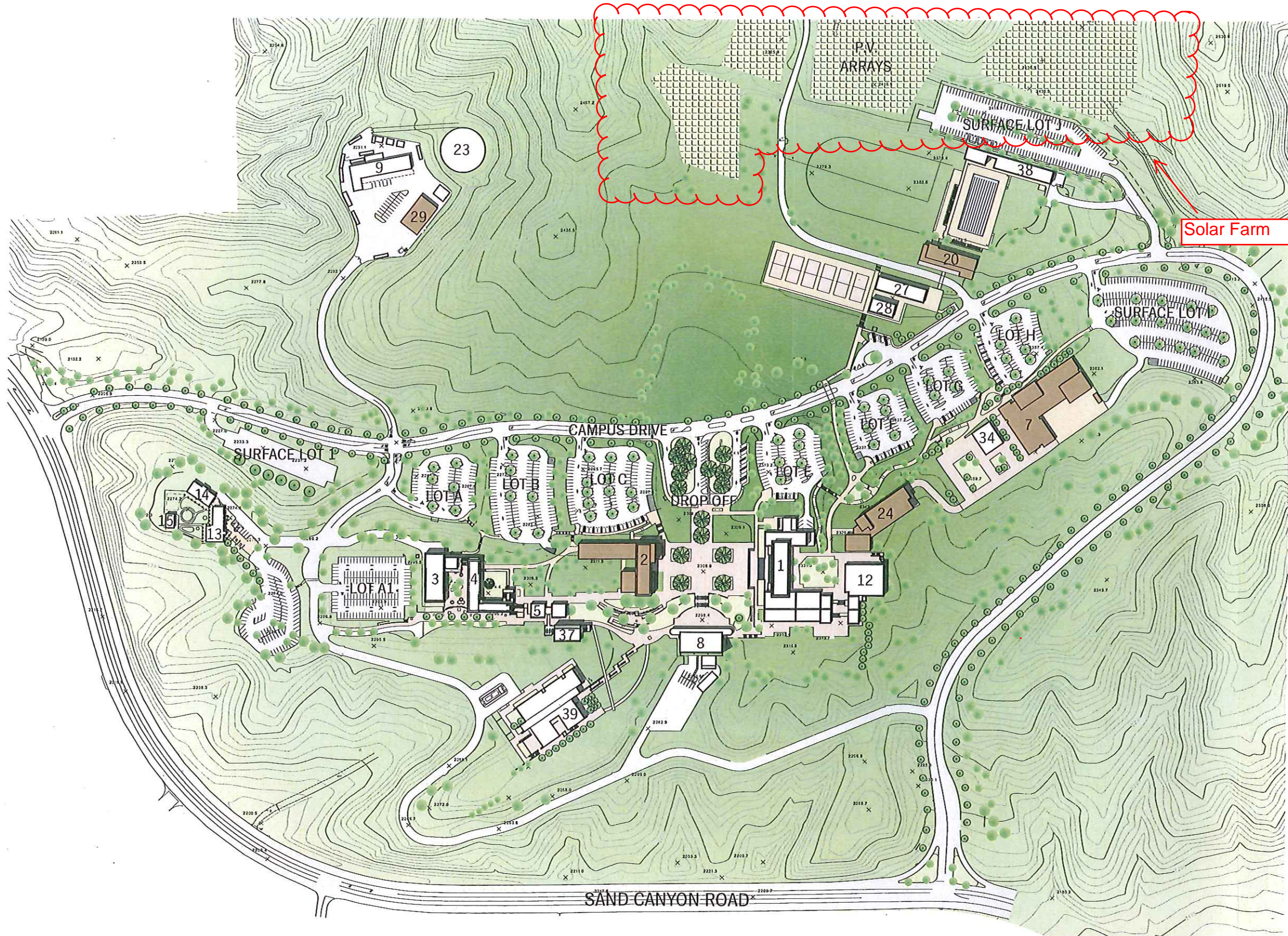
REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	(Rosendin Electric PCO No.9) - Install Monitoring System for the Solar Farm (Labor, parts and ten years of WEB based monitoring service).	C-4	100	\$0	\$40,085	\$40,085
<b>Subtotal</b>						<b>\$40,085</b>
<b>TOTAL CONTRACT CHANGE ORDER # SF-BC1-CO2</b>						<b>\$40,085</b>

**CODE LEGEND**

- A SITE COST, UNFORESEEN FIELD CONDITION
  - B SITE COST, ERROR AND/OR OMISSION
  - C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
  - D SITE COST, AGENCY OR CODE REVISION
  - E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
  - F BUILDING COST, UNFORESEEN FIELD CONDITION
  - G BUILDING COST, ERROR AND/OR OMISSION
  - H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
  - J BUILDING COST, AGENCY OR CODE REVISION
  - K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
  - L CONTRACT ADMINISTRATIVE ISSUE
- \* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

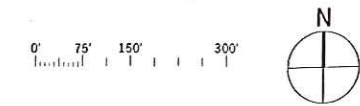




- | NO. | BUILDING NAME                                 |
|-----|---|
| 1   | LAB/ADMIN                                     |
| 2   | <b>CRAFTON CENTER</b>                         |
| 3   | CLASSROOM BUILDING 2                          |
| 4   | STUDENT SERVICES A                            |
| 5   | CLASSROOM BUILDING 1                          |
| 7   | <b>OCCUPATIONAL ED 2</b>                      |
| 8   | PERFORMING ARTS CENTER                        |
| 9   | MAINTENANCE & OPERATIONS                      |
| 12  | CHEMISTRY                                     |
| 13  | CDC 1   |
| 14  | CDC 2   |
| 15  | CDC 3   |
| 20  | <b>PHYS ED / ATHLETICS</b>                    |
| 23  | WATER TANK                                    |
| 24  | <b>SCIENCE</b>                                |
| 27  | SCIENCE MODULAR                               |
| 28  | MATH MODULAR                                  |
| 29  | <b>OFFICES (REPURPOSED BOOKSTORE MODULAR)</b> |
| 34  | BOOKSTORE CLASSROOMS                          |
| 37  | STUDENT SERVICES B                            |
| 38  | AQUATIC CENTER                                |
| 39  | LEARNING RESOURCE CENTER                      |

\* BOLD INDICATES NEW BUILDING

MASTER PLAN - HORIZON 1







# Bond Measure M Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: Doug Wall Construction Amount \$ -

Campus: SBVC Project: Business Building Renovation

This Change is a(n):

- Amendment (not subject to 10% limitation)       Change Order (subject to 10% limitation)

### Reason for Change

- Unforeseen Conditions       Design Omission       Design Conflict  
 Campus Recommended       Contractor Recommended       Agency Required  
 Contractor Transfer (no cost to District)

Explanation of Change: Zero dollar change order.

### Accountability

This Change was not part of the original design scope because: Due to delay in receiving DSA approval for the Business Building Renovation documents, and to expedite the start of construction, the project was bid without DSA approved documents. However DSA approved the submitted documents and addendum #2 with the DSA required changes were issued as part of the construction bid documents and thus created a zero dollar change order to the existing contract.

- The cost of this change has been validated and is the best possible price available to the District.  
 This change has been reviewed and is necessary to the completion this project.

### Impact

Original contract was Board approved on <u>06/14/12</u> in the amount of	\$ <u>9,250,000.00</u>
Total Board approved amendments to date	\$ <u>-</u>
Requested amendment amount	\$ <u>-</u>

This request is an amendment and results in a revised contract amount of \$ 9,250,000.00  
 (Note: This revised contract amount basis for 10% rule)

Total Board approved change orders to date	\$ <u>-</u>
Requested Change Order amount	\$ <u>-</u>

This request is a change order and results in a revised contract amount of \$ 9,250,000.00

This change order is subject to the 10% rule. It results in a 0.00% change to the contract

The cumulative amount of change orders for this contract equals \$ -

Or 0.00% of the contract amount.

<b>TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS</b>	<b>\$ <u>9,250,000.00</u></b>
--	-------------------------------

### Signatures

Bond Program Manager:

Diana Johnson

Diana Johnson      7/19/12

(Signature)

(Date)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

42-37-31-2520  
Project Number

BBR-CO1

**CHANGE ORDER**

Original Contract Amount: \$9,250,000.00  
 Amount of Previous Contract Amendments: \$0.00  
 Amount of Previous Change Orders: \$0.00

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>July 16, 2012</u>
Project Description:	<u>Business Building - Renovation (BBR)</u>	Contract No.:	<u>PO # pending</u>
To (Contractor):	<u>Doug Wall Construction, Inc.</u>	Attn:	<u>Doug Wall</u>

You are hereby directed to make the following changes in the above reference contract for:

Item No.: 1 Refer to BBR-CO.01 (attached) Reference: ADDENDUM # 2 - ITEM No. 1

Description of Work:

Per ADDENDUM #2 - ITEM No. 1, this change order incorporates the DSA approved drawings and specifications as contract documents. A set of the DSA approved drawings and specifications have been provided to Doug Wall Construction, Inc.

Refer to Project Bkl ADDENDUM #2 ITEM No.1  
 Contract Change Order No. BBR-CO1: Item 1.1

**TOTAL COST of CHANGE ORDER BBR-CO1:** \$0.00

Reason for Change:

- 1 Delayed DSA approval of project documents.
- 2 Refer to attached Change Order BBR-CO1 summary dated 7/16/2012

Initiator of Change:

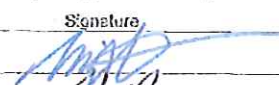

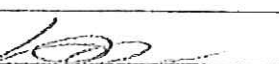
- 1 Construction Manager

The original Base Contract Sum was:	<u>\$9,250,000.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The revised BASE Contract Sum:	<u>\$9,250,000.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$9,250,000.00</u>
The contract amount due to C.O. No. BBR-CO1 will be increased by:	<u>\$0.00</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$9,250,000.00</u>
The contract TIME due to C.O. No. BBR-CO1 will be increased by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Amendment is, therefore	<u>unchanged</u>
SBCCD Change Order No. <u>BBR-CO1</u> includes Item Number(s) <u>One (1) Item</u>	

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time. Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

	Signature	Name (typed)	Date
Architect:		Michael Stephens - DLR Group WYACOT	<u>7.17.12</u>
Constr. Mgr.:		David Schlemmer - Kitch/BBR/J/Sev/ta	<u>7.16.2012</u>
District:		Mr. Charlie Hg. - Vice Chancellor Fiscal Services	
Contractor:		Doug Wall - President - Doug Wall Const., Inc.	<u>7.16.12</u>

*Printed Name/Titles*

State of California - Division of the State Architect DSA Application No. \_\_\_\_\_ File No. \_\_\_\_\_  
 Approved \_\_\_\_\_ per Principal Structural Engineer.



CHANGE ORDER NO. BBR-CO.1

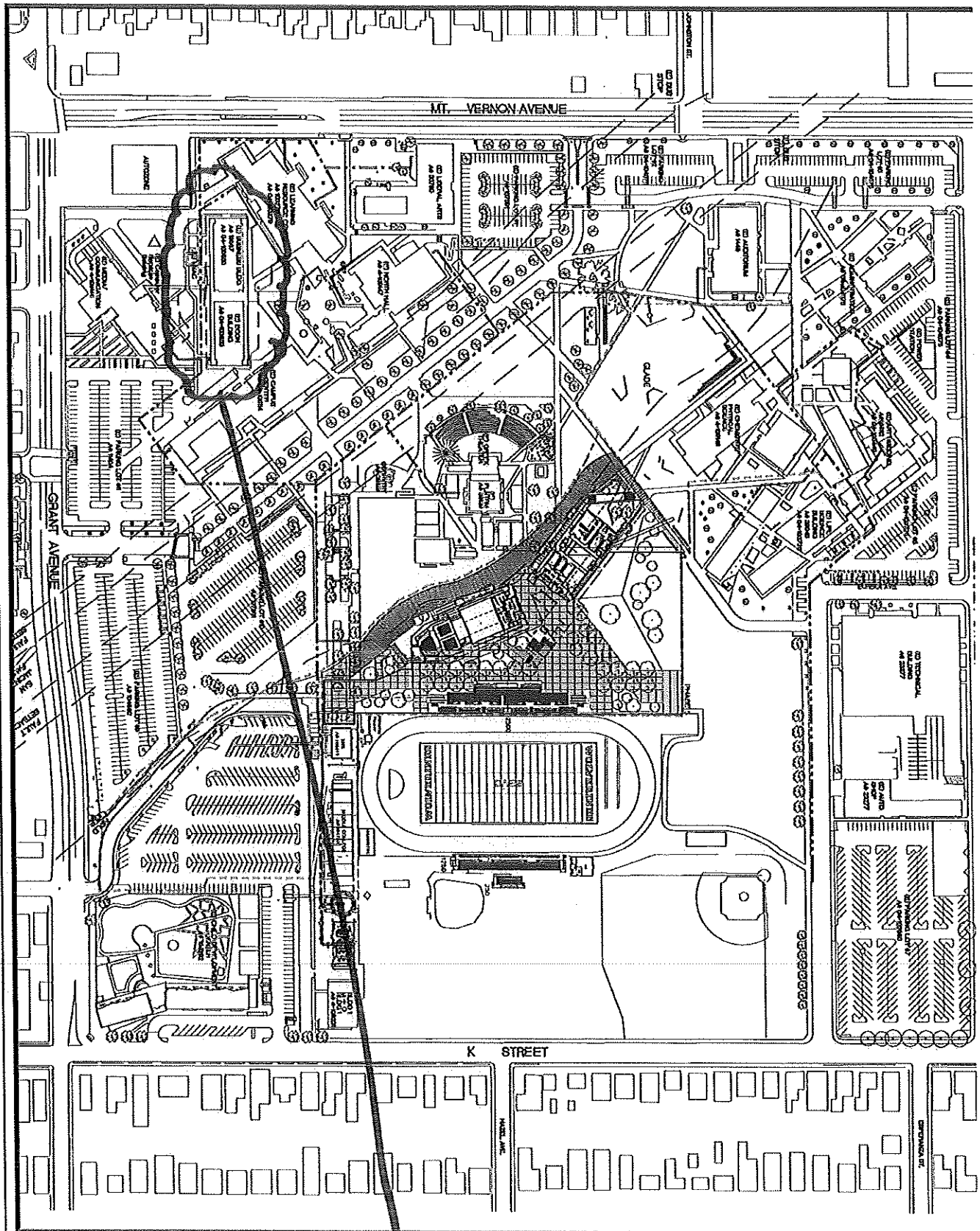
REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Incorporate DSA approved drawings and specifications, as contract documents. Refer to ADDENDUM # 2 - ITEM No. 1 language below	L2	100	\$0	\$0	\$0
<p>Business Building Renovation Project - Addenda 02 - Item No. 1</p> <p>"The Bid Documents issued for bidding are not DSA approved. Since issuance of the Bid Documents, DSA has approved the Bid Set with some minor modifications. Addenda 2 is being issued with a narrative from DLR (the A/E firm) which lists <u>ALL</u> of the modifications from the bid documents contained in the DSA approved documents. Where details have changed in the bid drawings, a revised sheet is being issued in addenda 02.</p> <p>The costs for <u>ALL</u> of the modifications identified in DLR's narrative, revised plan sheets and all other items in addenda 2 are to be included in the bid proposal. Upon award of the contract, the District will issue a no-cost change order to the contractor which replaces the bid documents with the DSA approved documents and addenda 1&amp;2. The DSA approved documents with addenda 1 &amp; 2 will become the construction documents.</p> <p>DLR has made a concerted effort to ensure <u>ALL</u> modifications to the bid documents which are contained in the DSA approved documents have been identified in their narrative, revised plan sheets and addenda 1 &amp; 2. If there are any modifications to bid documents contained in the DSA approved documents which have not been captured in the Narrative, revised drawings, or addenda 1 and 2, the contractor will be entitled to compensation. The cost for reviewing the DSA drawings against the bid documents and addenda after the award, are to be included in this bid proposal.</p> <p>Subtotal</p> <p>TOTAL CHANGE ORDER // BBR-CO.1</p>						
						\$0
						\$0

Change Order Codes

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

\* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED



BUSINESS BLDG.

SCALE  
1" = 10'

LEGEND



# Bond Measure M Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: JM Builders Amount \$ (35,905.00)

Campus: SBVC Project: Interim Locker and Shower Rooms

This Change is a(n):

- Amendment (not subject to 10% limitation)  Change Order (subject to 10% limitation)

### Reason for Change

- Unforeseen Conditions  Design Omission  Design Conflict  
 Campus Recommended  Contractor Recommended  Agency Required  
 Contractor Transfer (no cost to District)

Explanation of Change: Allowance 1 and 2 was established in the contract for unforeseen field conditions.

### Accountability

This Change was not part of the original design scope because: Since the allowances were not completely expended the balance has been credited back to the district.

- The cost of this change has been validated and is the best possible price available to the District.  
 This change has been reviewed and is necessary to the completion this project.

### Impact

Original contract was Board approved on <u>11/17/11</u> in the amount of	\$ <u>256,000.00</u>
Total Board approved amendments to date	\$ <u>-</u>
Requested amendment amount	\$ <u>-</u>

This request is an amendment and results in a revised contract amount of \$ 256,000.00  
 (Note: This revised contract amount basis for 10% rule)

Total Board approved change orders to date	\$ <u>-</u>
Requested Change Order amount	\$ <u>(35,905.00)</u>

This request is a change order and results in a revised contract amount of \$ 220,095.00

This change order is subject to the 10% rule. It results in a -14.03% change to the contract  
 The cumulative amount of change orders for this contract equals \$ (35,905.00)  
 Or -14.03% of the contract amount.

<b>TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS</b>	<b>\$ <u>220,095.00</u></b>
--	-----------------------------

### Signatures

Bond Program Manager:

Diana Johnson

Diana Johnson 7/19/12  
 (Signature) (Date)



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

4629A1  
Project Number

LCKR-GC-CO1

**CHANGE ORDER**

Original Contract Amount: \$256,000.00  
 Amount of Previous Contract Amendments: \$0.00  
 Amount of Previous Change Orders: \$0.00

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>7/16/12</u>
Project Description:	<u>Interim Locker and Shower Rooms</u>	Contract No.:	<u>General Contractor</u>
To (Contractor):	<u>JM Builders, Inc.</u>	Attn:	<u>Joe Murrey</u>

You are hereby directed to make the following changes in the above reference contract for:

Item No.: 1.1 Reference RFP No.: Refer to attachments

**Description of Work:**  
 This change order includes additional scopes of work for the general contractor generated from unforeseen field conditions encountered and identified during construction operations, District Standards, utility coordination with on the Bond Measure M projects and Agency requirements that were required to be installed within the project. These items were not included in the original contract documents and noted after the bid and execution of the general contractor contract.

Refer to attached Project Memo No. 118  
 Contract Change Order No. LCKR-GC-CO1: Item 1.1

TOTAL COST of CONTRACT CHANGE ORDER LCKR-GC-CO1: (\$35,905.00)

Reason for Change:  
 1 Allowances 1 & 2 not completely exhausted. Balance to be credited to district.

Initiator of Change:  
 1 PM

The original Base Contract Sum was:	<u>\$256,000.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. LCKR-GC-CO1 will be increased by:	<u>-\$35,905.00</u>
The revised BASE Contract Sum:	<u>\$220,095.00</u>
Net change by previous authorized Change Order(s)	<u>\$0.00</u>
The Contract Sum Including previous authorized Change Orders:	<u>\$220,095.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$220,095.00</u>
The contract TIME due to C.O. No. LCKR-GC-CO1 will be changed by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>N/A</u>
SBCCD Change Order No. <u>LCKR-GC-CO1</u> Includes Item Number(s):	<u>1.1</u>

This Contract Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time. Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

	Signature	Name (printed)	Date
Architect:		Brad Glassick, Architect Project Manager	7/17/12
Project Mgr.:		Cade McMullin, Project Manager	7/17/12
District:		Mr. Charlie Ng, Vice Chancellor Fiscal Services	
Contractor:		Jennifer Murrey, President Printed Name/Title	7/16/12

State of California - Division of the State Architect DSA Application No. 04-112090 File No. 36-C2  
 Approved \_\_\_\_\_ per Principal Structural Engineer: \_\_\_\_\_

**CHANGE ORDER NO. LCKR-GC-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	Allowance 1 & 2 not completely expened. Balance credited to district.	C-2	100	(\$35,905)	\$0	(\$35,905)
<b>Subtotal</b>						<b>(\$35,905)</b>
<b>TOTAL CONTRACT CHANGE ORDER # LCKR-GC-CO1</b>						<b>(\$35,905)</b>

**CODE LEGEND**

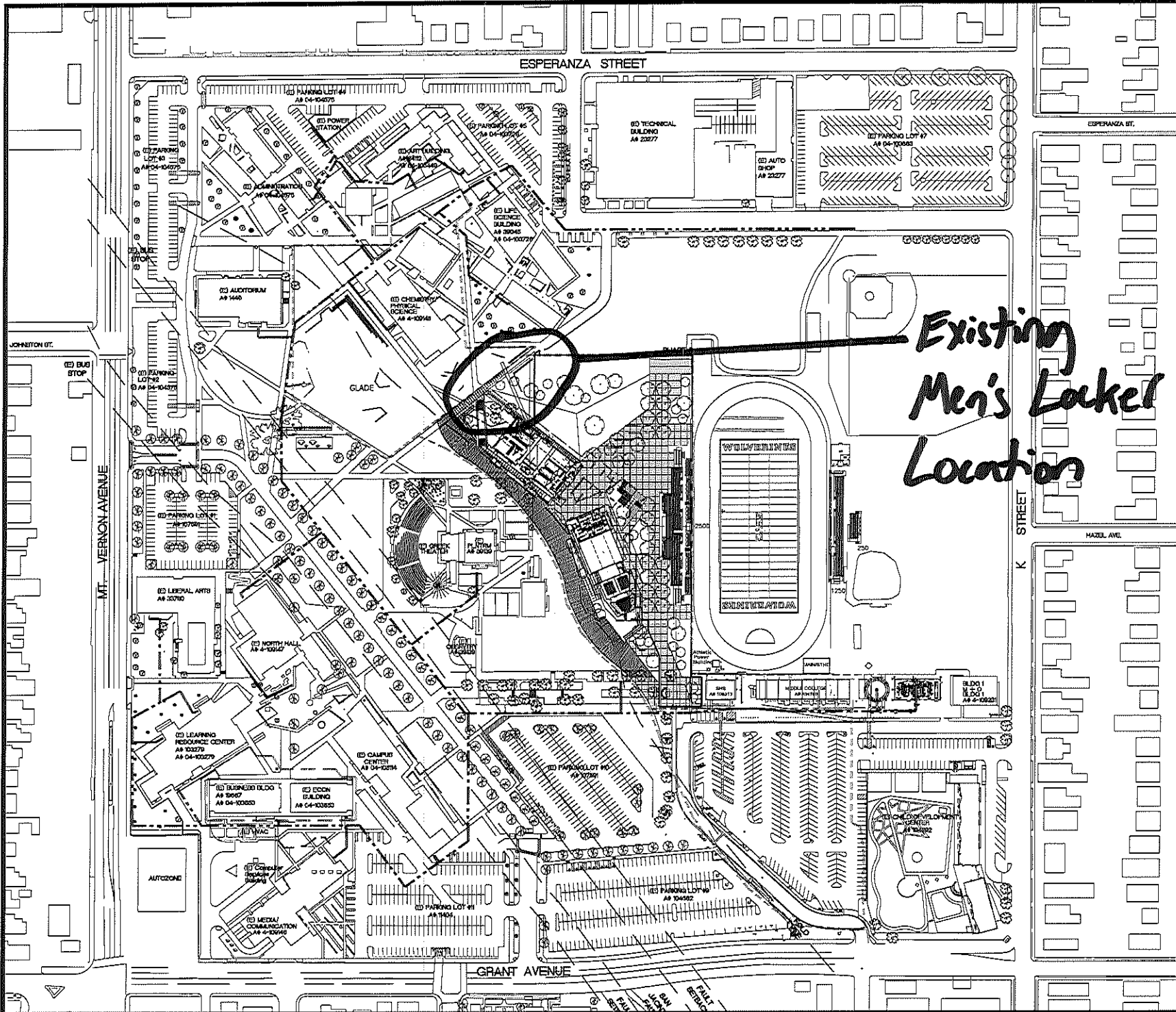
- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

\* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

**LEGEND**

PROJECT LIMITS OF WORK: - - - - -  
 OFFICE: - - - - -



Existing  
Men's Locker Room  
Location

**SCALE**

1" = 50'

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville  
DATE: August 9, 2012  
SUBJECT: Consideration of Approval of Contract with  
Knowland Construction Services of Pasadena, California

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with Knowland Construction Services of Pasadena, California for project inspection services in the amount of \$1,500,000.00.

OVERVIEW

Title 24 of the California code requires that all construction improvement activities be completed under the guidance of qualified inspectors who are given the opportunity to observe the construction activities. This observation assures that the construction conforms to approved documents and all current and applicable codes.

Consultants for these services were solicited with a publically advertised Request for Qualifications/Proposal (RFQ/P). Knowland Construction Services was selected by committee after undergoing an extensive screening, proposal review, and interview process with other candidates.

ANALYSIS

The agreement term is for two years, effective beginning August 10, 2012 and ending June 30, 2014. The fee for these services as required throughout the Measure M Program, is a not-to-exceed amount of \$1,500,000.00.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2012-13 Measure M budget.



## DSA INSPECTOR OF RECORD SERVICES AGREEMENT

114 SOUTH DEL ROSA DRIVE  
SAN BERNARDINO, CALIFORNIA, 92408

This agreement is made and entered into by and between the San Bernardino Community College District hereinafter referred to as “DISTRICT”, and KNOWLAND CONSTRUCTION SERVICES., 2181 East Foothill Blvd, Suite 203, Pasadena, CA 91107, hereinafter referred to as “INSPECTOR”.

### RECITALS

**WHEREAS**, the DISTRICT needs professional DSA Inspector of Record services; and,

**WHEREAS**, the INSPECTOR is professionally and specially trained and competent to provide these services; and,

**WHEREAS**, the authority for entering into this agreement is contained in Section 53060 of the Government Code and such other provisions of California Law as may be applicable,

**NOW THEREFORE**, the parties to this agreement do hereby mutually agree as follows:

### AGREEMENT

#### 1. DESCRIPTION OF SERVICES

Services that may be provided shall include all project inspection services that may be required by the DISTRICT, through planning, design, construction and closeout phases of new construction, renovation, or any improvement projects the DISTRICT may pursue, as described in Exhibit “B” of this agreement.

#### 2. TERM

Services may be ordered on an as-needed basis by the DISTRICT during the term of this agreement, commencing August 10, 2012, and ending June 30, 2014. All work must be diligently prosecuted and completed by the INSPECTOR during the term of this agreement.

### COMPENSATION

- a. Total compensation shall not exceed One Million Five Hundred Thousand and no/100 dollars (\$1,500,000) during the term of the Agreement. DISTRICT shall issue purchase orders to INSPECTOR for work specifying the scope of services to be performed, the schedule for work to be performed and the amount authorized to be expended for each portion of work. Work may not be performed by INSPECTOR without a purchase order.

b. DISTRICT shall determine, at its sole discretion, the method of consideration for each portion of work requested. Methods of consideration will be either lump sum fixed fee, or hourly fee with a maximum approved total based on the hourly rates identified in Exhibit A. The INSPECTOR shall prepare a proposal for services according to the method of consideration determined by DISTRICT. If the proposal is a fixed fee, it must include the scope and schedule for services and deliverables to be provided, and the fee. The DISTRICT may accept, reject, or negotiate the proposal. Fixed fee proposals shall remain in effect for 3 months from the date of submission. If the proposal is negotiated to mutual agreement and/or accepted by the DISTRICT, the DISTRICT will issue a purchase order to the INSPECTOR. If the proposal is an hourly fee, the proposal must include the scope and schedule for services and deliverables to be provided, according to the classification of professional services, and fee schedule in Exhibit A. The specific position(s) and fee rate must be included in the proposal. The DISTRICT may accept, reject, or negotiate the proposal. If the proposal is negotiated to mutual agreement and/or accepted by the DISTRICT, the DISTRICT will issue a purchase order with a maximum not-to-exceed amount per the proposal, to the INSPECTOR. The DISTRICT may convert the proposal to a Lump-Sum Fixed-Fee agreement.

c. INVOICING :

INSPECTOR shall invoice DISTRICT in triplicate on a monthly basis for each Purchase Order issued.

d. DISTRICT will not withhold federal or state income tax from payments made to INSPECTOR under this agreement, but will provide INSPECTOR with a statement of payments made by DISTRICT to INSPECTOR at the conclusion of each calendar year.

### **3. TERMINATION**

This agreement may be canceled by either party without cause upon fifteen (15) calendar days written notice to the other party.

### **4. RELATIONSHIP OF PARTIES**

DISTRICT and INSPECTOR hereby agree and acknowledge that INSPECTOR, in providing the services herein specified, is and at all times shall be acting as an independent INSPECTOR. INSPECTOR shall not be considered an agent or employee of DISTRICT and shall not be entitled to participate in any employee fringe benefits of DISTRICT. The relationship of the parties will be based on the IRS guidelines.

### **5. INSPECTOR'S STATUS**

INSPECTOR expressly represents and covenants that he/she is a business duly licensed under the relevant rules and regulations of the State of California and that services provided to the DISTRICT are provided pursuant to such rules and regulations.



## 7. **INSURANCE PROVISIONS**

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- I. A. The DISTRICT, its officers, officials, employees and volunteers are to be covered as insured's as respects: liability arising out of work performed by or on behalf of INSPECTOR; or automobiles owned, leased, hired or borrowed by the INSPECTOR
  - B. For any claims related to this project, the INSPECTOR's Insurance converge shall be primary insurance as respect the DISTRICT, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the DISTRICT, its officers, officials, employees or volunteers shall be excess of the INSPECTOR's insurance and shall not contribute with it.
  - C. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) day's prior written notice has be proved to the DISTRICT.
  - D. All insurance required under this section shall state that with respect to the operations of the INSPECTOR, such insurance is primary, and any insurance carried by the DISTRICT, is excess and non-contributory.
- II. Professional liability, and/or Errors & Omissions coverages are written on a claims-made form:
    - A. The retroactive date must be shown, and must be before the date of the contract and/or the beginning of the contract work.
    - B. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contracted work.
    - C. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the INSPECTOR must purchase an extended period coverage for a minimum of five (5) years after completion of contract work.
    - D. A copy of the claims reporting requirements must be submitted to the DISTRICT for review.
- III. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII unless otherwise acceptable to the DISTRICT. Exception may be made for Stat Compensations Insurance Fund when no specifically rated.
- IV. Verification of Coverage: INSPECTOR shall furnish the DISTRICT with original certificates and amendatory endorsements effecting coverage required by the clause. The Endorsement should be on in a forms that conform to DISTRICT requirements. All certificates and endorsements are to be received and approved by the DISTRICT before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements. The DISTRICT reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage require by these specifications at any time.
- V. Waiver of Subrogation: INSPECTOR hereby agrees to waive subrogation which any insurer or INSPECTOR may acquire from vendor by virtue of the payment or any loss. INSPECTOR agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.
- VI. Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the DISTRICT for all work performed by the INSPECTOR, its employees, agents and sub-INSPECTORS.

8. **INSPECTOR shall maintain Insurance with limits of no less than as stated below:**  
**General Liability** shall have a limit no less than of \$2,000,000 per occurrence for bodily injury, personal injury and property damage, and \$2,000,000 for project specific aggregate. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to each project or the general aggregate limit shall be twice the required occurrence limit.  
**Automobile Liability** shall have a limit no less than \$1,000,000 per accident for bodily injury and property damage. The DISTRICT, the DISTRICT'S Project Management, and SWACC shall be endorsed as additional insured on the policy by name.  
**Workers' Compensation** shall have a limit no less that as required by the State of California.  
**Professional Liability** shall have a limit no less than \$3,000,000 per occurrence subject to no more than \$50,000 per claim deductible, in addition to an aggregate limit of \$3,000,000.

**Summary of Insurance Requirements:**

GENERAL LIABILITY

2,000,000 Per Occurrence  
2,000,000 Project Specific Aggregate

AUTO LIABILITY

1,000,000 Any auto or truck vehicle owned, leased, hired or borrowed

PROFESSIONAL LIABILITY

3,000,000 Per claim/Occurrence  
3,000,000 Aggregate limit – Maximum \$50,000 per claim deductible

WORKMEN'S COMPENSATION

As per State of California requirements

ADDITIONAL INSURED

The San Bernardino Community College District  
Kitchell/BRj/Seville  
State-Wide Association of Community Colleges-SWACC

CERTIFICATE OF INSURANCE HOLDER

San Bernardino Community College District  
C/O – Business Services  
114 So. Del Rosa Drive  
San Bernardino, CA 92408

9. **HOLD HARMLESS**  
INSPECTOR agrees to defend, indemnify, save and hold DISTRICT, its officers, agents and employees harmless from any liability for any claims, accusations, or suits at law or in equity, or in any administrative proceeding, that may be brought by third persons on account of personal injury, death, or damage to property, or a property of business or personal interest, or for any fine, forfeiture or civil penalty arising from any act or omission by INSPECTOR, its officers, agents, or employees while performing operations under the Agreement.

**10. AMENDMENTS**

This Agreement may be amended or modified only by written agreement signed by both parties. Failure on the part of either party to enforce any provision of this Agreement shall not be construed as a continuous waiver of the right to compel enforcement of such provision or provisions, nor shall such waiver be construed as a release of any surety from its obligations under this Agreement.

**11. ATTORNEY'S FEES**

Should any party violate or breach any term or condition of this Agreement, any other party shall have, without limitation, the right to move for entry of judgment by a court of competent jurisdiction, to seek specific performance thereof, and otherwise exercise all remedies available to him, her or it under the law to obtain redress from injury or damage resulting from any such violation or breach. In any such legal proceeding(s) brought to enforce the terms and conditions of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs incurred as a consequence hereof.

**12. ENTIRE AGREEMENT**

There are no understandings or agreements except as herein expressly stated. Any modifications must be in writing.

**13. INDEPENDENT INSPECTOR**

INSPECTOR is an independent INSPECTOR and not an officer, agent, servant, or employee of DISTRICT. INSPECTOR is solely responsible for the acts and omissions of its officers, agents, employees, INSPECTORS, and subgrantees, if any. Nothing in this Agreement shall be construed as creating a partnership or joint venture between DISTRICT and INSPECTOR. Neither INSPECTOR nor its officers, employees, agents, or subgrantees shall obtain any rights to retirement or other benefits that accrue to DISTRICT employees.

**14. LAW TO GOVERN: VENUE**

The law of the State of California shall govern this Agreement. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of San Bernardino. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.

**15. NOTICES**

All notices herein required shall be in writing and delivered in person or sent by certified mail, postage prepaid, addressed as follows:

**IF TO DISTRICT**

Charlie Ng, Vice Chancellor, Fiscal Services  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino CA 92408

**IF TO INSPECTOR**

Chris Knowland  
Knowland Construction Services  
2181 East Foothill Blvd. Suite 203, Pasadena CA 91107

**16. VALIDITY**

If any terms, condition, provision, or covenant of this Agreement shall to any extent be judged invalid, unenforceable, void, or violable for any reason whatsoever by a court of competent jurisdiction, each and all remaining terms, conditions, promises and covenants of this Agreement shall be unaffected and shall be valid and enforceable to the fullest extent permitted by law.

**17. EXHIBIT INCORPORATED**

Exhibits "A" and "B" are attached hereto and incorporated into this Agreement.

**18. PUBLIC EMPLOYEE**

If INSPECTOR is a regular employee of a public entity, all services which INSPECTOR renders under this agreement will be performed at times other than INSPECTOR'S regular assigned workday for said entity, or during periods of vacation or leave of absence from said entity.

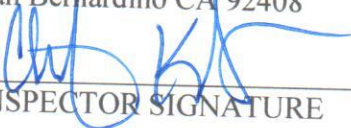
**19. ASSIGNMENT**

This Agreement is neither assignable nor transferable by either party or by operation of law without the consent in writing of the other party. Consent by either party to one or more assignments or transfers shall not constitute consent to a subsequent assignment or transfer.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement.

\_\_\_\_\_  
DISTRICT SIGNATURE  
Charlie Ng, Vice Chancellor, Fiscal Services  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino CA 92408

Date \_\_\_\_\_

  
\_\_\_\_\_  
INSPECTOR SIGNATURE

Date 7/24/2012

  
\_\_\_\_\_  
Name: Print or Type

33 NAREISSA PAVA  
\_\_\_\_\_  
Mailing Address

BARRO PAVOS VUELOS CA 90275  
\_\_\_\_\_  
City, State and Zip Code

(626) 786-4331  
\_\_\_\_\_  
Telephone Number

20-4112757  
\_\_\_\_\_  
Social Security No. or Tax Payer ID No.

# EXHIBIT "A"

## **Knowland Construction Services, Inc.**

inland Empire    Los Angeles    Orange County    San Diego    Santa Barbara

---

### **SCHEDULE OF FEES - San Bernardino Community College District**

#### **PROJECT INSPECTORS**

#### **HOURLY RATE**

DSA Class I Project Inspector	\$72.00
DSA Class II Project Inspector	\$66.00
DSA Class III Project Inspector	\$60.00
DSA Assistant to the IOR	\$54.00
AWS/CWI Inspector	\$66.00
In-plant – TL Shields (MEM) Elevators	\$4,200 each
In-plant Portable Classroom	\$950.00/module
Musco Lights	Negotiable/Quantity

Rates are applicable to all Inspectors shown on the attached personnel list under the Section "Capacity".

All fees and arrangements are negotiable. Knowland Construction Services will not charge overtime rates (1 ½) for the first 10 hours of each day, and will utilize comp time when possible. KCS will charge 4 hour minimum for total job site visits only as approved by the District. There are no usual reimbursable fees. KCS is respectful of the clients budget and works with Districts to minimize inspection fees.

#### **SPECIAL INSPECTORS & TECHNICIANS**

KCS has extensive experience working with Testing Labs and has written and issued RFQs to assist the District in achieving comparable competitive bids. Knowland Construction Services will monitor the Special Inspectors time, and coordinate scheduling to minimize costs to the District.

#### **ADDITIONAL INFORMATION**

Quoted Rates include all General and Professional Liability, Workers Compensation, Auto Insurances and other insurances listed in the RFQ. Standard Documentation includes Daily Reports, Semi-monthly Reports, Digital Photography, and documentation shown in KCS's Proposal For Inspector Services.

All phones, fax, computers, cameras, autos, included in fee schedule / Utilities by District.

San Bernardino Community College District 2012



**EXHIBIT B**  
**INSPECTOR OF RECORD SERVICES/DUTIES**

The INSPECTOR agrees to discharge the duties of an inspector as specified in California Education Code Sections 17309 and 17311 and Sections 4-333 and 4-342 of Title 24 of the California Code of Regulations. These duties include, but are not limited to, the following:

(1) Duties. The general duties of the INSPECTOR in fulfilling his/her responsibilities are as follows:

(a) Continuous Inspection Requirement. The INSPECTOR must have actual personal knowledge, which is obtained by his or her personal and continuous inspection of the work of construction in all stages of its progress, as set forth in California Education Code Sections 17309 and 81141, that the requirements of the approved plans and specifications are being completely executed.

Continuous inspection means complete inspection of every part of the work. Activities, such as concrete work or masonry work which can be inspected only as it is placed, shall require the constant presence of an INSPECTOR. Other types of work which can be completely inspected after the work is installed may be carried on while the INSPECTOR is not present. In any case, the INSPECTOR must personally inspect every part of the work. In no case shall the INSPECTOR have or assume any duties which will prevent him/her from providing continuous inspection.

(b) Relations with Architect and Engineer. All inconsistencies or seeming errors in the plans and specifications shall be reported promptly to the architect or registered engineer for his interpretation and instructions. In no case, however, shall the instruction of the architect or registered engineer be construed to cause work to be done which is not in conformity with current applicable codes, approved plans, specifications, and change orders. Interpretations received by the INSPECTOR which cause deviations from the approved drawings and specifications shall be referred to the construction manager and responsible architect for preparation of change orders to cover the required work.

(c) Job File. The INSPECTOR shall keep a file of approved plans and specifications (including all RFI responses, approved addenda, and change orders) on the jobs at all times, and shall immediately return any unapproved documents to the architect for proper action. The inspector, as a condition of his employment, shall have, and maintain, on the job at all times, all codes and documents referred to in the plans and specifications.

(d) Inspector's Semimonthly Reports. The INSPECTOR shall keep the construction manager, architect, and registered engineer thoroughly informed as to the progress of the work by making semimonthly reports in writing as required in Section 4-342 of Title 24 of the California Code of



## **EXHIBIT B**

### INSPECTOR OF RECORD SERVICES/DUTIES

Regulations. See also sample of semimonthly report in Appendix of Title 24 of the California Code of Regulations.

(e) Inspector's Daily Report to District. The INSPECTOR shall keep the DISTRICT thoroughly informed as to the progress of the work by submitting daily reports in writing to the DISTRICT.

(f) Notifications to Division of the State Architect. The INSPECTOR shall notify the Division of the State Architect:

- (i) When work is started on the PROJECT.
- (ii) At least 48 hours in advance of the time when foundation trenches will be complete, ready for footing forms.
- (iii) At least 48 hours in advance of the first pour of concrete.
- (iv) When work is suspended for a period of more than two weeks.

(g) Construction Procedure Records. The INSPECTOR shall keep a record of certain phases of construction procedure including, but not limited to, the following:

- (i) Concrete pouring operations. The record shall show the time and date of placing concrete and the time and date of removal of forms in each portion of the structure.
- (ii) Welding operations. The record shall include identification marks of welders, lists of defective welds, manner of correction of defects, etc.
- (iii) Driven or cast-in-place piles. For each pile when piles are for foundations, review with geotechnical engineer for depth, right of refusal criteria, and final 2' of blow counts.

All records of construction procedure shall be kept on the job until the completion of the work. All records kept by the INSPECTOR arising out of or in any way connected with the PROJECT shall be and remain the property of the DISTRICT.

A complete and accurate copy of all records kept or created by the INSPECTOR arising under or connected in any way to the PROJECT shall be furnished by the INSPECTOR to the DISTRICT immediately upon written demand by the DISTRICT.

**EXHIBIT B**  
**INSPECTOR OF RECORD SERVICES/DUTIES**

- (h) Deviations. The INSPECTOR shall notify the contractor, in writing, of any deviations from the approved plans and specifications which are not immediately corrected by the contractor when brought to his/her attention. Concurrent notifications shall be submitted to the construction manager and architect.
  
- (i) Verified Reports. The INSPECTOR shall make and submit to the Division of the State Architect verified reports pursuant to Section 3-342 of Title 24 of the California Code of Regulations. The INSPECTOR shall prepare and deliver to the Division of the State Architect detailed statements of fact regarding materials, operations, etc., when requested.
  
- (j) Report distribution. Reports shall be distributed to designated entities including the construction manager and architect electronically each week, and paper copies monthly with each consultant payment request.

**DUTIES OF THE PROJECTS INSPECTOR**

- A. A copy of Title 24, California Plumbing Code, California Mechanical Code, California Electrical Code, California Building Code, and Interpretive Regulations must be maintained on the PROJECTS at all times by the INSPECTOR for use by the INSPECTOR, DISTRICT, Construction Manager, Architect, and DSA. All codes shall be applicable versions that reflect the codes governing the PROJECTS.
  
- B. Files shall be maintained by INSPECTOR containing a daily diary, INSPECTOR'S copies of correspondence, daily reports, the contract form, an approved set of plans, specifications, addenda, change orders, approved shop drawings, approved samples, concrete placement log, welding reports, pile driving records, water, gas, and sewer tests, progress reports, and other relevant data pertaining to documentation of the PROJECTS inspection.
  
- C. INSPECTOR shall provide all written reports required by Title 24 and/or DSA. These reports shall be distributed in accordance with the requirements of all applicable codes and contract documents.
  
- D. INSPECTOR will make all notifications to required parties as outlined in Title 24. INSPECTOR shall immediately notify DISTRICT, Construction Manager, Project Manager and other related parties in the event of an injury, accident, fire, and any construction related failures in the structure.
  
- E. INSPECTOR shall notify the Construction Manager and Architect of any deviations from the approved contract documents and/or specifications and record such incidents in the daily diary/daily report in accordance with Part I, Section 4/333 of

**EXHIBIT B**  
**INSPECTOR OF RECORD SERVICES/DUTIES**

"Inspection by PROJECTS Inspector" in Title 24. In no case shall INSPECTOR issues, direct or otherwise instruct the contractor(s), CM, or any consultants, in any case of deviation from the approved contract documents. INSPECTOR is not authorized or required to provide direction that may result in extensions of time, claims for additional compensation or change orders. All direction by INSPECTOR shall be in strict conformance with all applicable State codes and regulations. Deviations that are not corrected within the specified time frame shall require INSPECTOR to issue a Notice of Noncompliance to the contractor in writing through the CM. All parties will be copied accordingly. INSPECTOR will maintain a written log of all Notices of Noncompliance issued. INSPECTOR, Architect, Engineer, Construction Manager and DISTRICT will closely monitor this log. INSPECTOR will review all approved shop drawings, samples, products or materials to be used in the PROJECTS and ensure that those products and/or materials or other equipment are installed per manufacturer's recommendations.

- F. Changes in the approved contract documents and/or specifications may require notifications to DSA, and if so, the appropriate change procedures must be initiated. No work will be approved by the INSPECTOR without proper authorization by DSA.
- G. Change Orders: INSPECTOR will participate as directed by Construction Manager in the change order process. However, INSPECTOR cannot approve, authorize, or otherwise be responsible for any change order. If INSPECTOR is required to sign change orders, it will merely constitute that INSPECTOR has personally witnessed the completion of such change order and the change order was completed in compliance with all approved contract documents. No changes in the work will be allowed without prior written instruction from Architect and/or DSA. All changes and change procedures shall comply with all Title 24 requirements, State law or other governing documents.
- H. INSPECTOR, in conjunction with Architect, CM, and DISTRICT will review the contractor's monthly estimate of the approved Schedule of Values and Request for Progress Payment. INSPECTOR will report any discrepancies observed in the monthly estimates to the CM for consideration. Final approved "certified" copies of the monthly payment requests to be signed by INSPECTOR must be delivered to INSEPCTOR at least 48 hours prior to the signing deadline. INSPECTOR shall not be responsible for delayed payments due to failure to comply with this requirement.
- I. Progress Payment Request: At the start of the work, INSPECTOR will be furnished with copies of all completed Schedule of Values for prime contracts that are approved by CM. Progress payments shall be based upon the estimated percentages of work performed according to the Schedule of Values. Progress payments may include estimated percentage of work performed materials in place or delivered and properly stored. All payment request and applications shall be duly certified in accordance with the contract documents. INSPECTOR shall review all such requests with the CM and at such time as it is determined that the requests are in

**EXHIBIT B**  
**INSPECTOR OF RECORD SERVICES/DUTIES**

compliance with the contract documents INSPECTOR will sign and return them to the CM for distribution.

- J. As-Built Drawings: The Contractor shall keep and maintain a record set of contract documents (as-built drawings) in the construction office. All work shall be updated their drawings weekly and keep those drawings current. INSPECTOR will not review payment requests or applications for any contractor who has not maintained current record drawings. If current as-built documents are not properly maintained, INSPECTOR will provide status of these drawings as requested.
- K. INSPECTOR shall be provided with, coordinate and be familiar with all special inspection and testing required under the contract. INSPECTOR, per Title 24, shall be responsible for the supervision of such special inspection and testing. All reports of special inspection and testing shall be the responsibility of the DSA-approved testing laboratory, as applicable. INSPECTOR will receive daily copies of all special inspection and testing reports and/or results and shall be copied with all final reports. Transmittal of all reports and/or results shall be the responsibility of the DSA-approved testing laboratory, as applicable.
- L. In the even a PROJECT(S) is not completed within the planned time frame, INSPECTOR will make a report of all incomplete or incorrect work remaining at that time. INSPECTOR will provide a copy of that report to DISTRICT, Program Manager, Architect, Engineer, CM and DSA.
- M. PROJECTS Closeout: INSPECTOR will assist in the completion of a final punch Jest for the work. INSPECTORS will re-inspect the final punch list when so requested. INSPECTOR will review all final record drawings prior to signing off the final punch list. INSPECTOR, along with the CM, Architect and Engineer, shall confirm that all fire/life/safety systems are tested , operating in accordance with all applicable State codes and/or laws governing the work. **INSPECTOR shall acquire and maintain copies of all DSA forms required by DSA for certification as provided by the testing laboratory, special inspector, architect, and contractor.**
- N. The duties described herein are standard procedures with INSPECTOR. INSPECTOR may also be subject to additional duties stipulated in the approved contract documents. INSPECTOR will not be subject to duties or responsibilities that may incur additional costs or be considered extraordinary or unusual in nature without prior written authorization by DISTRICT.
- O. Upon completion of all final closeout procedures and the filling of the Notice of Completion, INSPECTOR will generate all forms, reports or other documents required by Title 24. INSPECTOR cannot file final reports until all work is completed in compliance with Title 24.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville  
DATE: August 9, 2012  
SUBJECT: Consideration of Approval of Amendment 001 to the LPA, Inc. Contract

### RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 001 to the LPA, Inc. contract in the amount of \$6,000.00.

### OVERVIEW

On March 16, 2011, the Board of Trustees approved a contract with LPA, Inc. for architectural and engineering services on the Campuswide Voluntary ADA Upgrade Project, Phase I at San Bernardino Valley College. This amendment will incorporate revised irrigation details and upgrades for new planters and landscape.

### ANALYSIS

The effect of this amendment will be an addition of \$6,000.00 to the LPA, Inc. contract, resulting in a revised contract amount of \$202,265.00. There is no increase in length of contract.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

### FINANCIAL IMPLICATIONS

Included in 2012-13 Measure M budget.

# Kitchell/BRj/Seville

701 S Mount Vernon Ave, San Bernardino, CA 92410

# Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: July 11, 2012

No. VC 112

TO: Charlie Ng  
Vice Chancellor, Fiscal Services  
San Bernardino Community College District (SBCCD)

FROM: Michael Villegas   
Project Manager  
Kitchell/BRj/Seville

RE: San Bernardino Valley College  
Measure M ADA Upgrades Project  
Amendment No. 01 to LPA, Inc. for ADA Upgrades increased scope

**SCOPE:**

SBCCD approval to amendment contract to LPA, Inc. for the ADA Upgrades Project increased scope relating to irrigation revisions and upgrades.

**NARRATIVE:**

This amendment is for additional irrigation design and reconnaissance services on the ADA Upgrade Project. LPA, Inc. design services and scope of work were negotiated to reflect a 6% fee for construction budget estimated allowances designated for irrigation upgrades within the ADA Upgrades Project.

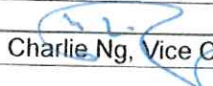
**RECOMMENDATION:**

Kitchell/BRJ/Seville recommends that SBCCD approves the increased scope for the ADA Upgrades Project.

**Budget Information:**

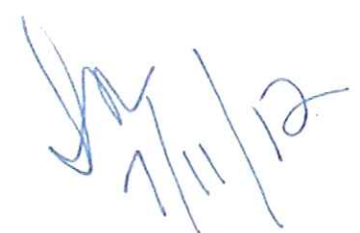
Project Original Budget Amount:	\$ 8,000,000.00
Project Current Spent to Date:	\$ 714,995.53
Project Current Estimate to Complete:	\$ 4,536,424.11
Project Memo Forecast Cost:	\$ 6,000.00
Project Change Amount:	\$ 0.00
Budget Line Item: 42-37-31-4410-0000-6120.10-7100	(Project Contingency)

I concur with this recommendation  7/11/12  
 I do not concur with this recommendation Diana Johnson, Program Manager, KBS

I concur with this recommendation   
 I do not concur with this recommendation Charlie Ng, Vice Chancellor, Fiscal Services

Attachments: Proposal

Cc: File





## ARCHITECT CONTRACT AMENDMENT 001

PROJECT: Voluntary ADA Upgrade  
Measure M  
San Bernardino Valley College (SBVC)  
701 S. Mount Vernon Avenue  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District  
114 S. Del Rosa Avenue  
San Bernardino, CA 92408

TO: LPA, Inc.  
5161 California Avenue, Suite 100  
Irvine, CA 92617

---

Brief Description:

This contract amendment is for additional scope services for the Measure M Voluntary ADA Upgrade Project for San Bernardino Valley College. Additional services include increased scope relating to irrigation reconnaissance, revisions and upgrades.

Attachments:

Proposal dated 7/10/2012

Costs:

**\$6,000.00** = Total of this requested Architect Contract Amendment: 001

---

The original Contract Sum	\$196,265.00
Net change by previous Amendments	\$0.00
The Contract Sum prior to this Amendment	\$196,265.00
The Contract Sum will be increased by this Amendment	\$6,000.00
The new Contract Sum including this Amendment	\$202,265.00
The Contract Schedule as of this Amendment will be increased by:	0 calendar days

---

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes LPA, Inc. to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to LPA, Inc. contract with SBCCD for the Voluntary ADA Upgrade Project.

Not valid until signed by all parties. Signature of Architect indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

**Authorized:**

ARCHITECT  
LPA, Inc.

By: \_\_\_\_\_  
DATE: 7.18.2012

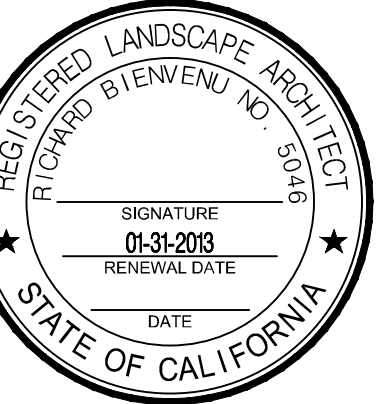
PROGRAM MANAGER  
Kitchell CEM

By: Diana Johnson  
DATE: 7/18/12

OWNER  
SBCCD

By: \_\_\_\_\_  
DATE: \_\_\_\_\_





IDENTIFICATION STAMP  
DIVISION OF THE STATE ARCHITECT  
OFFICE OF REGULATION SERVICE

APPL. # \_\_\_\_\_  
AC \_\_\_\_\_ FLS \_\_\_\_\_ SS \_\_\_\_\_  
DATE \_\_\_\_\_  
FILE NUMBER: #####

This and all other project documents and all plans, methods and designs incorporated herein are the property of LPA, Inc. (LPA) and shall not be used, copied, reproduced or in part for any other project without the written consent of LPA. LPA hereby grants formal notice that any such project document may, reproduction or modification (without the written consent of LPA) be used for informational purposes only and shall not be used for any other purpose. LPA and LPA Consultants to the maximum legal extent disclaim all claims, demands, damages or liabilities arising directly or indirectly from project document reuse.

Project documents describe design intent of work and are not a representation of actual or existing conditions. LPA and LPA Consultants make no representations concerning the accuracy of documents and are not responsible for any discrepancies between project documents and the existing conditions.

© Copyright 2010

SBVC VOLUNTARY ADA  
UPGRADES ACCESSIBLE  
ROUTE PHASE 1  
701 South Mount Vernon Ave,  
San Bernardino, CA  
Developed for  
San Bernardino Comm. College District

Revision	Description	Date
1	DD COST ESTIMATE SUBMITTAL	05-22-2012
2	DSA SUBMITTAL	06-15-2012

Job No.	11082.10
Date	06-15-2012
Drawn by	AG, CA
Checked by	RB
Scale	1" = 100'

CAMPUS DSA#  
LIMITS  
EXHIBIT

G0.2

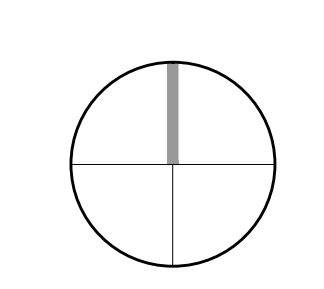
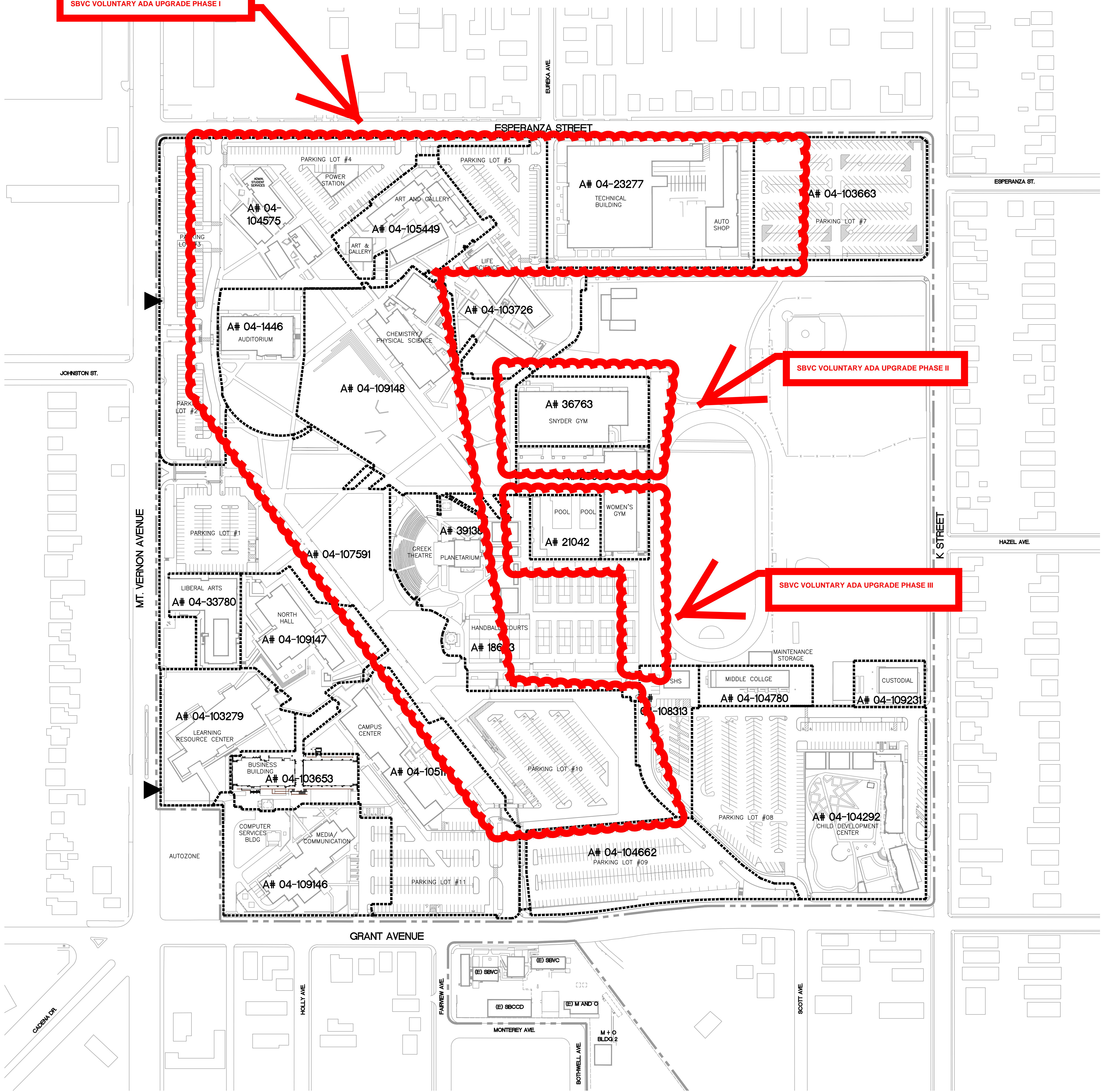
## LEGEND

- EXISTING BUS STOP
- CAMPUS BOUNDARY
- LIMIT OF WORK

SBVC VOLUNTARY ADA UPGRADE PHASE I

SBVC VOLUNTARY ADA UPGRADE PHASE II

SBVC VOLUNTARY ADA UPGRADE PHASE III



FOR REFERENCE ONLY



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville  
DATE: August 9, 2012  
SUBJECT: Consideration of Approval of Amendment 002 to the LPA, Inc. Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 002 to the LPA, Inc. contract in the amount of \$66,300.00.

OVERVIEW

On March 16, 2011, the Board of Trustees approved a contract with LPA, Inc. for architectural and engineering services on the Campuswide Voluntary ADA Upgrade Project, Phase I at San Bernardino Valley College. Additional services include increased scope due to the Gymnasium Project being placed on hold. Phase II and Phase III of Voluntary ADA Upgrade Project will provide design and surveying services for a campuswide path of travel within the proposed new Gymnasium site plan.

ANALYSIS

The hold on the Gymnasium project affects the construction and connection of the campus's continuous ADA path of travel. ADA Phase II and III will provide the Campus with a continuous ADA path of travel to the existing gym buildings, which are currently not in compliance with ADA requirements.

The effect of this amendment will be an addition of \$66,300.00 to the LPA, Inc. contract, resulting in a revised contract amount of \$268,565.00. There is no increase in length of contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2012-13 Measure M budget.

# Kitchell/BRj/Seville

701 S Mount Vernon Ave, San Bernardino, CA 92410

# Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: July 11, 2012

No. VC 113

TO: Charlie Ng  
Vice Chancellor, Fiscal Services  
San Bernardino Community College District (SBCCD)

FROM: Michael Villegas *MV*  
Project Manager  
Kitchell/BRj/Seville

RE: San Bernardino Valley College  
Measure M ADA Upgrades Project  
Amendment No. 02 to LPA, Inc. for ADA Upgrades increased scope

**SCOPE:**

SBCCD approval to amendment contract to LPA, Inc. for the ADA Upgrades Project increased scope relating to scope of work included within the Gymnasium Project.

**NARRATIVE:**

This amendment is for additional design and survey services to the Campus Wide ADA Upgrades Project as identified for ADA compliant sidewalks and adjacent pathways currently within the scope of work on the Gymnasium Project. LPA, Inc. will separate the work within the Gymnasium project into two additional phases of voluntary ADA upgrades. Phase II includes design and survey services to incorporate minor ADA upgrades within the existing path of travel surrounding the current Gymnasium buildings. Phase III includes reconnaissance and survey services only for path of travel within the proposed new Gymnasium site plan.

**RECOMMENDATION:**

Kitchell/BRJ/Seville recommends that SBCCD approves the increased scope for the ADA Upgrades Project.

**Budget Information:**

Project Original Budget Amount:	\$ 8,000,000.00
Project Current Spent to Date:	\$ 714,995.53
Project Current Estimate to Complete:	\$ 4,536,424.11
Project Memo Forecast Cost:	\$ 66,300.00
Project Change Amount:	\$ 0.00
Budget Line Item: 6120.10	

<input checked="" type="radio"/> I concur with this recommendation	<i>Diana Johnson</i> 7/11/12
<input type="radio"/> I do not concur with this recommendation	Diana Johnson, Program Manager, KBS

<input checked="" type="radio"/> I concur with this recommendation	<i>Charlie Ng</i> 7/11/12
<input type="radio"/> I do not concur with this recommendation	Charlie Ng, Vice Chancellor, Fiscal Services

Attachments: Proposal

Cc: File

*MV*  
7/11/12

## ARCHITECT CONTRACT AMENDMENT 002

PROJECT: Voluntary ADA Upgrade  
Measure M  
San Bernardino Valley College (SBVC)  
701 S. Mount Vernon Avenue  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District  
114 S. Del Rosa Avenue  
San Bernardino, CA 92408

TO: LPA, Inc.  
5161 California Avenue, Suite 100  
Irvine, CA 92617

---

**Brief Description:**

This contract amendment is for additional scope services for the Measure M Voluntary ADA Upgrade Project for San Bernardino Valley College. Additional services include increased scope due to Gymnasium Project being placed on-hold. Phase II and Phase III of Voluntary ADA Upgrade Project will provide design and surveying services for campus wide path of travel within the proposed new Gymnasium site plan.

**Attachments:**

Proposal dated 7/10/2012, ADA Phase II/III

**Costs:**

**\$66,300.00** = Total of this requested Architect Contract Amendment: 002

---

The original <b>Contract Sum</b>	\$196,265.00
Net change by previous Amendments	\$6,000.00
The <b>Contract Sum</b> prior to this Amendment	\$202,265.00
The <b>Contract Sum</b> will be increased by this Amendment	\$66,300.00
The new <b>Contract Sum</b> including this Amendment	\$268,565.00

The Contract Schedule as of this Amendment will be increased by: 0 calendar days

---

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes LPA, Inc. to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to LPA, Inc. contract with SBCCD for the Voluntary ADA Upgrade Project.

Not valid until signed by all parties. Signature of Architect indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

**Authorized:**

ARCHITECT  
LPA, Inc.

PROGRAM MANAGER  
Kitchell CEM

OWNER  
SBCCD

By: \_\_\_\_\_

By: Diana Johnson

By: \_\_\_\_\_

DATE: 7.18.2012

DATE: 7/19/12

DATE: \_\_\_\_\_







SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville  
DATE: August 9, 2012  
SUBJECT: Consideration of Approval of Amendment 002 to the  
AEI CASC Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 002 to the AEI CASC contract in the amount of \$3,340.00.

OVERVIEW

On January 20, 2012, the Board of Trustees approved a contract with AEI CASC to provide Civil Engineering Storm Water Pollution Prevention Plan (SWPPP) services for the Solar Farm project at CHC. The original contract and Amendment 001 included the SWPPP preparation and risk assessment of the site, as well as extension of the plan to a wider area of the campus than originally anticipated. Amendment 002 will authorize AEI CASC to prepare the annual SWPPP report, and close out this portion of the Solar Farm project.

ANALYSIS

The effect of this amendment will be an addition of \$3,340.00 to the AEI CASC contract, resulting in a revised contract amount of \$11,315.00. There is no increase in length of contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2012-13 Measure M budget.

# Kitchell/BRj/Seville

11711 Sand Canyon Road, Yucaipa, CA 92399

# Project Memo

Ph: 909.435.4159 - Fax: 909.794.8901

DATE: July 16, 2012

No -018 M CHC Solar Project

TO: Charlie Ng  
Vice Chancellor Fiscal Services  
San Bernardino Community College District (SBCCD)

FROM: Jerard Tourgoutian  
Project Engineer  
Kitchell/BRj/Seville

RE: Crafton Hills College (CHC)  
Project: Solar Farm  
Solar Farm Project SWPPP Contract Amendment No. 02

### SCOPE:

SBCCD to approve the contract amendment with AEI CASC in order to have the SWPPP NOT filed (Notice of Termination), preparation of the Annual Report, file the COI (Change of Information) as well as provide final inspection prior to close out, for the Solar Farm of Crafton Hills College for the amount of \$3,340.

### NARRATIVE:

This amendment includes the additional service of preparing the Annual report that was not included in their original scope of work, which is necessary to file the Notice of Termination (NOT). They will also prepare and assist the LRP (Legally Responsible Person) to file the COI (change or information) due to the fact that the project went longer than originally anticipated and reported in SMARTS. The SWPPP (Storm Water Pollution Prevention Plan) Board is an agency that is necessary for the San Bernardino Community College District to comply with.

### RECOMMENDATION:

Kitchell/BRj/Seville recommends that SBCCD approve contract amendment No.2 with AEI CASC in the amount of \$3,340 for SWPPP termination services for the Solar Farm at CHC

### BUDGET INFORMATION/FISCAL IMPACT:

Solar Farm Project - 9618

Info from Measure M Budget version 32

Project Original Budget Amount:	\$ 7,142,290.67
Project Current Spent to Date:	\$ 6,394,879.79
Project Current Estimate to Complete:	\$ 7,142,290.67
Project Memo Forecast to Cost:	\$ 3,340.00 - will come from soft cost contingency.
Project Change Amount:	\$ 0.00

Budget Line Item will be 5113.01 - Consultants.

- I concur with this recommendation
- I do not concur with this recommendation

*Diana Johnson* 7/17/12  
Diana Johnson, Program Manager, Kitchell/BRj/Seville

- I concur with this recommendation
- I do not concur with this recommendation

*Charlie Ng* 7/17/12  
Charlie Ng, Vice Chancellor Fiscal Services, SBCCD

Cc: Diana Johnson; Dan Rakers - Kitchell/BRj/Seville; File  
Attachments: AEI CASC Contract Amendment No.2 Proposal

*M*  
7/17/12

**CHC SOLAR FARM  
AEI CASC CONTRACT AMENDMENT: 002**

PROJECT: Crafton Hills College (CHC) Solar Farm  
11711 Sand Canyon Road  
Yucaipa, CA 92399

OWNER: San Bernardino Community College District (SBCCD)

TO: AEI CASC  
937 S. Via Lata, Suite 500  
Colton, CA 92324

Brief Description:

This amendment is for the added scope of developing the NOT (Notice of Termination) for the SWPPP at the Solar Farm, as well as prepare the COI (Change or Information), develop the annual report, and provide final inspection services for the amount \$3,340.00. AEI CASC was selected by the SBCCD and CHC selection committee through the SBCCD board approved consultant selection process.

Attachments:

- Kitchell/BRj/Seville project memo – CHC Solar Farm No.18
- AEI CASC, Inc. CHC Solar Farm Proposal (4 pages)

Costs:

**\$3,340.00** = Total amount of this Amendment

---

The original Contract Sum	\$5,975.00
Net change by previous Amendments	\$2,000.00
The Contract Sum prior to this Amendment	\$7,975.00
The Contract Sum will be increased by this Amendment	\$3,340.00
The new Contract Sum including this Amendment	\$11,315.00

The Contract Schedule as of this Amendment will be **unchanged**.

---

By signing this Amendment the SBCCD authorizes AEI CASC Consulting to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to AEI CASC Consulting SWPPP Solar Farm project contract with SBCCD.

Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

Authorized:

CONSULTANT  
AEI CASC

PROGRAM MANAGER  
Kitchell/BRj/Seville

OWNER  
SBCCD

By:  \_\_\_\_\_

By:  \_\_\_\_\_

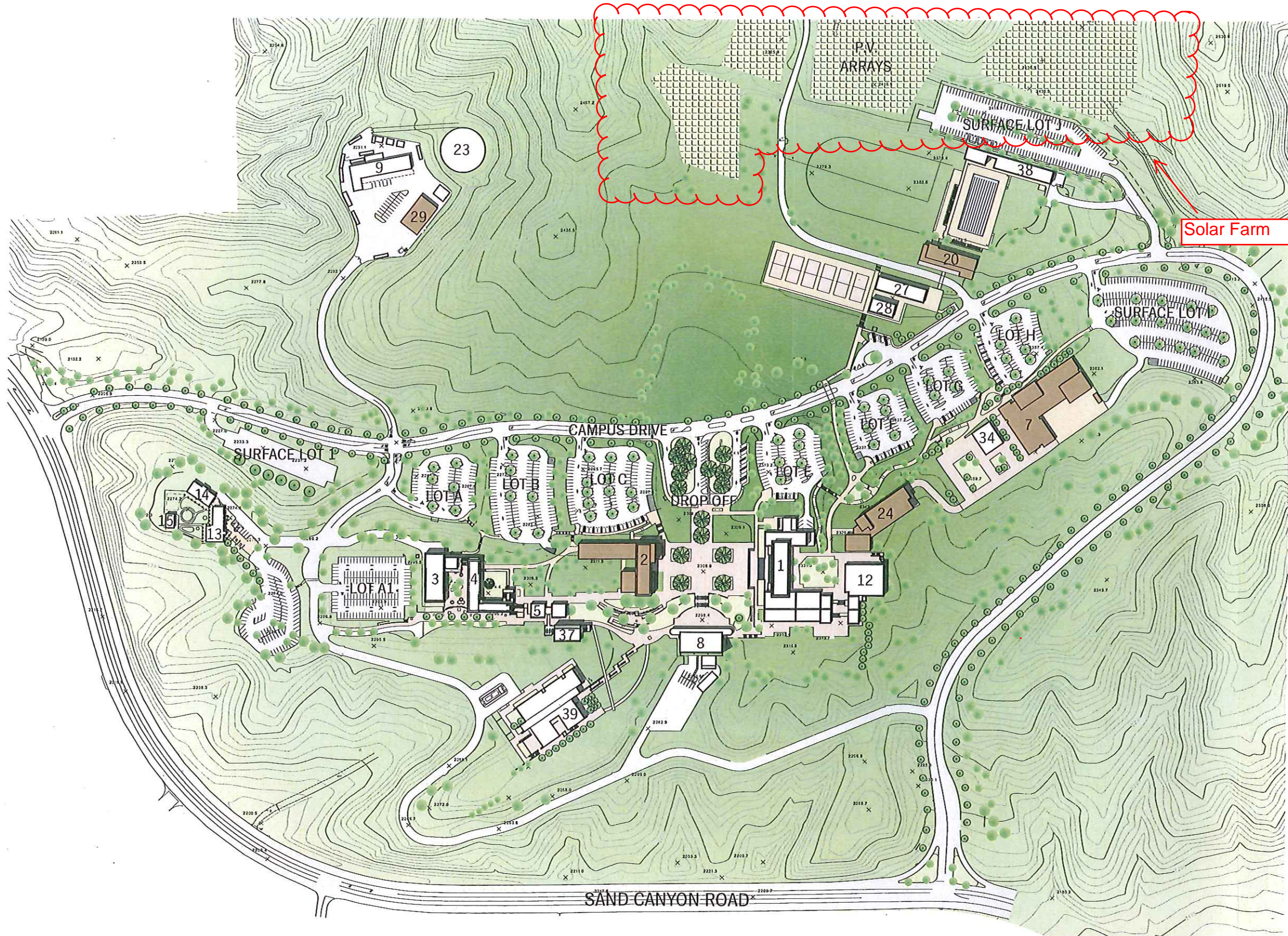
By: \_\_\_\_\_

DATE:  7/17/2012

DATE:  7/19/12

DATE: \_\_\_\_\_

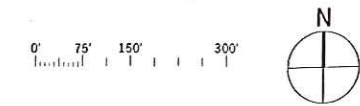




- | NO. | BUILDING NAME   |
|-----|---|
| 1   | LAB/ADMIN   |
| 2   | <b>CRAFTON CENTER</b>                                 |
| 3   | CLASSROOM BUILDING 2                                  |
| 4   | STUDENT SERVICES A                                    |
| 5   | CLASSROOM BUILDING 1                                  |
| 7   | <b>OCCUPATIONAL ED 2</b>                              |
| 8   | PERFORMING ARTS CENTER                                |
| 9   | MAINTENANCE & OPERATIONS                              |
| 12  | CHEMISTRY   |
| 13  | CDC 1   |
| 14  | CDC 2   |
| 15  | CDC 3   |
| 20  | <b>PHYS ED / ATHLETICS</b>                            |
| 23  | WATER TANK  |
| 24  | <b>SCIENCE</b>  |
| 27  | SCIENCE MODULAR                                       |
| 28  | MATH MODULAR  |
| 29  | <b>OFFICES<br/>(REPURPOSED BOOKSTORE<br/>MODULAR)</b> |
| 34  | BOOKSTORE CLASSROOMS                                  |
| 37  | STUDENT SERVICES B                                    |
| 38  | AQUATIC CENTER  |
| 39  | LEARNING RESOURCE CENTER                              |

\* BOLD INDICATES NEW BUILDING

MASTER PLAN - HORIZON 1





SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville  
DATE: August 9, 2012  
SUBJECT: Consideration of Approval of Amendment 004 to the CHJ Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 004 to the CHJ contract to extend contract terms through February 11, 2015.

OVERVIEW

On February 11, 2010, the Board of Trustees approved a contract with CHJ, Inc. for special inspection and testing services on Measure M construction Projects at San Bernardino Valley College. The original CHJ contract initiated February 11, 2010 with a duration of two years. Amendment 003 extended the contract through February 11, 2014 for the Auditorium project. Amendment 004 will extend the CHJ contract through February 11, 2015. Fees and services associated with individual projects will require separate amendments to this contract.

ANALYSIS

This amendment will provide continuity for special testing and inspection services necessary for all the active Measure M Projects. The effect of this amendment will not increase the value of the existing contract, which is \$496,150.00.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2012-13 Measure M budget.

# Kitchell/BRj/Seville

701 S Mount Vernon Ave, San Bernardino, CA 92410

# Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: July 11, 2012

No. VC 117

TO: Charlie Ng  
Vice Chancellor, Fiscal Services  
San Bernardino Community College District (SBCCD)

FROM: Michael Villegas *MV*  
Project Manager  
Kitchell/BRj/Seville

RE: San Bernardino Valley College  
Measure M Projects  
Amendment No. 04 to CHJ, Inc. for Special Testing and Inspection Services

**SCOPE:**

SBCCD approval to amendment contract to CHJ, Inc. for San Bernardino Valley College Measure M Special Testing and Inspection services.

**NARRATIVE:**

The original CHJ contract initiated February 11, 2010 with a duration of (2) years. The subsequent Amendment 003 extended the contract through February 11, 2014 for the Auditorium project. Amendment 004 will again extend the CHJ contract completion date for all San Bernardino Valley College Measure M projects through February 11, 2015. Fees and services associated with individual projects will require separate amendments to this contract.

**RECOMMENDATION:**

Kitchell/BRJ/Seville recommends that SBCCD approve the contract extension for Special Testing and Inspection Services.

**Budget Information:**

- No Cost impact

The original Contract Sum	\$195,700.00
Net change by previous Amendments	\$300,450.00
The Contract Sum prior to this Amendment	\$496,150.00
The Contract Sum will be increased by this Amendment	\$00.00
The new Contract Sum including this Amendment	\$496,150.00

I concur with this recommendation *Diana Johnson* 7/11/12  
 I do not concur with this recommendation  
 Diana Johnson, Program Manager, KBS

I concur with this recommendation *Charlie Ng* 7/11/12  
 I do not concur with this recommendation  
 Charlie Ng, Vice Chancellor, Fiscal Services

Attachments: N/A

Cc: File

*MV*  
7/11/12



**CONSULTANT CONTRACT AMENDMENT  
FOR GEOTECHNICAL SERVICES / SPECIAL TESTING: 004**

PROJECT: San Bernardino Valley College (SBVC)  
701 S. Mount Vernon Avenue  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District  
114 S. Del Rosa Avenue  
San Bernardino, CA 92408

TO: CHJ INCORPORATED,  
1355 East Cooley Drive  
Colton, CA 92324

---

Brief Description:

The original CHJ contract initiated February 11, 2010 with a duration of (2) years. The subsequent Amendment 003 extended the contract through February 11, 2014 for the Auditorium project. Amendment 004 will again extend the CHJ contract completion date for all San Bernardino Valley College Measure M projects through February 11, 2015. Fees and services associated with individual projects will require separate amendments to this contract.

Costs:

None

---

The original Contract Sum	\$195,700.00
Net change by previous Amendments	\$300,450.00
The Contract Sum prior to this Amendment	\$496,150.00
The Contract Sum will be increased by this Amendment	\$00.00
The new Contract Sum including this Amendment	\$496,150.00

---

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes CHJ INCORPORATED to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to CHJ INCORPORATED contract with SBCCD.

Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

**Authorized:**

**CONSULTANT**  
**CHJ INCORPORATED**

By: George E. Battey  
DATE: 7-11-12

**PROGRAM MANAGER**  
**Kitchell CEM**

By: Diana Johnson  
DATE: 7/19/12

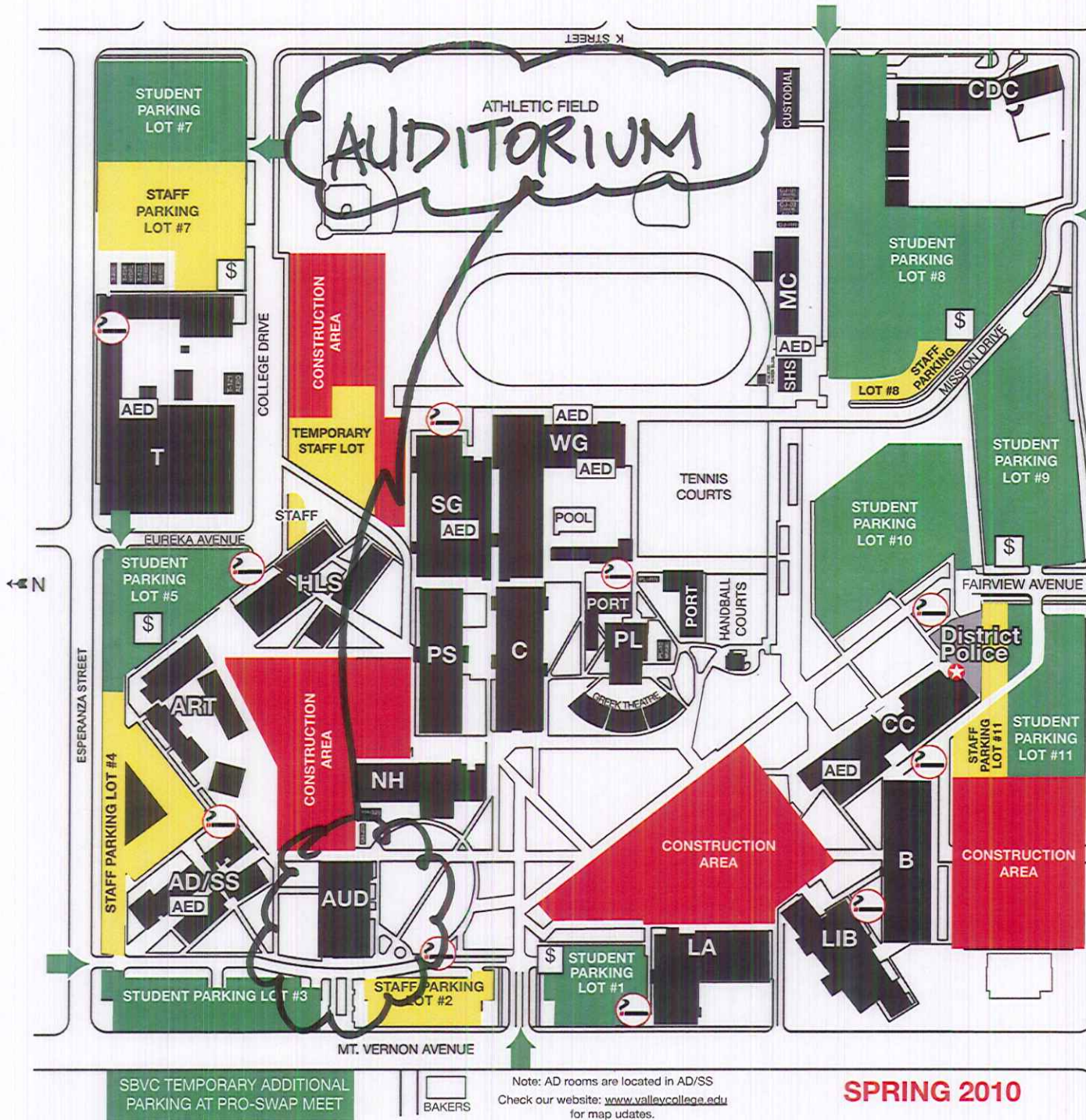
**OWNER**  
**SBCCD**

By: \_\_\_\_\_  
DATE: \_\_\_\_\_



# San Bernardino Valley College

701 South Mount Vernon Avenue  
San Bernardino, CA 92410  
(909) 384-4400



- INDICATES CONSTRUCTION AREAS
- ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES
- AED AUTOMATED EXTERNAL DEFIBRILLATOR
- \$ INDICATES PARKING PERMIT DISPENSER
- 2 INDICATES APPROVED SMOKING AREAS (10)  
*This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)*

TECHNICAL CENTER M&O  
 DISTRICT POLICE  
 Campus Center Rm. 100  
 (909) 384-4491  
 Parking permits are required to park in all parking lots and on all college streets.  
 Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit.

### Building Symbols

AD/SS	Administration/ Student Services
ART	Art Center
AUD	Auditorium
B	Business Building
C	Chemistry Building
CC	Campus Center
CDC	Child Development Center
HLS	Health & Life Science Building
LA	Liberal Arts Building
LIB	Library
MC	Middle College
NH	North Hall Building
PL	Planetarium
PORT	Portables
PS	Physical Science Building
SG	Snyder Gym
SHS	Student Health Services
T	Technical Building
WG	Women's Gym

SBVC TEMPORARY ADDITIONAL PARKING AT PRO-SWAP MEET

Note: AD rooms are located in AD/SS  
 Check our website: [www.valleycollege.edu](http://www.valleycollege.edu) for map updates.

**SPRING 2010**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville  
DATE: August 9, 2012  
SUBJECT: Consideration of Approval of Amendment 006 to the P2S Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 006 to the P2S contract in the amount of \$50,000.00.

OVERVIEW

On December 9, 2010, the Board of Trustees approved a contract with P2S Engineering for design services associated with the Central Plant project at SBVC.

The District's campus civil engineer identified that the existing sewer lines at the south end of campus along Mission Avenue and Grant Street are in poor condition and recommended replacement. P2S will provide design services necessary to initiate the sewer replacement project.

ANALYSIS

The effect of this amendment will be an addition of \$50,000.00 to the P2S contract, resulting in a revised contract amount of \$1,103,150.00. There is no increase in length of contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2012-13 Measure M budget.



# Kitchell/BRj/Seville

701 S Mount Vernon Ave, San Bernardino, CA 92410

# Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

No. VC 114

DATE: July 11, 2012

TO: Charlie Ng  
Vice Chancellor  
San Bernardino Valley College (SBVC)

FROM: Cade McMullin  
Project Manager  
Kitchell/BRj/Seville

RE: San Bernardino Valley College (SBVC)  
Central Plant Project – Mission/Grant St. Sewer Replacement  
P2S Amendment 06 for Infrastructure Design Services

### SCOPE:

Infrastructure sewer design services associated with the Mission/Grant St. sewer replacement project.

### NARRATIVE:

The campus civil engineer, Snipes Dye, identified that the existing sewer lines at the south end of campus along Mission Ave. and Grant St. between K St. and Mission Ave. are in poor condition and are recommending replacement.

The infrastructure report from February 2011 recommended replacement of the existing sewer line at the south end of campus along Mission Ave. To validate this need, when the final video of the new K St. sewer line was being performed in Jan 2012, Grant St. was also surveyed and a report generated.

In addition to confirming the condition of the Mission Ave sewer line, the report showed cracking occurring at each connection joint and cracking along the top portions of the pipe along the Grant St. line. The information was provided to the civil engineer, who upon review recommended replacement of the sewer lines in their entirety. P2S submitted a fee of \$50,000.00 for the infrastructure design services associated with the sewer replacement project.

### RECOMMENDATION:

Kitchell/BRj/Seville recommends that the district approve the Amendment 06 to the P2S Central Plant agreement for the sewer replacement design services and submit to the board for approval. In accordance with Project Memo VC-109, the fees for design and construction will be transferred from the remaining Business Building budget and proceed immediately.

### BUDGET INFORMATION:

Original Project Budget amount:	\$	21,200,000.00
Spent to Date:	\$	5,403,728.81
Project Current Estimate of Complete Costs:	\$	11,902,213.35
Project Memo Forecast Cost:	\$	0.00
Project Change Amount:	\$	50,000.00

Budget Line Item: 42-37-31-5230-0000-6120.50-7100

I concur with this recommendation  
 I do not concur with this recommendation

*Diana Johnson* 7/11/12  
Diana Johnson, Program Manager, KBS

I concur with this recommendation  
 I do not concur with this recommendation

*Charlie Ng* 7/17/12  
Charlie Ng, Vice Chancellor, Fiscal Services

Attachments: P2S Amendment 06  
P2S Proposal Dated 7/9/12

CC: Diana Johnson, Sheila Nelson, Felisa Whitfield, File

*AM*  
7/11/12

# Kitchell/BRj/Seville

701 S Mount Vernon Ave, San Bernardino, CA 92410

# Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: June 14, 2012

No. VC 109

TO: Charlie Ng  
Vice Chancellor  
San Bernardino Valley College (SBVC)

FROM: Cade McMullin  
Project Manager  
Kitchell/BRj/Seville

RE: San Bernardino Valley College (SBVC) Measure M  
Replacement of Existing Sewer at South end of Camus along Grant St

### SCOPE:

The campus civil engineer, Snipes Dye, identified that the existing sewer lines at the south end of campus along Mission Ave. and Grant St. between K St. and Mission Ave. is in poor condition and are recommending replacement.

### NARRATIVE:

The infrastructure report from February 2011 recommended replacement of the existing sewer line at the south end of campus along Mission Ave. To validate this need, when the final video of the new K St sewer line was being performed in Jan 2012, Grant St. was also surveyed and a report generated.

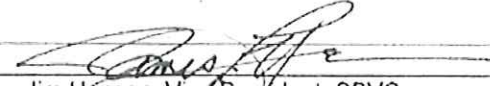
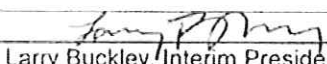
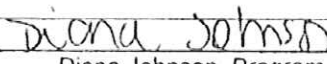
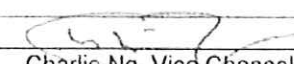
In addition to confirming the condition of the Mission Ave sewer line, the report showed cracking occurring at each connection joint and cracking along the top portions of the pipe along the Grant St. line. The information was provided to the civil engineer, who upon review recommended replacement of the sewer lines in their entirety. A draft budget of \$641,593 was developed for the replacement scope of work.

### RECOMMENDATION:

Kitchell/BRJ/Seville concurs with the civil engineer's recommendation to replace the sewer lines in Mission Ave and Grant St

### BUDGET INFORMATION:

The intent is to allocate the \$650,000 required for the project from the remaining Business Building budget to and proceed immediately with design and construction.

<input checked="" type="checkbox"/> I concur with this recommendation <input type="checkbox"/> I do not concur with this recommendation	 Jim Hansen, Vice President, SBVC
<input checked="" type="checkbox"/> I concur with this recommendation <input type="checkbox"/> I do not concur with this recommendation	 Larry Buckley, Interim President, SBVC
<input checked="" type="checkbox"/> I concur with this recommendation <input type="checkbox"/> I do not concur with this recommendation	 6/22/12 Diana Johnson, Program Manager, KBS
<input checked="" type="checkbox"/> I concur with this recommendation <input type="checkbox"/> I do not concur with this recommendation	 6/17/12 Charlie Ng, Vice Chancellor, SBCCD

### Attachments:

- 01/31/2012 - email from Snipes Dye recommending replacement
- 01/05/2012 - Photo report generated from sewer video
- 02/28/2012 - Draft Budget for sewer replacement
- 02/16/2012 - P2S Proposal for A/E fees
- 02/11/2011 - SBVC infrastructure report re. campus sewer system

 2/1/12



**CONSULTANT CONTRACT AMENDMENT FOR ENGINEERING SERVICES  
CONTRACT AMENDMENT: 006**

PROJECT: San Bernardino Valley College (SBVC)  
701 S. Mount Vernon Avenue  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District  
114 S. Del Rosa Avenue  
San Bernardino, CA 92408

TO: P2S Engineering, Inc.  
5000 East Spring Street, 8<sup>th</sup> Floor  
Long Beach, CA 900815

Brief Description:

This contract amendment is for additional scope services for the Measure M Central Plant Project for San Bernardino Valley College. Additional services include the design and construction administration services associated with replacement of the campus Grant and Mission St. sewer lines. The sewer lines at the South of the college from Manhole #15 to #16, from the Gymnasium site to #16, then through Mission St. and Grant St to K St. are found in very poor condition and are to be replaced as part of the project.

Attachments:

P2S proposal dated 7/6/12

Costs:

**\$50,000.00** = Total of this requested Consultant Contract Amendment: 006

---

The original <b>Contract Sum</b>	\$1,002,500.00
Net change by previous Amendments	\$50,650.00
The <b>Contract Sum</b> prior to this Amendment	\$1,053,150.00
The <b>Contract Sum</b> will be <b>increased</b> by this Amendment	\$50,000.00
The new <b>Contract Sum</b> including this Amendment	\$1,103,150.00

---

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes P2S Engineering, Inc. to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to P2s Engineering, Inc. engineering services contract with SBCCD.

Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

**Authorized:**

**CONSULTANT**  
P2S Engineering, Inc.

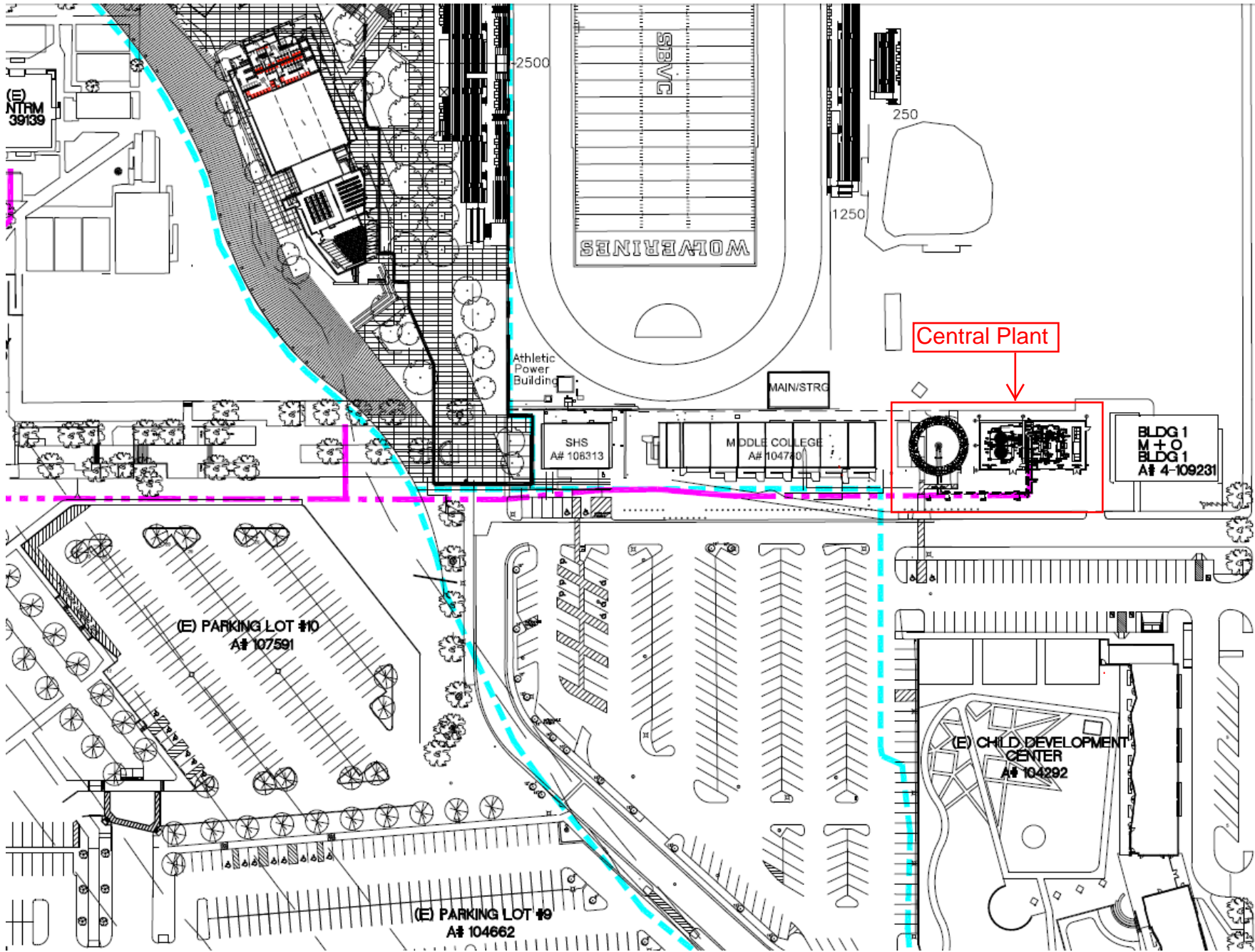
**PROGRAM MANAGER**  
Kitchell CEM

**OWNER**  
SBCCD

By: Thomas  
DATE: 07-09-2012

By: Diana Johnson  
DATE: 7/19/12

By: \_\_\_\_\_  
DATE: \_\_\_\_\_



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville  
DATE: August 9, 2012  
SUBJECT: Consideration of Approval to Adopt Resolution to not Subject the Community Recreation Facility Leadership in Energy & Environmental Design Solar Heating Panels Project to Review and Approval by the Division of the State Architect

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to not subject the CHC Community Recreation Facility Leadership in Energy & Environmental Design (CRF LEED) Solar Heating Panels project to review and approval by the Division of the State Architect (DSA).

OVERVIEW

The CRF LEED Solar Heating Panels project is not subject to DSA review and approval per Solar Photovoltaic and Thermal Systems Review and Approval Requirements IR 16-8. The project is not subject to DSA review and approval per the following guidelines: 1) The system does not exceed the 8' maximum height, 2) The project is not used for instructional purposes, 3) The students, teachers and public will not be permitted to enter the project area, and 4) There is no reasonable availability to, or usage by, persons with disabilities. In addition to these items, the necessary fencing and signage required will be provided.

ANALYSIS

This Resolution will ensure that all proper procedures and guidelines are followed for projects not subject to DSA review and approval.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no direct financial implications to the 2012-2013 Measure M budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
RESOLUTION THAT THE COMMUNITY RECREATION FACILITY LEED SOLAR HEATING PANELS  
PROJECT NOT BE SUBJECT TO REVIEW AND APPROVAL BY  
THE DIVISION OF THE STATE ARCHITECT

ON MOTION of Trustee \_\_\_\_\_, and seconded by Trustee  
\_\_\_\_\_, the following resolution is hereby adopted:

WHEREAS, the solar thermal heating panels at Crafton Hills College shall not be used for instructional purposes, and

WHEREAS, no pupils or teachers or the public will be permitted to use or enter the said panel fenced enclosure for said purposes or be subject to a hazard resulting from its collapse,

NOW, THEREFORE, BE IT RESOLVED THAT:

- The Board of Trustees of the San Bernardino Community College District directs the District staff as follows:
  - 1) Plans must be prepared by a California licensed architect or engineer.
  - 2) The school board assumes responsibility for adequate inspection of the materials and work of construction to ensure compliance with the provisions of Parts 2, 3, 4, 5, 6, 7, 11 and 12, Title 24, C.C.R., as adopted by the California Building Standards Commission.
  - 3) The solar thermal heating panels system shall not exceed 8' maximum height, the site area shall be entirely fenced off from student, instructional and public use, and adequate signage will be installed stating such.
- The San Bernardino Community College District Board of Trustees hereby adopts the resolution and directs the District staff to forward a copy of the adopted and signed resolution and project information sheet to DSA upon approval of this resolution.

PASSED AND ADOPTED by the Governing Board on Thursday, August 9, 2012, by the following Vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

STATE OF CALIFORNIA                    )  
CITY OF SAN BERNARDINO                )  
COUNTY OF SAN BERNARDINO            )

I, Bruce Baron, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true and correct copy of a resolution passed and adopted by the Board a regularly called and conducted meeting held on said date.

WITNESSED my hand this \_\_\_\_\_ day of \_\_\_\_\_.



# Kitchell/BRj/Seville

11711 Sand Canyon Road, Yucaipa, CA 92399  
909.794.8901

# Project Memo

Ph: 909.435.4159 - Fax:

DATE: July 18, 2012

No - P CHC CRF 068

TO: Charlie Ng  
Vice Chancellor of Fiscal Services  
San Bernardino Community College District (SBCCD)

FROM: Geoff Bachanas  
Project Manager  
Kitchell/BRj/Seville (KBS)

RE: Crafton Hills College (CHC)  
PROJECT #: CRF LEED Solar Heating Panels  
SBCCD Board Resolution for Project Not Subject to DSA Review and Approval

**SCOPE:**

SBCCD approval to have the SBCCD Board of Trustees approve a resolution finalizing that the CRF LEED Solar Heating Panels project is not subject to DSA review and approval.

**NARRATIVE:**

As referenced in the attached recommendation letter prepared by Steinberg Architects, the CRF LEED Solar Heating Panels project is not required to receive DSA review and approval per Solar Photovoltaic and Thermal Systems Review and Approval Requirements IR 16-8. The project is not subject to DSA review and approval per the following guidelines: 1) The system does not exceed the 8' maximum height, 2) The project is not used for instructional purposes, 3) Students, teachers and the public will not be permitted to enter the project area and 4) There is no reasonable availability to or usage by persons with disabilities. In addition to these items, the necessary fencing and signage required has been provided. The last requirement per IR 16-8 is that the SBCCD Board of Trustees approve a resolution stating that the structure shall not be used for school purposes and that no pupils or teachers will be permitted to use or enter the building for said purposes or be subject to a hazard resulting from its collapse.

**RECOMMENDATION:**

Kitchell/BRj/Seville recommends that SBCCD prepare a SBCCD Board of Trustees resolution finalizing that the CRF LEED Solar Heating Panels project is not subject to DSA review and approval.

**BUDGET INFORMATION/FISCAL IMPACT:**

*Aquatics Center / Community Recreation Facility Project - 9617  
Info from Measure P Budget version 51*

Project Original Budget Amount:	\$ 13,014,539.41
Project Current Spent to date:	\$ 12,024,148.29
Project Current Estimate to Complete:	\$ 12,394,451.65
Project Memo Forecast Cost:	\$ 0.00
Project Change Amount:	\$ 0.00
Budget Line Item:	N/A

- I concur with this recommendation
- I do not concur with this recommendation

*Diana Johnson 7/18/12*  
Diana Johnson, Program Manager, KBS

- I concur with this recommendation
- I do not concur with this recommendation

*Charlie Ng 7/19/12*  
Charlie Ng, VC of Fiscal Services, SBCCD

*7/18/12*



No - P CHC CRF 068

Attachments: Steinberg Architects Letter dated 7/11/12 (1 page)  
Solar Photovoltaic & Thermal Systems Review & Approval Requirements - IR 16-8 (11 pages)

Cc: Diana Johnson; Dan Rakers; Sheila Nelson - Kitchell/BRj/Seville  
File

July 11, 2012

Geoffrey Bachanas  
Project Manager  
Kitchell/BRJ/Seville  
114 South Del Rosa Drive  
San Bernardino, Ca 92408

Re: Crafton Hills College Community Rec. Facility Solar Hot Water System

Dear Geoff,

As discussed with Geoff Doorn (Steinberg Architects), per Steinberg Architect's conversation with Jack Cohen (DSA Field Engineer) DSA review and approval is not required for the Crafton Hills College Solar Hot Water System located at the Aquatic Center. Mr. Cohen referenced DSA IR 16-8 Solar Photovoltaic and Thermal Systems Review and Approval Requirements (see attached). Per Mr. Cohen and per section 5 of IR 16-8 the project is not subject to DSA review and approval as it meets the criteria excluding the project from DSA review and approval, this include the following: 1) The system does not exceed the 8' maximum height, 2) The project is not used for instruction purposes, 3) Students, teachers and the public will not be permitted to enter the project area and 4) There is no reasonable availability to or usage by persons with disabilities. In addition to these items, the necessary fencing and signage required by the IR have been provided.

Also as previously discussed, section 5.1.3 of the IR states that a resolution must be passed by the school board stating the "structure shall not be used for school purposes and that no pupils or teachers will be permitted to use or enter the building for said purposes or be subject to a hazard resulting from its collapse." A copy of the resolution shall be submitted to DSA San Diego.

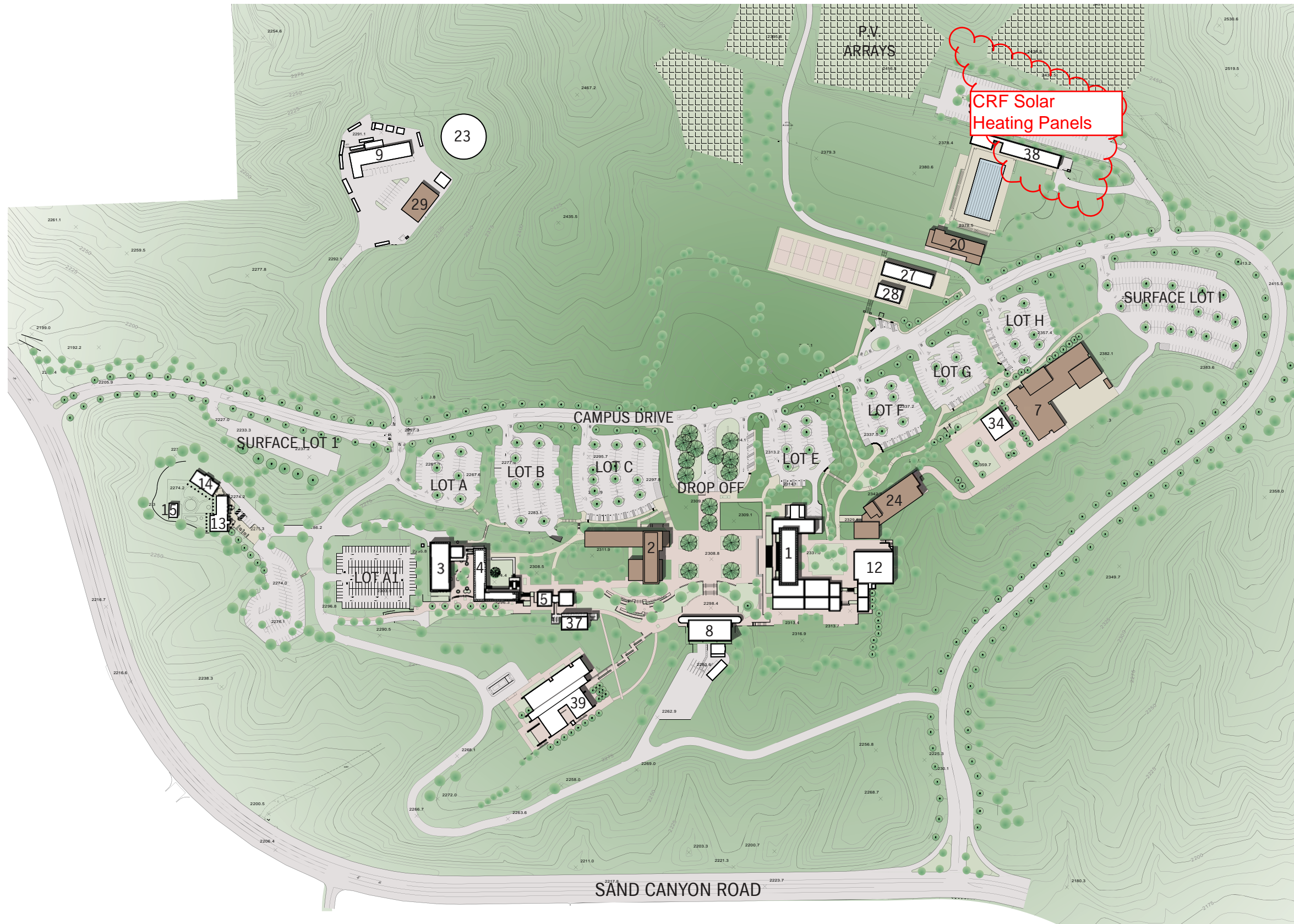
Please let me know if you have any additional questions regarding the Solar Hot Water System and DSA requirements.

Regards,



Gilbert Rocca  
Senior Associate.

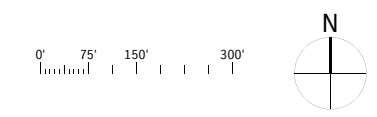
File:G03



NO.	BUILDING NAME
1	LAB/ADMIN
2	<b>CRAFTON CENTER</b>
3	CLASSROOM BUILDING 2
4	STUDENT SERVICES A
5	CLASSROOM BUILDING 1
7	<b>OCCUPATIONAL ED 2</b>
8	PERFORMING ARTS CENTER
9	MAINTENANCE & OPERATIONS
12	CHEMISTRY
13	CDC 1
14	CDC 2
15	CDC 3
20	<b>PHYS ED / ATHLETICS</b>
23	WATER TANK
24	<b>SCIENCE</b>
27	SCIENCE MODULAR
28	MATH MODULAR
29	<b>OFFICES (REPURPOSED BOOKSTORE MODULAR)</b>
34	BOOKSTORE CLASSROOMS
37	STUDENT SERVICES B
38	AQUATIC CENTER
39	LEARNING RESOURCE CENTER

\* BOLD INDICATES NEW BUILDING

### MASTER PLAN - HORIZON 1





## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Crispina Ongoco, Director of Fiscal Services  
DATE: August 9, 2012  
SUBJECT: Consideration of Approval to Adopt Resolution Authorizing a  
Separate Bank Account

### RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution authorizing a separate bank account for the KVCR Educational Foundation.

### OVERVIEW

The California Community Colleges Budget and Accounting Manual requires that separate bank accounts be established by a resolution of the governing board.

### ANALYSIS

It is necessary to establish a bank account to be used as a clearing account for the KVCR Educational Foundation receipts from pledges, donations and various income sources before the funds are deposited to San Bernardino County Schools.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

### FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

San Bernardino Community College District  
Resolution to Establish a Separate Bank Account  
For the KVCR Educational Foundation

ON MOTION of Trustee \_\_\_\_\_, and seconded by Trustee \_\_\_\_\_, the following resolution is hereby adopted:

WHEREAS, it is necessary to establish a separate bank account to be used as a clearing account for KVCR Educational Foundation receipts from pledges, donations and various income sources before the funds are deposited to San Bernardino County Schools,

WHEREAS, the District custodians and signers of this account will be:

- Bruce Baron, Chancellor
- Charlie Ng, Vice Chancellor, Fiscal Services,
- Crispina Ongoco, Director of Fiscal Services, and
- Steven J. Sutorus, Business Manager,

NOW, THEREFORE, BE IT RESOLVED THAT the Governing Board of the San Bernardino Community College District hereby authorizes the opening of a separate bank account at Citizens Business Bank in San Bernardino, California in the name of SBCCD/KVCR Educational Foundation.

PASSED AND ADOPTED by the Governing Board on Thursday, August 9, 2012, by the following Vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

STATE OF CALIFORNIA            )  
CITY OF SAN BERNARDINO        )  
COUNTY OF SAN BERNARDINO    )

I, Bruce Baron, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true and correct copy of a resolution passed and adopted by the Board a regularly called and conducted meeting held on said date.

WITNESSED my hand this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Secretary of the Governing Board



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville  
DATE: August 9, 2012  
SUBJECT: Summary of Bond Measure M Capital Improvement Program  
Change Orders and Amendments for Construction Contracts

### RECOMMENDATION

This item is for information only and no action is required.

### OVERVIEW

As an informational item to the San Bernardino Community College District Board of Trustees, this report is a summary of all construction change orders and amendments to date for projects at Crafton Hills and San Bernardino Valley Colleges, including those on today's Board agenda.

### ANALYSIS

Current submitted construction contract amendments and change orders for currently awarded Measure M projects total \$26,773.76 which is 0.076% change of the overall project cost.

The analysis shows that construction contract change orders and amendments for currently awarded Measure M projects have been held to a minimal amount of \$1,090,943.25 which is only 3.10% of the project cost of \$35,152,121.45.

All change orders and amendments are approved following a specific process of review by the construction manager, architect, program/project managers, and District staff. Nonessential changes are rejected and never receive approval. Any changes determined to be essential to the health of the project and of major benefit to the District are approved and implemented.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

### FINANCIAL IMPLICATIONS

This item is for information only. There are no financial implications.

Measure M Projects  
**CHANGE SUMMARY by PROJECT**  
 (Including any contract amendments and change orders on the 8/9/12 agenda)

August 9, 2012

**CONTRACT AMENDMENTS**

PROJECTS	Original Contract Amount	Contract Amendments		Base Contract Amount	Cumulative Contract Amendments
		Previous	Pending		
CHC-Crafton Hills College	\$ 12,219,226.50	\$ 402,801.00	\$ -	\$ 12,622,027.50	3.30%
SBVC-San Bernardino Valley College	\$ 22,932,894.95	\$ 96,150.49	\$ -	\$ 23,029,045.44	0.42%
				\$ -	
<b>TOTAL for CONTRACT AMENDMENTS</b>	<b>\$ 35,152,121.45</b>	<b>\$ 498,951.49</b>	<b>\$ -</b>	<b>\$ 35,651,072.94</b>	<b>1.42%</b>

**CHANGE ORDERS**

PROJECTS	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending		
CHC-Crafton Hills College	\$ 12,622,027.50	\$ 523,123.00	\$ 62,678.76	\$ 13,207,829.26	4.64%
SBVC-San Bernardino Valley College	\$ 23,029,045.44	\$ 42,095.00	\$ (35,905.00)	\$ 23,035,235.44	0.03%
<b>TOTAL for CHANGE ORDERS</b>	<b>\$ 35,651,072.94</b>	<b>\$ 565,218.00</b>	<b>\$ 26,773.76</b>	<b>\$ 36,243,064.70</b>	<b>1.66%</b>

**Measure M Projects  
CHANGE SUMMARY by PROJECT**

August 9, 2012

(Including any contract amendments and change orders on the 8/9/12 agenda)

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
PARKING LOT/ADA/LIGHTING IMPRVMENTS.	\$ 6,146,450.00	\$ 402,801.00	\$ -	\$ 296,344.00	\$ -	\$ 6,845,595.00	4.82%
MATH AND SCIENCE ANNEX	\$ 2,270,500.00	\$ -	\$ -	\$ 189,545.00	\$ -	\$ 2,460,045.00	8.35%
MPOE/DATA RELOCATION	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%
OLD LIBRARY DEMOLITION	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	0.00%
SOLAR FARM	\$ 2,700,000.00	\$ -	\$ -	\$ -	\$ 62,678.76	\$ 2,762,678.76	0.00%
<b>TOTAL</b>	<b>\$ 12,219,226.50</b>	<b>\$ 402,801.00</b>	<b>\$ -</b>	<b>\$ 523,123.00</b>	<b>\$ 62,678.76</b>	<b>\$ 13,207,829.26</b>	<b>4.64%</b>

**NO NEW CHANGE ORDERS**

**CHANGE SUMMARY by PROJECT**

(Including any contract amendments and change orders on the 8/09/12 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
PAL-01: ASR Constructors, Inc.	\$ 3,058,000.00	\$ 402,801.00	\$ -	\$ 94,560.00		\$ 3,555,361.00	2.73%
PAL-02: Pierre Sprinkler & Landscape	\$ 569,450.00	\$ -	\$ -	\$ 36,260.00		\$ 605,710.00	6.37%
PAL-03: RDM Electric Company, Inc.	\$ 2,519,000.00	\$ -	\$ -	\$ 165,524.00		\$ 2,684,524.00	6.57%
<b>TOTAL</b>	<b>\$ 6,146,450.00</b>	<b>\$ 402,801.00</b>	<b>\$ -</b>	<b>\$ 296,344.00</b>	<b>\$ -</b>	<b>\$ 6,845,595.00</b>	<b>4.82%</b>

**CHANGE SUMMARY by PROJECT**

(Including any contract amendments and change orders on the 8/9/12 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
MODS-01: Conengr Corporation	\$ 539,500.00	\$ -	\$ -	\$ 22,504.00	\$ -	\$ 562,004.00	4.17%
MODS-02: Global Modular, Inc.	\$ 1,731,000.00	\$ -	\$ -	\$ 167,041.00	\$ -	\$ 1,898,041.00	9.65%
<b>TOTAL</b>	<b>\$ 2,270,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 189,545.00</b>	<b>\$ -</b>	<b>\$ 2,460,045.00</b>	<b>8.35%</b>

**NO NEW CHANGE ORDERS**



Measure M Projects  
**CHANGE SUMMARY by PROJECT**  
 (Including any contract amendments and change orders on the 8/9/12 agenda)

August 9, 2012

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
MPOE/DATA-01: Shanks Electric Corporation	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%
<b>TOTAL</b>	<b>\$ 527,700.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37,234.00</b>	<b>\$ -</b>	<b>\$ 564,934.00</b>	<b>7.06%</b>

**NO NEW CHANGE ORDERS**

**CHANGE SUMMARY by PROJECT**

(Including any contract amendments and change orders on the 8/9/12 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
LIBRARY DEMO-01:Miller Environmental, Inc.	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	0.00%
<b>TOTAL</b>	<b>\$ 574,576.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 574,576.50</b>	<b>0.00%</b>

**NO NEW CHANGE ORDERS**

Measure M Projects  
**CHANGE SUMMARY by PROJECT**  
 (Including any contract amendments and change orders on the 8/9/12 agenda)

August 9, 2012

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Rosendin Electric, Inc. ***	\$ 2,700,000.00	\$ -	\$ -	\$ -	\$ 62,678.76	\$ 2,762,678.76	2.32%
<b>TOTAL</b>	<b>\$ 2,700,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,678.76</b>	<b>\$ 2,762,678.76</b>	<b>2.32%</b>

**NO NEW CHANGE ORDERS**

\*\*\*NOTE: \$3,500,000 OF THIS CONTRACT WAS IN MEASURE P --- THE TOTAL BASE AMOUNT OF THE CONTRACT IS \$6,200,000.

**Measure M Projects  
CHANGE SUMMARY by PROJECT**

August 9, 2012

(Including any contract amendments and change orders on the 8/9/12 agenda)

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Central Plant / Infrastructure	\$ 11,226,300.00	\$ 83,941.49	\$ -	\$ 51,968.00	\$ -	\$ 11,362,209.49	0.46%
HVAC Cafeteria & Health Science	\$ 325,000.00	\$ -	\$ -	\$ -	\$ -	\$ 325,000.00	0.00%
Gym Demo	\$ 509,071.00	\$ -	\$ -	\$ (15,000.00)	\$ (35,905.00)	\$ 458,166.00	0.00%
Business Building Remodel	\$ 9,702,523.95	\$ 12,209.00	\$ -	\$ 5,127.00	\$ -	\$ 9,719,859.95	0.05%
Site Signage	\$ 1,170,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,170,000.00	0.00%
	<b>\$ 22,932,894.95</b>	<b>\$ 96,150.49</b>	<b>\$ -</b>	<b>\$ 42,095.00</b>	<b>\$ (35,905.00)</b>	<b>\$ 23,035,235.44</b>	<b>0.03%</b>

**NO NEW CHANGE ORDERS**





**CHANGE SUMMARY by PROJECT**

(Including any contract amendments and change orders on the 8/9/12 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
BP 1: Arrowhead Mechanical	\$ 183,000.00	\$ -	\$ -	\$ -	\$ -	\$ 183,000.00	0.00%
BP 2: Arrowhead Mechanical	\$ 142,000.00	\$ -	\$ -	\$ -	\$ -	\$ 142,000.00	0.00%
				\$ -			
<b>TOTAL</b>	<b>\$ 325,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 325,000.00</b>	<b>0.00%</b>

**NO NEW CHANGE ORDERS**

**Measure M Projects  
CHANGE SUMMARY by PROJECT**

August 9, 2012

(Including any contract amendments and change orders on the 8/09/12 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
E. Avico, Inc.	\$ 253,071.00	\$ -	\$ -	\$ (15,000.00)	\$ -	\$ 238,071.00	-5.93%
JM Builders	\$ 256,000.00	\$ -	\$ -	\$ -	\$ (35,905.00)	\$ 220,095.00	-14.03%
				\$ -			
<b>TOTAL</b>	<b>\$ 509,071.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (15,000.00)</b>	<b>\$ (35,905.00)</b>	<b>\$ 458,166.00</b>	<b>-10.00%</b>

**NO NEW CHANGE ORDERS**





SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Crispina Ongoco, Director of Fiscal Services  
DATE: August 9, 2012  
SUBJECT: Budget Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

This summary budget report is submitted monthly to the Board of Trustees for their review.

ANALYSIS

The attached Revenue and Expenditure Summary reflects activity for the 2013 fiscal year through July 31, 2012. It reflects summary information for all District funds, grouped by category within each fund.

As of June 31, 2012, we are 8.5% through the fiscal year and have spent and encumbered about 12.2% of our budgeted general funds. While the percent spent and encumbered is slightly higher than the percent through the fiscal year, this can be attributed to the need to establish open purchase orders at the start of the fiscal year which will be used throughout the entire fiscal year. Please note that the 2013 budget is still tentative.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.





## Budget Revenue & Expenditure Summary Year to Date 7/31/2012

Revenues by Fund	Budget	YTD Revenues	% Received	% of Year
01 General Fund*	86,279,650	15,202,595	17.6	8.5
21 Bond Interest & Redemption	13,755,000	0	0.0	8.5
41 Capital Outlay Projects Fund	686,215	0	0.0	8.5
42 Bond Construction Fund	400,000	0	0.0	8.5
68 Retiree Benefit Fund	759,000	0	0.0	8.5
69 Employee Load Banking Trust Fund	450	0	0.0	8.5
72 Child Development Fund	1,957,224	0	0.0	8.5
73 Student Body Center Fee Fund	211,800	0	0.0	8.5
74 KVCR Fund	5,196,182	398	0.0	8.5
76 Investment Trust Fund – San Manuel	2,502,000	1,000,000	40.0	8.5
78 Self Insurance-Liability Fund	753,500	750,000	99.5	8.5
84 Workers Compensation Fund*	1,337,000	0	0.0	8.5

Expenses by Fund	Budget	YTD Expenses & Encumbrances	% Expensed & Encumbered	% of Year
01 General Fund*	92,760,881	11,226,293	12.2	8.5
21 Bond Interest & Redemption	24,670,888	0	0.0	8.5
41 Capital Outlay Projects Fund	8,771,331	101,765	1.2	8.5
42 Bond Construction Fund	69,474,207	15,346,605	22.1	8.5
68 Retiree Benefit Fund	2,515,285	0	0.0	8.5
69 Employee Load Banking Trust Fund	450	0	0.0	8.5
72 Child Development Fund*	1,998,913	223,485	11.2	8.5
73 Student Body Center Fee Fund	283,973	10,649	3.8	8.5
74 KVCR Fund*	5,342,639	568,215	10.6	8.5
76 Investment Trust Fund – San Manuel	1,320,571	56,880	4.3	8.5
78 Self Insurance-Liability Fund	795,000	543,093	68.3	8.5
84 Workers Compensation Fund*	1,397,000	265,380	19.0	8.5

\*Regular patterns of activity throughout the year.

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8100.00 FEDERAL HEA REVENUES	6,713,420.28	0.00	0.00	.0	0.00	6,713,420.28	100.0
8600.00 STATE REVENUES	60,185,197.61	14,606,161.16	14,606,161.16	24.2	0.00	45,579,036.45	75.7
8800.00 LOCAL REVENUES	19,368,582.43	596,433.85	596,433.85	3.0	0.00	18,772,148.58	96.9
8900.00 OTHER FINANCING SOURCES	12,450.00	0.00	0.00	.0	0.00	12,450.00	100.0
TOTAL: 8000	86,279,650.32	15,202,595.01	15,202,595.01	17.6	0.00	71,077,055.31	82.3
1100.00 CONTRACT CLASSROOM INST.	15,256,984.00	0.00	0.00	.0	0.00	15,256,984.00	100.0
1200.00 CONTRACT CERT. ADMINSTRATORS	8,121,489.00	0.00	0.00	.0	0.00	8,121,489.00	100.0
1300.00 INSTRUCTORS DAY/HOURLY	7,227,289.00	0.00	0.00	.0	0.00	7,227,289.00	100.0
1400.00 NON-INSTRUCTION HOURLY CERT.	1,271,849.00	0.00	0.00	.0	0.00	1,271,849.00	100.0
TOTAL: 1000	31,877,611.00	0.00	0.00	.0	0.00	31,877,611.00	100.0
2100.00 CONTRACT CLASSIFIED NON-INSTR.	17,466,612.00	1,359,389.73	1,359,389.73	7.7	0.00	16,107,222.27	92.2
2200.00 INSTRUCTIONAL AIDS	1,359,942.00	101,729.93	101,729.93	7.4	0.00	1,258,212.07	92.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	1,386,585.00	16,763.44	16,763.44	1.2	0.00	1,369,821.56	98.7
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	1,359,029.00	0.00	0.00	.0	0.00	1,359,029.00	100.0
TOTAL: 2000	21,572,168.00	1,477,883.10	1,477,883.10	6.8	0.00	20,094,284.90	93.1
3100.00 CERTIFICATED RETIREMENT	2,481,151.00	1,463.39	1,463.39	.0	0.00	2,479,687.61	99.9
3200.00 CLASSIFIED RETIREMENT	2,333,169.00	160,228.58	160,228.58	6.8	0.00	2,172,940.42	93.1
3300.00 OASDHI/FICA	2,050,250.44	109,723.77	109,723.77	5.3	0.00	1,940,526.67	94.6
3400.00 HEALTH AND WELFARE BENEFITS	7,622,462.00	354,728.75	354,728.75	4.6	0.00	7,267,733.25	95.3
3500.00 STATE UNEMPLOYMENT INSURANCE	645,291.59	16,001.47	16,001.47	2.4	0.00	629,290.12	97.5
3600.00 WORKERS COMPENSATION INSURANCE	978,431.00	45,090.35	45,090.35	4.6	0.00	933,340.65	95.3
3900.00 OTHER BENEFITS	213,819.80	8,312.82	8,312.82	3.8	0.00	205,506.98	96.1
TOTAL: 3000	16,324,574.83	695,549.13	695,549.13	4.2	0.00	15,629,025.70	95.7
4100.00 TEXTBOOKS	19,721.00	0.00	0.00	.0	1,521.17	18,199.83	92.2
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	78,602.00	77.00	77.00	.0	2,385.36	76,139.64	96.8
4300.00 INSTRUCTIONAL SUPPLIES	392,403.20	1,527.95	1,527.95	.3	51,800.65	339,074.60	86.4
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	87,999.00	0.00	0.00	.0	400.00	87,599.00	99.5
4500.00 NONINSTRUCTIONAL SUPPLIES	1,187,444.13	12,655.82	12,655.82	1.0	502,129.68	672,658.63	56.6
4700.00 FOOD SUPPLIES	30,900.00	0.00	0.00	.0	400.00	30,500.00	98.7
TOTAL: 4000	1,797,069.33	14,260.77	14,260.77	.7	558,636.86	1,224,171.70	68.1
5100.00 PERSON&CONSULTANT SVC-DIST USE	5,267,393.07	70.00	70.00	.0	2,776,884.16	2,490,438.91	47.2
5200.00 TRAVEL & CONFERENCE EXPENSES	671,029.00	18,258.25	18,258.25	2.7	70,088.19	582,682.56	86.8
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	362,146.08	49,425.13	49,425.13	13.6	116,493.38	196,227.57	54.1
5400.00 INSURANCES - DISTRICT USE	136,000.00	124,952.00	124,952.00	91.8	0.00	11,048.00	8.1
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	2,561,928.00	139,217.95	139,217.95	5.4	2,256,120.99	166,589.06	6.5
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	2,136,156.00	8,396.47	8,396.47	.3	1,383,187.74	744,571.79	34.8
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	728,592.00	0.00	0.00	.0	257,180.00	471,412.00	64.7
5800.00 OTHER OPERATING EXP-DIST. USE	4,386,864.07	22,126.00	22,126.00	.5	401,996.34	3,962,741.73	90.3
5900.00 INTERPROGRAM CHARGES-DIST. USE	180.00	0.00	0.00	.0	0.00	180.00	100.0
TOTAL: 5000	16,250,288.22	362,445.80	362,445.80	2.2	7,261,950.80	8,625,891.62	53.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	87,821,711.38	2,550,138.80	2,550,138.80	2.9	7,820,587.66	77,450,984.92	88.1
6100.00 SITES & IMPROVEMENTS-DIST. USE	101,386.00	0.00	0.00	.0	0.00	101,386.00	100.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	53,419.49	0.00	0.00	.0	0.00	53,419.49	100.0
6300.00 LIBRARY BOOKS - EXPANSION	70,000.00	0.00	0.00	.0	13,415.00	56,585.00	80.8
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,441,790.26	525.70	525.70	.0	51,844.19	1,389,420.37	96.3
TOTAL: 6000	1,666,595.75	525.70	525.70	.0	65,259.19	1,600,810.86	96.0
TOTAL: 1000-6999	89,488,307.13	2,550,664.50	2,550,664.50	2.8	7,885,846.85	79,051,795.78	88.3
7300.00 INTERFUND TRANSFERS	2,677,397.00	750,000.00	750,000.00	28.0	0.00	1,927,397.00	71.9
7500.00 OTHER OUTGO-STUDENT FIN AID	41,100.00	0.00	0.00	.0	0.00	41,100.00	100.0
7600.00 OTHER STUDENT AID	554,077.00	0.00	0.00	.0	39,782.00	514,295.00	92.8
TOTAL: 7000	3,272,574.00	750,000.00	750,000.00	22.9	39,782.00	2,482,792.00	75.8
TOTAL: 1000-7999	92,760,881.13	3,300,664.50	3,300,664.50	3.5	7,925,628.85	81,534,587.78	87.8

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	86,279,650.32	15,202,595.01	15,202,595.01	17.6	0.00	71,077,055.31	82.3
TOTAL:	1000-5999	87,821,711.38	2,550,138.80	2,550,138.80	2.9	7,820,587.66	77,450,984.92	88.1
TOTAL:	1000-6999	89,488,307.13	2,550,664.50	2,550,664.50	2.8	7,885,846.85	79,051,795.78	88.3
TOTAL:	1000-7999	92,760,881.13	3,300,664.50	3,300,664.50	3.5	7,925,628.85	81,534,587.78	87.8
TOTAL EXPENSES	(1000 - 7999)	92,760,881.13	3,300,664.50	3,300,664.50	3.5	7,925,628.85	81,534,587.78	87.8

Fund: 21 BOND INTEREST AND REDEMPTION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	160,000.00	0.00	0.00	.0	0.00	160,000.00	100.0
8800.00 LOCAL REVENUES	13,595,000.00	0.00	0.00	.0	0.00	13,595,000.00	100.0
TOTAL: 8000	13,755,000.00	0.00	0.00	.0	0.00	13,755,000.00	100.0
7100.00 DEBT RETIREMENT	24,670,888.00	0.00	0.00	.0	0.00	24,670,888.00	100.0
TOTAL: 7000	24,670,888.00	0.00	0.00	.0	0.00	24,670,888.00	100.0
TOTAL: 1000-7999	24,670,888.00	0.00	0.00	.0	0.00	24,670,888.00	100.0



Fund: 21 BOND INTEREST AND REDEMPTION SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
			CURRENT	YEAR TO DATE			BALANCE	%
TOTAL INCOME	(8000 - 8999)	13,755,000.00	0.00	0.00	.0	0.00	13,755,000.00	100.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	24,670,888.00	0.00	0.00	.0	0.00	24,670,888.00	100.0
TOTAL EXPENSES	(1000 - 7999)	24,670,888.00	0.00	0.00	.0	0.00	24,670,888.00	100.0

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	71,091.15	0.00	0.00	.0	0.00	71,091.15	100.0
8800.00 LOCAL REVENUES	615,123.60	0.00	0.00	.0	0.00	615,123.60	100.0
TOTAL: 8000	686,214.75	0.00	0.00	.0	0.00	686,214.75	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	29,741.00	0.00	0.00	.0	0.00	29,741.00	100.0
TOTAL: 4000	29,741.00	0.00	0.00	.0	0.00	29,741.00	100.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	70,000.00	0.00	0.00	.0	25,000.00	45,000.00	64.2
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	122,269.00	0.00	0.00	.0	0.00	122,269.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	93,629.53	0.00	0.00	.0	0.00	93,629.53	100.0
TOTAL: 5000	285,898.53	0.00	0.00	.0	25,000.00	260,898.53	91.2
TOTAL: 1000-5999	315,639.53	0.00	0.00	.0	25,000.00	290,639.53	92.0
6100.00 SITES & IMPROVEMENTS-DIST. USE	110,449.66	0.00	0.00	.0	0.00	110,449.66	100.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	5,903,878.36	0.00	0.00	.0	76,765.00	5,827,113.36	98.6
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,941,363.71	0.00	0.00	.0	0.00	1,941,363.71	100.0
TOTAL: 6000	7,955,691.73	0.00	0.00	.0	76,765.00	7,878,926.73	99.0
TOTAL: 1000-6999	8,271,331.26	0.00	0.00	.0	101,765.00	8,169,566.26	98.7
7900.00 RESERVE FOR CONTINGENCIES	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 7000	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 1000-7999	8,771,331.26	0.00	0.00	.0	101,765.00	8,669,566.26	98.8

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
			CURRENT	YEAR TO DATE			BALANCE	%
TOTAL INCOME	(8000 - 8999)	686,214.75	0.00	0.00	.0	0.00	686,214.75	100.0
TOTAL:	1000-5999	315,639.53	0.00	0.00	.0	25,000.00	290,639.53	92.0
TOTAL:	1000-6999	8,271,331.26	0.00	0.00	.0	101,765.00	8,169,566.26	98.7
TOTAL:	1000-7999	8,771,331.26	0.00	0.00	.0	101,765.00	8,669,566.26	98.8
TOTAL EXPENSES	(1000 - 7999)	8,771,331.26	0.00	0.00	.0	101,765.00	8,669,566.26	98.8

Fund: 42 REVENUE BOND CONSTRUCTION FU

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	400,000.00	0.00	0.00	.0	0.00	400,000.00	100.0
TOTAL: 8000	400,000.00	0.00	0.00	.0	0.00	400,000.00	100.0
2100.00 CONTRACT CLASSIFIED NON-INSTR.	72,538.00	2,510.79	2,510.79	3.4	0.00	70,027.21	96.5
TOTAL: 2000	72,538.00	2,510.79	2,510.79	3.4	0.00	70,027.21	96.5
3200.00 CLASSIFIED RETIREMENT	8,282.00	286.66	286.66	3.4	0.00	7,995.34	96.5
3300.00 OASDHI/FICA	5,549.00	192.07	192.07	3.4	0.00	5,356.93	96.5
3400.00 HEALTH AND WELFARE BENEFITS	10,745.00	310.24	310.24	2.8	0.00	10,434.76	97.1
3500.00 STATE UNEMPLOYMENT INSURANCE	798.00	27.63	27.63	3.4	0.00	770.37	96.5
3600.00 WORKERS COMPENSATION INSURANCE	1,200.00	34.65	34.65	2.8	0.00	1,165.35	97.1
3900.00 OTHER BENEFITS	59.00	1.69	1.69	2.8	0.00	57.31	97.1
TOTAL: 3000	26,633.00	852.94	852.94	3.2	0.00	25,780.06	96.7
5100.00 PERSON&CONSULTANT SVC-DIST USE	630,700.00	0.00	0.00	.0	86,040.00	544,660.00	86.3
5400.00 INSURANCES - DISTRICT USE	1,836,000.00	0.00	0.00	.0	258,152.12	1,577,847.88	85.9
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	220,000.00	0.00	0.00	.0	193,664.00	26,336.00	11.9
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	174,000.00	0.00	0.00	.0	140,140.00	33,860.00	19.4
5800.00 OTHER OPERATING EXP-DIST. USE	5,370,000.00	0.00	0.00	.0	15,000.00	5,355,000.00	99.7
TOTAL: 5000	8,230,700.00	0.00	0.00	.0	692,996.12	7,537,703.88	91.5
TOTAL: 1000-5999	8,329,871.00	3,363.73	3,363.73	.0	692,996.12	7,633,511.15	91.6
6100.00 SITES & IMPROVEMENTS-DIST. USE	10,482,221.00	0.00	0.00	.0	1,259,531.50	9,222,689.50	87.9
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	48,455,815.00	500.00-	500.00-	.0	13,391,214.09	35,065,100.91	100.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	2,206,300.00	0.01	0.01	.0	0.00	2,206,299.99	99.9
TOTAL: 6000	61,144,336.00	499.99-	499.99-	.0	14,650,745.59	46,494,090.40	100.0
TOTAL: 1000-6999	69,474,207.00	2,863.74	2,863.74	.0	15,343,741.71	54,127,601.55	77.9

Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED	
			CURRENT	YEAR TO DATE			BALANCE	%
TOTAL INCOME	(8000 - 8999)	400,000.00	0.00	0.00	.0	0.00	400,000.00	100.0
TOTAL:	1000-5999	8,329,871.00	3,363.73	3,363.73	.0	692,996.12	7,633,511.15	91.6
TOTAL:	1000-6999	69,474,207.00	2,863.74	2,863.74	.0	15,343,741.71	54,127,601.55	77.9
TOTAL:	1000-7999	69,474,207.00	2,863.74	2,863.74	.0	15,343,741.71	54,127,601.55	77.9
TOTAL EXPENSES	(1000 - 7999)	69,474,207.00	2,863.74	2,863.74	.0	15,343,741.71	54,127,601.55	77.9



Fund: 68 RETIREE BENEFIT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	9,000.00	0.00	0.00	.0	0.00	9,000.00	100.0
8900.00 OTHER FINANCING SOURCES	750,000.00	0.00	0.00	.0	0.00	750,000.00	100.0
TOTAL: 8000	759,000.00	0.00	0.00	.0	0.00	759,000.00	100.0
3300.00 OASDHI/FICA	88.00	0.00	0.00	.0	0.00	88.00	100.0
3400.00 HEALTH AND WELFARE BENEFITS	387,426.00	0.00	0.00	.0	0.00	387,426.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	99.00	0.00	0.00	.0	0.00	99.00	100.0
3900.00 OTHER BENEFITS	2,127,672.00	0.00	0.00	.0	0.00	2,127,672.00	100.0
TOTAL: 3000	2,515,285.00	0.00	0.00	.0	0.00	2,515,285.00	100.0
TOTAL: 1000-5999	2,515,285.00	0.00	0.00	.0	0.00	2,515,285.00	100.0

Fund: 68 RETIREE BENEFIT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED	
			CURRENT	YEAR TO DATE			BALANCE	%
TOTAL INCOME	(8000 - 8999)	759,000.00	0.00	0.00	.0	0.00	759,000.00	100.0
TOTAL:	1000-5999	2,515,285.00	0.00	0.00	.0	0.00	2,515,285.00	100.0
TOTAL:	1000-6999	2,515,285.00	0.00	0.00	.0	0.00	2,515,285.00	100.0
TOTAL:	1000-7999	2,515,285.00	0.00	0.00	.0	0.00	2,515,285.00	100.0
TOTAL EXPENSES	(1000 - 7999)	2,515,285.00	0.00	0.00	.0	0.00	2,515,285.00	100.0

Fund: 69 EMPL LOAD BANKING TRUST FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	450.00	0.00	0.00	.0	0.00	450.00	100.0
TOTAL: 8000	450.00	0.00	0.00	.0	0.00	450.00	100.0
7300.00 INTERFUND TRANSFERS	450.00	0.00	0.00	.0	0.00	450.00	100.0
TOTAL: 7000	450.00	0.00	0.00	.0	0.00	450.00	100.0
TOTAL: 1000-7999	450.00	0.00	0.00	.0	0.00	450.00	100.0

Fund: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	450.00	0.00	0.00	.0	0.00	450.00	100.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	450.00	0.00	0.00	.0	0.00	450.00	100.0
TOTAL EXPENSES	(1000 - 7999)	450.00	0.00	0.00	.0	0.00	450.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	146,820.00	0.00	0.00	.0	0.00	146,820.00	100.0
8600.00 STATE REVENUES	1,568,030.00	0.00	0.00	.0	0.00	1,568,030.00	100.0
8800.00 LOCAL REVENUES	242,374.00	0.00	0.00	.0	0.00	242,374.00	100.0
TOTAL: 8000	1,957,224.00	0.00	0.00	.0	0.00	1,957,224.00	100.0
2100.00 CONTRACT CLASSIFED NON-INSTR.	1,095,897.00	73,291.19	73,291.19	6.6	0.00	1,022,605.81	93.3
2300.00 NON-INSTRUCTION HOURLY CLASS.	114,451.00	0.00	0.00	.0	0.00	114,451.00	100.0
TOTAL: 2000	1,210,348.00	73,291.19	73,291.19	6.0	0.00	1,137,056.81	93.9
3100.00 CERTI FICATED RETIREMENT	16,709.00	1,337.33	1,337.33	8.0	0.00	15,371.67	91.9
3200.00 CLASSIFIED RETIREMENT	87,288.00	6,456.80	6,456.80	7.3	0.00	80,831.20	92.6
3300.00 OASDHI /FICA	72,785.00	4,419.04	4,419.04	6.0	0.00	68,365.96	93.9
3400.00 HEALTH AND WELFARE BENEFITS	388,788.00	30,272.30	30,272.30	7.7	0.00	358,515.70	92.2
3500.00 STATE UNEMPLOYMENT INSURANCE	12,676.00	788.10	788.10	6.2	0.00	11,887.90	93.7
3600.00 WORKERS COMPENSATION INSURANCE	57,000.00	4,500.00	4,500.00	7.8	0.00	52,500.00	92.1
3900.00 OTHER BENEFITS	5,192.00	420.52	420.52	8.0	0.00	4,771.48	91.9
TOTAL: 3000	640,438.00	48,194.09	48,194.09	7.5	0.00	592,243.91	92.4
4300.00 INSTRUCTIONAL SUPPLIES	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	48,251.00	0.00	0.00	.0	28,000.00	20,251.00	41.9
4700.00 FOOD SUPPLIES	88,000.00	0.00	0.00	.0	74,000.00	14,000.00	15.9
TOTAL: 4000	141,251.00	0.00	0.00	.0	102,000.00	39,251.00	27.7
5100.00 PERSON&CONSULTANT SVC-DIST USE	2,100.00	0.00	0.00	.0	0.00	2,100.00	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	1,830.00	0.00	0.00	.0	0.00	1,830.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	1,938.00	0.00	0.00	.0	0.00	1,938.00	100.0
TOTAL: 5000	5,868.00	0.00	0.00	.0	0.00	5,868.00	100.0
TOTAL: 1000-5999	1,997,905.00	121,485.28	121,485.28	6.0	102,000.00	1,774,419.72	88.8
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,008.00	0.00	0.00	.0	0.00	1,008.00	100.0
TOTAL: 6000	1,008.00	0.00	0.00	.0	0.00	1,008.00	100.0
TOTAL: 1000-6999	1,998,913.00	121,485.28	121,485.28	6.0	102,000.00	1,775,427.72	88.8



Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
			CURRENT	YEAR TO DATE			BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,957,224.00	0.00	0.00	.0	0.00	1,957,224.00	100.0
TOTAL:	1000-5999	1,997,905.00	121,485.28	121,485.28	6.0	102,000.00	1,774,419.72	88.8
TOTAL:	1000-6999	1,998,913.00	121,485.28	121,485.28	6.0	102,000.00	1,775,427.72	88.8
TOTAL:	1000-7999	1,998,913.00	121,485.28	121,485.28	6.0	102,000.00	1,775,427.72	88.8
TOTAL EXPENSES	(1000 - 7999)	1,998,913.00	121,485.28	121,485.28	6.0	102,000.00	1,775,427.72	88.8

Fund: 73 STUDENT BODY CENTER FEE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8800.00 LOCAL REVENUES	211,800.00	0.00	0.00	.0	0.00	211,800.00	100.0
TOTAL: 8000	211,800.00	0.00	0.00	.0	0.00	211,800.00	100.0
2100.00 CONTRACT CLASSIFIED NON-INSTR.	82,374.00	6,781.00	6,781.00	8.2	0.00	75,593.00	91.7
2300.00 NON-INSTRUCTION HOURLY CLASS.	36,000.00	0.00	0.00	.0	0.00	36,000.00	100.0
TOTAL: 2000	118,374.00	6,781.00	6,781.00	5.7	0.00	111,593.00	94.2
3200.00 CLASSIFIED RETIREMENT	9,405.00	774.19	774.19	8.2	0.00	8,630.81	91.7
3300.00 OASDHI /FICA	6,301.00	518.75	518.75	8.2	0.00	5,782.25	91.7
3400.00 HEALTH AND WELFARE BENEFITS	26,108.00	2,238.36	2,238.36	8.5	0.00	23,869.64	91.4
3500.00 STATE UNEMPLOYMENT INSURANCE	906.00	74.59	74.59	8.2	0.00	831.41	91.7
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	250.00	250.00	8.3	0.00	2,750.00	91.6
3900.00 OTHER BENEFITS	146.00	12.18	12.18	8.3	0.00	133.82	91.6
TOTAL: 3000	45,866.00	3,868.07	3,868.07	8.4	0.00	41,997.93	91.5
4500.00 NONINSTRUCTIONAL SUPPLIES	6,000.00	0.00	0.00	.0	0.00	6,000.00	100.0
TOTAL: 4000	6,000.00	0.00	0.00	.0	0.00	6,000.00	100.0
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	1,500.00	0.00	0.00	.0	0.00	1,500.00	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	4,633.00	0.00	0.00	.0	0.00	4,633.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	10,500.00	0.00	0.00	.0	0.00	10,500.00	100.0
TOTAL: 5000	16,633.00	0.00	0.00	.0	0.00	16,633.00	100.0
TOTAL: 1000-5999	186,873.00	10,649.07	10,649.07	5.6	0.00	176,223.93	94.3
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	70,000.00	0.00	0.00	.0	0.00	70,000.00	100.0
TOTAL: 6000	70,000.00	0.00	0.00	.0	0.00	70,000.00	100.0
TOTAL: 1000-6999	256,873.00	10,649.07	10,649.07	4.1	0.00	246,223.93	95.8
7900.00 RESERVE FOR CONTINGENCIES	27,100.00	0.00	0.00	.0	0.00	27,100.00	100.0
TOTAL: 7000	27,100.00	0.00	0.00	.0	0.00	27,100.00	100.0
TOTAL: 1000-7999	283,973.00	10,649.07	10,649.07	3.7	0.00	273,323.93	96.2

Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED	
			CURRENT	YEAR TO DATE			BALANCE	%
TOTAL INCOME	(8000 - 8999)	211,800.00	0.00	0.00	.0	0.00	211,800.00	100.0
TOTAL:	1000-5999	186,873.00	10,649.07	10,649.07	5.6	0.00	176,223.93	94.3
TOTAL:	1000-6999	256,873.00	10,649.07	10,649.07	4.1	0.00	246,223.93	95.8
TOTAL:	1000-7999	283,973.00	10,649.07	10,649.07	3.7	0.00	273,323.93	96.2
TOTAL EXPENSES	(1000 - 7999)	283,973.00	10,649.07	10,649.07	3.7	0.00	273,323.93	96.2

Fund: 74 KVCR FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	4,018,785.14	397.84	397.84	.0	0.00	4,018,387.30	99.9
8900.00 OTHER FINANCING SOURCES	1,177,397.00	0.00	0.00	.0	0.00	1,177,397.00	100.0
TOTAL: 8000	5,196,182.14	397.84	397.84	.0	0.00	5,195,784.30	99.9
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,356,187.00	95,700.06	95,700.06	7.0	0.00	1,260,486.94	92.9
2300.00 NON-INSTRUCTION HOURLY CLASS.	69,000.00	2,486.00	2,486.00	3.6	0.00	66,514.00	96.3
TOTAL: 2000	1,425,187.00	98,186.06	98,186.06	6.8	0.00	1,327,000.94	93.1
3200.00 CLASSIFIED RETIREMENT	154,835.00	10,926.06	10,926.06	7.0	0.00	143,908.94	92.9
3300.00 OASDHI/FICA	107,170.00	7,452.39	7,452.39	6.9	0.00	99,717.61	93.0
3400.00 HEALTH AND WELFARE BENEFITS	230,369.00	17,076.36	17,076.36	7.4	0.00	213,292.64	92.5
3500.00 STATE UNEMPLOYMENT INSURANCE	15,599.00	1,071.59	1,071.59	6.8	0.00	14,527.41	93.1
3600.00 WORKERS COMPENSATION INSURANCE	28,500.00	2,250.00	2,250.00	7.8	0.00	26,250.00	92.1
3900.00 OTHER BENEFITS	7,388.00	859.62	859.62	11.6	0.00	6,528.38	88.3
TOTAL: 3000	543,861.00	39,636.02	39,636.02	7.2	0.00	504,224.98	92.7
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	1,000.00	0.00	0.00	.0	0.00	1,000.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	179,820.00	0.00	0.00	.0	8,893.75	170,926.25	95.0
TOTAL: 4000	180,820.00	0.00	0.00	.0	8,893.75	171,926.25	95.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	397,358.46	0.00	0.00	.0	0.00	397,358.46	100.0
5200.00 TRAVEL & CONFERENCE EXPENSES	55,400.00	0.00	0.00	.0	0.00	55,400.00	100.0
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	98,663.14	0.00	0.00	.0	17,000.00	81,663.14	82.7
5400.00 INSURANCES - DISTRICT USE	7,000.00	0.00	0.00	.0	0.00	7,000.00	100.0
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	196,791.00	3,973.83	3,973.83	2.0	169,150.17	23,667.00	12.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	127,201.00	3,701.00	3,701.00	2.9	26,453.98	97,046.02	76.2
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	74,250.00	0.00	0.00	.0	48,250.00	26,000.00	35.0
5800.00 OTHER OPERATING EXP-DIST. USE	2,189,007.00	0.00	0.00	.0	152,970.48	2,036,036.52	93.0
TOTAL: 5000	3,145,670.60	7,674.83	7,674.83	.2	413,824.63	2,724,171.14	86.6
TOTAL: 1000-5999	5,295,538.60	145,496.91	145,496.91	2.7	422,718.38	4,727,323.31	89.2
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	47,100.00	0.00	0.00	.0	0.00	47,100.00	100.0
TOTAL: 6000	47,100.00	0.00	0.00	.0	0.00	47,100.00	100.0
TOTAL: 1000-6999	5,342,638.60	145,496.91	145,496.91	2.7	422,718.38	4,774,423.31	89.3

Fund: 74 KVCR FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	5,196,182.14	397.84	397.84	.0	0.00	5,195,784.30	99.9
TOTAL:	1000-5999	5,295,538.60	145,496.91	145,496.91	2.7	422,718.38	4,727,323.31	89.2
TOTAL:	1000-6999	5,342,638.60	145,496.91	145,496.91	2.7	422,718.38	4,774,423.31	89.3
TOTAL:	1000-7999	5,342,638.60	145,496.91	145,496.91	2.7	422,718.38	4,774,423.31	89.3
TOTAL EXPENSES	(1000 - 7999)	5,342,638.60	145,496.91	145,496.91	2.7	422,718.38	4,774,423.31	89.3



Fund: 76 INVSTMT TRUST FUND-SAN MANUE

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	2,502,000.00	1,000,000.00	1,000,000.00	39.9	0.00	1,502,000.00	60.0
TOTAL: 8000	2,502,000.00	1,000,000.00	1,000,000.00	39.9	0.00	1,502,000.00	60.0
2100.00 CONTRACT CLASSIFIED NON-INSTR.	597,147.00	32,977.95	32,977.95	5.5	0.00	564,169.05	94.4
2300.00 NON-INSTRUCTION HOURLY CLASS.	44,000.00	0.00	0.00	.0	0.00	44,000.00	100.0
TOTAL: 2000	641,147.00	32,977.95	32,977.95	5.1	0.00	608,169.05	94.8
3200.00 CLASSIFIED RETIREMENT	68,176.00	3,765.09	3,765.09	5.5	0.00	64,410.91	94.4
3300.00 OASDHI/FICA	47,257.00	2,516.49	2,516.49	5.3	0.00	44,740.51	94.6
3400.00 HEALTH AND WELFARE BENEFITS	107,439.00	5,595.90	5,595.90	5.2	0.00	101,843.10	94.7
3500.00 STATE UNEMPLOYMENT INSURANCE	6,866.00	361.85	361.85	5.2	0.00	6,504.15	94.7
3600.00 WORKERS COMPENSATION INSURANCE	12,000.00	625.00	625.00	5.2	0.00	11,375.00	94.7
3900.00 OTHER BENEFITS	586.00	30.45	30.45	5.1	0.00	555.55	94.8
TOTAL: 3000	242,324.00	12,894.78	12,894.78	5.3	0.00	229,429.22	94.6
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	500.00	0.00	0.00	.0	0.00	500.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	10,000.00	0.00	0.00	.0	0.00	10,000.00	100.0
TOTAL: 4000	10,500.00	0.00	0.00	.0	0.00	10,500.00	100.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	80,000.00	0.00	0.00	.0	0.00	80,000.00	100.0
5200.00 TRAVEL & CONFERENCE EXPENSES	20,100.00	0.00	0.00	.0	0.00	20,100.00	100.0
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	11,000.00	0.00	0.00	.0	4,000.00	7,000.00	63.6
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	5,500.00	0.00	0.00	.0	0.00	5,500.00	100.0
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	70,000.00	0.00	0.00	.0	5,000.00	65,000.00	92.8
5800.00 OTHER OPERATING EXP-DIST. USE	225,000.00	0.00	0.00	.0	2,007.00	222,993.00	99.1
TOTAL: 5000	416,600.00	0.00	0.00	.0	11,007.00	405,593.00	97.3
TOTAL: 1000-5999	1,310,571.00	45,872.73	45,872.73	3.5	11,007.00	1,253,691.27	95.6
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	10,000.00	0.00	0.00	.0	0.00	10,000.00	100.0
TOTAL: 6000	10,000.00	0.00	0.00	.0	0.00	10,000.00	100.0
TOTAL: 1000-6999	1,320,571.00	45,872.73	45,872.73	3.4	11,007.00	1,263,691.27	95.6

Fund: 76 INVSTMT TRUST FUND-SAN MANUE SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	2,502,000.00	1,000,000.00	1,000,000.00	39.9	0.00	1,502,000.00	60.0
TOTAL:	1000-5999	1,310,571.00	45,872.73	45,872.73	3.5	11,007.00	1,253,691.27	95.6
TOTAL:	1000-6999	1,320,571.00	45,872.73	45,872.73	3.4	11,007.00	1,263,691.27	95.6
TOTAL:	1000-7999	1,320,571.00	45,872.73	45,872.73	3.4	11,007.00	1,263,691.27	95.6
TOTAL EXPENSES	(1000 - 7999)	1,320,571.00	45,872.73	45,872.73	3.4	11,007.00	1,263,691.27	95.6

Fund: 78 SELF INSURANCE-LIABILITY&PRO

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8800.00 LOCAL REVENUES	3,500.00	0.00	0.00	.0	0.00	3,500.00	100.0
8900.00 OTHER FINANCING SOURCES	750,000.00	750,000.00	750,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	753,500.00	750,000.00	750,000.00	99.5	0.00	3,500.00	.4
5100.00 PERSON&CONSULTANT SVC-DIST USE	20,000.00	0.00	0.00	.0	10,000.00	10,000.00	50.0
5400.00 INSURANCES - DISTRICT USE	600,000.00	501,233.00	501,233.00	83.5	6,860.00	91,907.00	15.3
5800.00 OTHER OPERATING EXP-DIST. USE	150,000.00	0.00	0.00	.0	25,000.00	125,000.00	83.3
TOTAL: 5000	770,000.00	501,233.00	501,233.00	65.0	41,860.00	226,907.00	29.4
TOTAL: 1000-5999	770,000.00	501,233.00	501,233.00	65.0	41,860.00	226,907.00	29.4
7900.00 RESERVE FOR CONTINGENCIES	25,000.00	0.00	0.00	.0	0.00	25,000.00	100.0
TOTAL: 7000	25,000.00	0.00	0.00	.0	0.00	25,000.00	100.0
TOTAL: 1000-7999	795,000.00	501,233.00	501,233.00	63.0	41,860.00	251,907.00	31.6

Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	753,500.00	750,000.00	750,000.00	99.5	0.00	3,500.00	.4
TOTAL:	1000-5999	770,000.00	501,233.00	501,233.00	65.0	41,860.00	226,907.00	29.4
TOTAL:	1000-6999	770,000.00	501,233.00	501,233.00	65.0	41,860.00	226,907.00	29.4
TOTAL:	1000-7999	795,000.00	501,233.00	501,233.00	63.0	41,860.00	251,907.00	31.6
TOTAL EXPENSES	(1000 - 7999)	795,000.00	501,233.00	501,233.00	63.0	41,860.00	251,907.00	31.6

Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,337,000.00	0.00	0.00	.0	0.00	1,337,000.00	100.0
TOTAL: 8000	1,337,000.00	0.00	0.00	.0	0.00	1,337,000.00	100.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	160,000.00	0.00	0.00	.0	122,850.00	37,150.00	23.2
5400.00 INSURANCES - DISTRICT USE	130,000.00	116,739.00	116,739.00	89.7	5,000.00	8,261.00	6.3
5800.00 OTHER OPERATING EXP-DIST. USE	607,000.00	5,050.44	5,050.44	.8	15,740.96	586,208.60	96.5
TOTAL: 5000	897,000.00	121,789.44	121,789.44	13.5	143,590.96	631,619.60	70.4
TOTAL: 1000-5999	897,000.00	121,789.44	121,789.44	13.5	143,590.96	631,619.60	70.4
7900.00 RESERVE FOR CONTINGENCIES	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 7000	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 1000-7999	1,397,000.00	121,789.44	121,789.44	8.7	143,590.96	1,131,619.60	81.0

Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED	
			CURRENT	YEAR TO DATE			BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,337,000.00	0.00	0.00	.0	0.00	1,337,000.00	100.0
TOTAL:	1000-5999	897,000.00	121,789.44	121,789.44	13.5	143,590.96	631,619.60	70.4
TOTAL:	1000-6999	897,000.00	121,789.44	121,789.44	13.5	143,590.96	631,619.60	70.4
TOTAL:	1000-7999	1,397,000.00	121,789.44	121,789.44	8.7	143,590.96	1,131,619.60	81.0
TOTAL EXPENSES	(1000 - 7999)	1,397,000.00	121,789.44	121,789.44	8.7	143,590.96	1,131,619.60	81.0



Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	45,500.00	0.00	0.00	.0	0.00	45,500.00	100.0
8600.00 STATE REVENUES	1,291,984.00	380,098.04	380,098.04	29.4	0.00	911,885.96	70.5
8800.00 LOCAL REVENUES	622,509.96	0.00	0.00	.0	0.00	622,509.96	100.0
TOTAL: 8000	1,959,993.96	380,098.04	380,098.04	19.3	0.00	1,579,895.92	80.6
1100.00 CONTRACT CLASSROOM INST.	10,493,541.00	0.00	0.00	.0	0.00	10,493,541.00	100.0
1200.00 CONTRACT CERT. ADMINISTRATORS	3,270,281.00	0.00	0.00	.0	0.00	3,270,281.00	100.0
1300.00 INSTRUCTORS DAY/HOURLY	5,289,132.00	0.00	0.00	.0	0.00	5,289,132.00	100.0
1400.00 NON-INSTRUCTION HOURLY CERT.	324,093.00	0.00	0.00	.0	0.00	324,093.00	100.0
TOTAL: 1000	19,377,047.00	0.00	0.00	.0	0.00	19,377,047.00	100.0
2100.00 CONTRACT CLASSIFIED NON-INSTR.	6,098,878.00	517,235.13	517,235.13	8.4	0.00	5,581,642.87	91.5
2200.00 INSTRUCTIONAL AIDS	784,213.00	59,048.91	59,048.91	7.5	0.00	725,164.09	92.4
2300.00 NON-INSTRUCTION HOURLY CLASS.	128,681.00	274.56	274.56	.2	0.00	128,406.44	99.7
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	314,877.00	0.00	0.00	.0	0.00	314,877.00	100.0
TOTAL: 2000	7,326,649.00	576,558.60	576,558.60	7.8	0.00	6,750,090.40	92.1
3100.00 CERTIFICATED RETIREMENT	1,548,921.00	702.82	702.82	.0	0.00	1,548,218.18	99.9
3200.00 CLASSIFIED RETIREMENT	859,682.00	64,517.76	64,517.76	7.5	0.00	795,164.24	92.4
3300.00 OASDHI /FICA	857,122.00	42,663.69	42,663.69	4.9	0.00	814,458.31	95.0
3400.00 HEALTH AND WELFARE BENEFITS	3,712,868.00	156,145.30	156,145.30	4.2	0.00	3,556,722.70	95.7
3500.00 STATE UNEMPLOYMENT INSURANCE	295,846.00	6,228.91	6,228.91	2.1	0.00	289,617.09	97.8
3600.00 WORKERS COMPENSATION INSURANCE	472,900.00	19,353.25	19,353.25	4.0	0.00	453,546.75	95.9
3900.00 OTHER BENEFITS	106,375.00	2,919.17	2,919.17	2.7	0.00	103,455.83	97.2
TOTAL: 3000	7,853,714.00	292,530.90	292,530.90	3.7	0.00	7,561,183.10	96.2
4100.00 TEXTBOOKS	215.00	0.00	0.00	.0	0.00	215.00	100.0
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	23,125.00	0.00	0.00	.0	584.13	22,540.87	97.4
4300.00 INSTRUCTIONAL SUPPLIES	70,838.00	944.97	944.97	1.3	21,816.02	48,077.01	67.8
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	13,031.00	0.00	0.00	.0	0.00	13,031.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	426,171.00	1,166.68	1,166.68	.2	270,227.31	154,777.01	36.3
4700.00 FOOD SUPPLIES	3,000.00	0.00	0.00	.0	0.00	3,000.00	100.0
TOTAL: 4000	536,380.00	2,111.65	2,111.65	.3	292,627.46	241,640.89	45.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	832,933.00	0.00	0.00	.0	443,049.37	389,883.63	46.8
5200.00 TRAVEL & CONFERENCE EXPENSES	114,633.00	2,773.20	2,773.20	2.4	4,499.86	107,359.94	93.6
5300.00 POST/DUES/MEMBERSHIP-DIST. USE	115,193.00	18,439.20	18,439.20	16.0	61,092.29	35,661.51	30.9
5400.00 INSURANCES - DISTRICT USE	1,000.00	0.00	0.00	.0	0.00	1,000.00	100.0
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	1,586,858.00	101,624.04	101,624.04	6.4	1,451,139.89	34,094.07	2.1
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	628,355.00	432.34	432.34	.0	432,406.38	195,516.28	31.1
5800.00 OTHER OPERATING EXP-DIST. USE	241,408.00	475.00	475.00	.1	44,636.47	196,296.53	81.3
5900.00 INTERPROGRAM CHARGES-DIST. USE	180.00	0.00	0.00	.0	0.00	180.00	100.0
TOTAL: 5000	3,520,560.00	123,743.78	123,743.78	3.5	2,436,824.26	959,991.96	27.2
TOTAL: 1000-5999	38,614,350.00	994,944.93	994,944.93	2.5	2,729,451.72	34,889,953.35	90.3

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
6300.00 LIBRARY BOOKS - EXPANSION	60,000.00	0.00	0.00	.0	5,415.00	54,585.00	90.9
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	149,017.00	0.00	0.00	.0	10,762.47	138,254.53	92.7
TOTAL: 6000	209,017.00	0.00	0.00	.0	16,177.47	192,839.53	92.2
TOTAL: 1000-6999	38,823,367.00	994,944.93	994,944.93	2.5	2,745,629.19	35,082,792.88	90.3
7600.00 OTHER STUDENT AID	18,488.00	0.00	0.00	.0	0.00	18,488.00	100.0
TOTAL: 7000	18,488.00	0.00	0.00	.0	0.00	18,488.00	100.0
TOTAL: 1000-7999	38,841,855.00	994,944.93	994,944.93	2.5	2,745,629.19	35,101,280.88	90.3

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	1,959,993.96	380,098.04	380,098.04	19.3	0.00	1,579,895.92	80.6
TOTAL:	1000-5999	38,614,350.00	994,944.93	994,944.93	2.5	2,729,451.72	34,889,953.35	90.3
TOTAL:	1000-6999	38,823,367.00	994,944.93	994,944.93	2.5	2,745,629.19	35,082,792.88	90.3
TOTAL:	1000-7999	38,841,855.00	994,944.93	994,944.93	2.5	2,745,629.19	35,101,280.88	90.3
TOTAL EXPENSES	(1000 - 7999)	38,841,855.00	994,944.93	994,944.93	2.5	2,745,629.19	35,101,280.88	90.3

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	25,886.00	0.00	0.00	.0	0.00	25,886.00	100.0
TOTAL: 8000	25,886.00	0.00	0.00	.0	0.00	25,886.00	100.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	23,930.00	0.00	0.00	.0	0.00	23,930.00	100.0
TOTAL: 2000	23,930.00	0.00	0.00	.0	0.00	23,930.00	100.0
3300.00 OASDHI/FICA	1,831.00	0.00	0.00	.0	0.00	1,831.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	263.00	0.00	0.00	.0	0.00	263.00	100.0
TOTAL: 3000	2,094.00	0.00	0.00	.0	0.00	2,094.00	100.0
TOTAL: 1000-5999	26,024.00	0.00	0.00	.0	0.00	26,024.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	25,886.00	0.00	0.00	.0	0.00	25,886.00	100.0
TOTAL:	1000-5999	26,024.00	0.00	0.00	.0	0.00	26,024.00	100.0
TOTAL:	1000-6999	26,024.00	0.00	0.00	.0	0.00	26,024.00	100.0
TOTAL:	1000-7999	26,024.00	0.00	0.00	.0	0.00	26,024.00	100.0
TOTAL EXPENSES	(1000 - 7999)	26,024.00	0.00	0.00	.0	0.00	26,024.00	100.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8100.00 FEDERAL REVENUES	21,860.00	0.00	0.00	.0	0.00	21,860.00	100.0
8600.00 STATE REVENUES	550,476.00	188,475.63	188,475.63	34.2	0.00	362,000.37	65.7
8800.00 LOCAL REVENUES	485,065.00	1,261.73	1,261.73	.2	0.00	483,803.27	99.7
TOTAL: 8000	1,057,401.00	189,737.36	189,737.36	17.9	0.00	867,663.64	82.0
1100.00 CONTRACT CLASSROOM INST.	4,690,815.00	0.00	0.00	.0	0.00	4,690,815.00	100.0
1200.00 CONTRACT CERT. ADMINISTRATORS	2,398,910.00	0.00	0.00	.0	0.00	2,398,910.00	100.0
1300.00 INSTRUCTORS DAY/HOURLY	1,863,849.00	0.00	0.00	.0	0.00	1,863,849.00	100.0
1400.00 NON-INSTRUCTION HOURLY CERT.	122,200.00	0.00	0.00	.0	0.00	122,200.00	100.0
TOTAL: 1000	9,075,774.00	0.00	0.00	.0	0.00	9,075,774.00	100.0
2100.00 CONTRACT CLASSIFIED NON-INSTR.	3,398,650.00	270,691.42	270,691.42	7.9	0.00	3,127,958.58	92.0
2200.00 INSTRUCTIONAL AIDS	575,729.00	42,681.02	42,681.02	7.4	0.00	533,047.98	92.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	92,885.00	820.88	820.88	.8	0.00	92,064.12	99.1
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	322,194.00	0.00	0.00	.0	0.00	322,194.00	100.0
TOTAL: 2000	4,389,458.00	314,193.32	314,193.32	7.1	0.00	4,075,264.68	92.8
3100.00 CERTIFICATED RETIREMENT	689,628.00	0.00	0.00	.0	0.00	689,628.00	100.0
3200.00 CLASSIFIED RETIREMENT	530,108.00	34,169.27	34,169.27	6.4	0.00	495,938.73	93.5
3300.00 OASDHI/FICA	466,505.00	23,351.66	23,351.66	5.0	0.00	443,153.34	94.9
3400.00 HEALTH AND WELFARE BENEFITS	1,885,061.00	78,418.25	78,418.25	4.1	0.00	1,806,642.75	95.8
3500.00 STATE UNEMPLOYMENT INSURANCE	149,181.00	3,395.24	3,395.24	2.2	0.00	145,785.76	97.7
3600.00 WORKERS COMPENSATION INSURANCE	249,364.00	10,338.13	10,338.13	4.1	0.00	239,025.87	95.8
3900.00 OTHER BENEFITS	54,921.00	1,448.88	1,448.88	2.6	0.00	53,472.12	97.3
TOTAL: 3000	4,024,768.00	151,121.43	151,121.43	3.7	0.00	3,873,646.57	96.2
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	5,810.00	0.00	0.00	.0	0.00	5,810.00	100.0
4300.00 INSTRUCTIONAL SUPPLIES	51,494.00	582.98	582.98	1.1	11,897.71	39,013.31	75.7
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	2,455.00	0.00	0.00	.0	0.00	2,455.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	144,364.00	2,399.92	2,399.92	1.6	59,015.07	82,949.01	57.4
4700.00 FOOD SUPPLIES	500.00	0.00	0.00	.0	0.00	500.00	100.0
TOTAL: 4000	204,623.00	2,982.90	2,982.90	1.4	70,912.78	130,727.32	63.8
5100.00 PERSON&CONSULTANT SVC-DIST USE	66,828.00	0.00	0.00	.0	275.00	66,553.00	99.5
5200.00 TRAVEL & CONFERENCE EXPENSES	40,350.00	4,317.10	4,317.10	10.6	2,960.37	33,072.53	81.9
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	45,190.00	10,022.35	10,022.35	22.1	20,301.65	14,866.00	32.8
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	526,359.00	31,023.89	31,023.89	5.8	411,465.10	83,870.01	15.9
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	367,944.00	1,530.64	1,530.64	.4	237,744.67	128,668.69	34.9
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	5,300.00	0.00	0.00	.0	0.00	5,300.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	224,877.00	1,525.00	1,525.00	.6	23,812.90	199,539.10	88.7
TOTAL: 5000	1,276,848.00	48,418.98	48,418.98	3.7	696,559.69	531,869.33	41.6
TOTAL: 1000-5999	18,971,471.00	516,716.63	516,716.63	2.7	767,472.47	17,687,281.90	93.2
6300.00 LIBRARY BOOKS - EXPANSION	10,000.00	0.00	0.00	.0	8,000.00	2,000.00	20.0



Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	22,447.00	0.00	0.00	.0	2,743.69	19,703.31	87.7
TOTAL: 6000	32,447.00	0.00	0.00	.0	10,743.69	21,703.31	66.8
TOTAL: 1000-6999	19,003,918.00	516,716.63	516,716.63	2.7	778,216.16	17,708,985.21	93.1

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,057,401.00	189,737.36	189,737.36	17.9	0.00	867,663.64	82.0
TOTAL:	1000-5999	18,971,471.00	516,716.63	516,716.63	2.7	767,472.47	17,687,281.90	93.2
TOTAL:	1000-6999	19,003,918.00	516,716.63	516,716.63	2.7	778,216.16	17,708,985.21	93.1
TOTAL:	1000-7999	19,003,918.00	516,716.63	516,716.63	2.7	778,216.16	17,708,985.21	93.1
TOTAL EXPENSES	(1000 - 7999)	19,003,918.00	516,716.63	516,716.63	2.7	778,216.16	17,708,985.21	93.1

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	3,000.00	0.00	0.00	.0	0.00	3,000.00	100.0
TOTAL: 8000	3,000.00	0.00	0.00	.0	0.00	3,000.00	100.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
TOTAL: 2000	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
3300.00 OASDHI/FICA	153.00	0.00	0.00	.0	0.00	153.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	22.00	0.00	0.00	.0	0.00	22.00	100.0
TOTAL: 3000	175.00	0.00	0.00	.0	0.00	175.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	838.00	0.00	0.00	.0	0.00	838.00	100.0
TOTAL: 5000	838.00	0.00	0.00	.0	0.00	838.00	100.0
TOTAL: 1000-5999	3,013.00	0.00	0.00	.0	0.00	3,013.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	3,000.00	0.00	0.00	.0	0.00	3,000.00	100.0
TOTAL:	1000-5999	3,013.00	0.00	0.00	.0	0.00	3,013.00	100.0
TOTAL:	1000-6999	3,013.00	0.00	0.00	.0	0.00	3,013.00	100.0
TOTAL:	1000-7999	3,013.00	0.00	0.00	.0	0.00	3,013.00	100.0
TOTAL EXPENSES	(1000 - 7999)	3,013.00	0.00	0.00	.0	0.00	3,013.00	100.0

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Steven Sutorus, Business Manager  
DATE: August 9, 2012  
SUBJECT: Purchase Order Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days. All Purchase Orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

ANALYSIS

All Purchase Orders entered into from June 25, 2012 to July 22, 2012 are attached for review by the Board. Purchase Orders are detailed by number, vendor, purpose, and amount.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

This is an information item. There are no financial implications.

**Purchase Order Board Report**  
**August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130000	DAILY JOURNAL CORPORATION	Advertising	\$ 2,000.00
130001	JOBELEPHANT.COM	Advertising	\$ 17,500.00
130002	P A P A	Conference	\$ 960.00
130003	STRONG, MICHAEL	Conference	\$ 1,400.00
130004	ACADEMIC SENATE, THE	Conference	\$ 350.00
130005	EMPLOYMENT MATTERS COUNSELING	Consultants & Other Services	\$ 25,000.00
130006	STAR AUTO PARTS	Custodial Supplies	\$ 250.00
130007	CAPPO	Dues & Memberships	\$ 260.00
130008	ACCREDITING COMMISSION FOR	Dues & Memberships	\$ 18,326.00
130009	CODESP	Dues & Memberships	\$ 1,850.00
130010	INDUSTRIAL FIRE PROTECTION	Fire Extinguisher Service	\$ 2,400.00
130011	US BANK CORPORATE PMT SYSTEMS	Grounds & Maintenance Supplies	\$ 6,000.00
130012	MASON'S SAW & LAWNMOWER SERVIC	Grounds Supplies	\$ 500.00
130013	STAR AUTO PARTS	Grounds Supplies	\$ 250.00
130014	WILBUR'S	Grounds Supplies	\$ 500.00
130015	CROWN ACE HARDWARE	Grounds Supplies	\$ 500.00
130016	HASLER FINANCIAL SERVICES	Leases	\$ 3,398.44
130017	KONICA MINOLTA BUSINESS	Leases	\$ 149,999.84
130018	SPARKLETTS	Leases	\$ 312.00
130019	CURRIER & HUDSON	Legal Expenses	\$ 100,000.00
130020	JOHN DEERE GREEN TECH	Maintenance & Repairs	\$ 500.00
130021	INDUSTRIAL FIRE PROTECTION	Maintenance Agreement	\$ 1,430.00
130022	CROWN ACE HARDWARE	Maintenance Supplies	\$ 500.00
130023	CHC BOOKSTORE	Maintenance Supplies	\$ 100.00
130024	BEN'S LOCK AND KEY	Maintenance Supplies	\$ 2,000.00
130025	FULLER ENGINEERING INC	Maintenance Supplies	\$ 2,783.00
130026	INTERSTATE BATTERY SYSTEM OF	Maintenance Supplies	\$ 500.00
130027	MONTGOMERY HARDWARE CO	Maintenance Supplies	\$ 500.00
130028	VALLEY TIRE COMPANY	Non-instructional Supplies	\$ 100.00
130029	EWING IRRIGATION PRODUCTS	Grounds Supplies	\$ 500.00
130030	ZEE MEDICAL SERVICE INC	Non-instructional Supplies	\$ 300.00
130031	SHELL CREDIT CARD CENTER	Non-instructional Supplies	\$ 400.00
130032	AUTOCLAVE TESTING SERVICES INC	Non-instructional Supplies	\$ 188.02
130033	BEST GOLF CARTS INC	Non-instructional Supplies	\$ 1,000.00
130034	VERIZON CALIFORNIA	Phone Utilities	\$ 445.00
130035	DEPARTMENT OF PUBLIC HEALTH	Physicals & Fingerprinting	\$ 1,000.00
130036	SBVC BOOKSTORE	Reference Books	\$ 290.00
130037	SUNSTATE EQUIPMENT COMPANY	Rentals	\$ 500.00
130038	BEST GOLF SERVICE	Repairs & Maintenance	\$ 1,000.00
130039	WHITTAKER ALUMINUM INC	Repairs & Maintenance	\$ 400.00
130040	BEN'S LOCK AND KEY	Repairs & Maintenance	\$ 2,000.00
130041	GOLF CARS OF RIVERSIDE	Repairs & Maintenance	\$ 1,500.00
130042	KONE INC	Repairs & Maintenance	\$ 500.00
130043	CROP PRODUCTION SERVICES	Grounds Supplies	\$ 1,500.00
130044	VORTEX INDUSTRIES INC	Repairs & Maintenance	\$ 1,500.00
130045	WILBUR'S	Repairs & Maintenance	\$ 500.00
130046	MASON'S SAW & LAWNMOWER SERVIC	Repairs & Maintenance	\$ 2,000.00



**Purchase Order Board Report**  
**August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130047	CAL-LIFT INC	Repairs & Maintenance	\$ 500.00
130048	INDUSTRIAL FIRE PROTECTION	Repairs & Maintenance	\$ 500.00
130049	KNORR POOL SYSTEMS INC	Repairs & Maintenance	\$ 2,500.00
130050	REDLANDS PLUMBING & A/C INC	Repairs & Maintenance	\$ 1,000.00
130051	SIMPLEX GRINNELL	Repairs & Maintenance	\$ 1,500.00
130052	WAXIE SANITARY SUPPLY	Grounds Supplies	\$ 1,000.00
130053	DINOSAUR TIRE SERVICES	Repairs & Maintenance	\$ 500.00
130054	POMA DISTRIBUTING CO INC	Repairs & Maintenance	\$ 700.00
130055	DINOSAUR TIRE SERVICES	Repairs & Maintenance	\$ 1,000.00
130056	CAL-LIFT INC	Repairs & Maintenance	\$ 750.00
130057	DIAMOND HILLS AUTO GROUP	Repairs & Maintenance	\$ 2,000.00
130058	DIAMOND HILLS AUTO GROUP	Repairs & Maintenance	\$ 1,000.00
130059	CEPA OPERATIONS INC	Repairs & Maintenance	\$ 650.00
130060	INLAND PETROLEUM EQUIPMENT	Repairs & Maintenance	\$ 1,000.00
130061	INTRATEK COMPUTER INC	Repairs & Maintenance	\$ 2,500.00
130062	RAYNE WATER CONDITIONING	Water Treatment	\$ 579.00
130063	RAYNE WATER CONDITIONING	Water Treatment	\$ 747.00
130064	RAYNE WATER CONDITIONING	Water Treatment	\$ 657.00
130065	CCI CHEMICAL CORPORATION	HVAC Maintenance Agreements	\$ 7,200.00
130066	RCS INVESTIGATION & CONSULTING	Consultants & Other Services	\$ 15,000.00
130067	TROXELL COMMUNICATIONS INC	Instructional Supplies	\$ 7,000.00
130068	ALLIED REFRIGERATION INC	Maintenance Supplies	\$ 1,000.00
130069	PRO PIPE	Maintenance Supplies	\$ 2,000.00
130070	SPARKLETTS	Non-instructional Supplies	\$ 520.00
130071	SEHI COMPUTER PRODUCTS INC	Non-instructional Supplies	\$ 10,000.00
130072	COUTS HEATING AND COOLING INC	Repairs & Maintenance	\$ 500.00
130073	SIEMENS INDUSTRY INC	Repairs & Maintenance	\$ 1,500.00
130074	CHATTERJEE, ACHALA	Conference	\$ 493.50
130075	KRACHER, GLORIA	Conference	\$ 750.00
130076	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$ 4,000.00
130077	YUCAIPA DISPOSAL CO	Solid Waste Disposal	\$ 27,334.00
130078	EMCOR SERVICE	Repairs & Maintenance	\$ 1,000.00
130079	HOSS, BRIAN	Repairs & Maintenance	\$ 400.00
130080	DINOSAUR TIRE SERVICES	Repairs & Maintenance	\$ 750.00
130081	GOLF CARS OF RIVERSIDE	Repairs & Maintenance	\$ 1,000.00
130082	FLOORS & MORE	Repairs & Maintenance	\$ 500.00
130083	BEST GOLF SERVICE	Repairs & Maintenance	\$ 300.00
130084	US BANK CORPORATE PMT SYSTEMS	Reference Books	\$ 500.00
130085	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 100.00
130086	E G BRENNAN & CO LLC	Office Equipment Maintenance Agmnts	\$ 395.50
130087	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$ 4,000.00
130088	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$ 8,000.00
130089	HOME DEPOT, THE	Non-instructional Supplies	\$ 500.00
130090	POMA DISTRIBUTING CO INC	Non-instructional Supplies	\$ 28,000.00
130091	REDLANDS-YUCAIPA RENTALS	Non-instructional Supplies	\$ 300.00
130092	KONE INC	New Buildings	\$ 26,975.00
130093	AEI CASC	New Buildings	\$ 2,860.00

**Purchase Order Board Report**  
**August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130094	FLORES, JUNE	Mileage Reimbursement	\$ 500.00
130095	INLAND LIGHTING SUPPLIES	Maintenance Supplies	\$ 2,000.00
130096	CINTAS CORPORATION #2 DBA	Laundry	\$ 2,730.00
130097	SOUTHERN CALIFORNIA GAS CO	Gas Utilities	\$ 97,784.00
130098	SOUTHERN CALIFORNIA EDISON CO	Electric Utilities	\$ 148,062.00
130099	CROWN ACE HARDWARE	Custodial Supplies	\$ 250.00
130100	KEENAN & ASSOCIATES	Contractors & Other Services	\$ 88,000.00
130101	COUNCIL FOR ADVANCEMENT AND	Conference	\$ 2,215.00
130102	CHILDERS, KAREN	Conference	\$ 1,417.47
130103	KUCK, GLEN	Conference	\$ 345.00
130104	THE FIELLO GROUP LLC	Non-instructional Supplies	\$ 3,000.00
130105	EATION, GRAYLING	Conference	\$ 750.00
130106	AA EQUIPMENT RENTALS CO	Grounds Supplies	\$ 3,000.00
130107	DAN'S LAWNMOWER CENTER	Grounds Supplies	\$ 2,500.00
130108	EWING IRRIGATION PRODUCTS	Grounds Supplies	\$ 1,000.00
130109	HYDROSCAPE PRODUCTS INC	Grounds Supplies	\$ 4,000.00
130110	SQUIRES LUMBER COMPANY	Grounds Supplies	\$ 800.00
130111	THOMPSON BUILDING MATERIALS	Grounds Supplies	\$ 500.00
130112	PERCEPTIVE SOFTWARE INC	Contractors & Others Services	\$ 2,850.12
130113	TERRA PACIFIC WASTE MGMT	Leases	\$ 6,788.25
130114	TOYO INKS	Non-instructional Supplies	\$ 2,000.00
130115	KNORR POOL SYSTEMS INC	Maintenance Agreements	\$ 6,677.10
130116	SIMPLEX GRINNELL	Maintenance Agreements	\$ 16,410.00
130117	BRINKS INC	Rentals	\$ 7,200.00
130118	ARAMARK UNIFORM SERVICES	Laundry	\$ 3,500.00
130119	KX2 HOLDINGS BLDG TECH GRP LP	HVAC Maintenance Agreement	\$ 2,380.00
130120	DEWEY PEST CONTROL INC	Pest Control	\$ 2,500.00
130121	ROMBERG, BRIAN	Pest Control	\$ 1,000.00
130122	ACADEMIC SENATE, THE	Conference	\$ 350.00
130123	SCHOOL SERVICES OF CA INC	Consultants & Other Services	\$ 26,000.00
130124	SAN BERNARDINO COUNTY	Other Expenses & Fees	\$ 130.00
130125	CHEVRON & TEXACO CARD SERVICES	Non-instructional Supplies	\$ 1,500.00
130126	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$ 1,000.00
130127	US POSTAL SERVICE	Other Expenses & Fees	\$ 800.00
130128	CONNECT WIRELESS SOLUTIONS	Repairs & Maintenance	\$ 500.00
130129	CITY OF SAN BERNARDINO	Other Expenses & Fees	\$ 300.00
130130	SOUTH COAST AQMD	Other Expenses & Fees	\$ 600.00
130131	SBVC BOOKSTORE	Non-instructional Supplies	\$ 150.00
130132	AT&T	Phone Utilities	\$ 50.00
130133	AT&T	Phone Utilities	\$ 3,500.00
130134	STATE BOARD OF EQUALIZATION	Other Expenses & Fees	\$ 2,500.00
130135	SBVC BOOKSTORE	Non-instructional Supplies	\$ 200.00
130136	VERIZON WIRELESS	Phone Utilities	\$ 3,400.00
130137	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 500.00
130138	SOUTHERN CALIFORNIA GAS CO	Gas Utilities	\$ 1,200.00
130139	SOUTHERN CALIFORNIA EDISON CO	Electric Utilities	\$ 7,000.00
130140	CITY OF REDLANDS	Water Utilities	\$ 246,064.00

**Purchase Order Board Report**  
**August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130141	CREDENTIALS SOLUTIONS	Consultants & Other Services	\$ 20,000.00
130142	BARLOW, EDWARD H	Maintenance & Repairs	\$ 900.00
130143	US BANK CORPORATE PMT SYSTEMS	Custodial Supplies	\$ 5,000.00
130144	BANOLA, ERWIN	Conference	\$ 1,570.00
130145	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 130.00
130146	HECTOR, LETICIA	Conference	\$ 1,570.00
130147	AUTOMOBILE CLUB OF SO CAL	Dues & Memberships	\$ 90.00
130148	BEN'S LOCK AND KEY	Repairs & Maintenance	\$ 1,000.00
130149	BOB & AL'S TIRES	Repairs & Maintenance	\$ 500.00
130150	CHEVRON & TEXACO CARD SERVICES	Non-instructional Supplies	\$ 4,000.00
130151	CINTAS CORPORATION #2 DBA	Maintenance Agreements	\$ 4,498.00
130152	CITY OF SAN BERNARDINO	Solid Waste Disposal	\$ 3,997.92
130153	DEWEY PEST CONTROL INC	Pest Control	\$ 4,200.00
130154	SAN BERNARDINO CITY FIRE DEPT	Consultants & Other Services	\$ 50.00
130155	SHELL CREDIT CARD CENTER	Non-instructional Supplies	\$ 2,000.00
130156	KELLY, DAN	Mileage Reimbursement	\$ 50.00
130157	VERIZON BUSINESS	Phone Utilities	\$ 4,000.00
130158	BARLOW, EDWARD H	Repairs & Maintenance	\$ 150.00
130159	HIGGINS, EARNEST	Mileage Reimbursement	\$ 550.00
130160	SAN BERNARDINO SHERIFFS DEPT	Conference	\$ 30.00
130161	EAST LOS ANGELES COLLEGE	Consultants & Other Services	\$ 190,000.00
130162	AMERIGAS	Maintenance Supplies	\$ 400.00
130163	SBVC BOOKSTORE	Maintenance Supplies	\$ 150.00
130164	FRANK'S FENCE & SUPPLY CO INC	Maintenance Supplies	\$ 800.00
130165	LEVESQUE, ROBERT	Mileage Reimbursement	\$ 1,000.00
130166	ATKINSON ANDELSON LOYA RUUD	Legal Expenses	\$ 50,000.00
130167	ATKINSON ANDELSON LOYA RUUD	Legal Expenses	\$ 128,000.00
130168	SAN BERNARDINO CCD	Self Insurance Claims	\$ 25,000.00
130169	LEE, ROSALIND BAKER	Mileage Reimbursement	\$ 100.00
130170	SPRINT	Phone Utilities	\$ 175.00
130171	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$ 1,800.00
130172	TECHNICAL EMPLOYMENT TRAINING	Consultants & Other Services	\$ 74,400.00
130173	BAUMAN, AUTUMN	Consultants & Other Services	\$ 975.00
130174	RIVERSIDE COMMUNITY COLL DIST	Consultants & Other Services	\$ 191,459.00
130175	TECHNICAL EMPLOYMENT TRAINING	Consultants & Other Services	\$ 21,600.00
130176	BRAGGINS, ALAN	Conference	\$ 1,720.04
130177	ROMERO, GABRIELA	Conference	\$ 1,349.72
130178	A & A COPY MACHINE INC	Maintenance Agreements	\$ 1,800.00
130179	ACH MECHANICAL CONTRACTORS INC	Maintenance Agreements	\$ 21,108.00
130180	SOUTHERN CALIFORNIA EDISON CO	Electric Utilities	\$ 67,000.00
130181	SOUTHERN CALIFORNIA GAS CO	Gas Utilities	\$ 6,000.00
130182	WATER DEPARTMENT	Water Utilities	\$ 20,000.00
130183	VERIZON CALIFORNIA	Phone Utilities	\$ 13,000.00
130184	CAREY BUILDING SUPPLIES	Maintenance Supplies	\$ 200.00
130185	HUB CONSTRUCTION SPECIALTIES	Maintenance Supplies	\$ 500.00
130186	INTERSTATE BATTERY SYSTEM OF	Maintenance Supplies	\$ 2,000.00
130187	GRAINGER INC, W W	Maintenance Supplies	\$ 4,500.00

**Purchase Order Board Report**  
**August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130188	KEENAN SUPPLY	Maintenance Supplies	\$ 500.00
130189	CASAS	Instructional Supplies	\$ 164.85
130190	WATER DEPARTMENT	Water Utilities	\$ 132,217.00
130191	CHEMCO PRODUCTS CO	Water Treatment	\$ 12,120.00
130192	CITY OF SAN BERNARDINO	Solid Waste Disposal	\$ 42,000.00
130193	FOX OCCUPATIONAL MEDICAL CTR	Self Insurance Claims	\$ 5,000.00
130194	TYPECARE OFFICE MACHINE SERV	Repairs & Maintenance	\$ 180.00
130195	CARBIDE SAW & TOOL INC	Repairs & Maintenance	\$ 150.00
130196	DAVE'S AUTO MEDICS	Repairs & Maintenance	\$ 1,100.00
130197	BRINKS INC	Rentals	\$ 34,500.00
130198	PITNEY BOWES	Rentals	\$ 4,848.95
130199	COSTCO	Refreshments	\$ 250.00
130200	FEDERAL EXPRESS	Postage & Freight	\$ 100.00
130201	FEDERAL EXPRESS	Postage & Freight	\$ 100.00
130202	FEDERAL EXPRESS	Postage & Freight	\$ 8,000.00
130203	FEDERAL EXPRESS	Postage & Freight	\$ 200.00
130204	VERIZON CALIFORNIA	Phone Utilities	\$ 50,000.00
130205	VERIZON BUSINESS	Phone Utilities	\$ 12,000.00
130206	AT&T	Phone Utilities	\$ 720.00
130207	VERIZON CALIFORNIA	Phone Utilities	\$ 840.00
130208	VERIZON CALIFORNIA	Phone Utilities	\$ 19,680.00
130209	VERIZON CALIFORNIA	Phone Utilities	\$ 2,556.00
130210	VERIZON CALIFORNIA	Phone Utilities	\$ 1,680.00
130211	AT&T	Phone Utilities	\$ 828.00
130212	AT&T	Phone Utilities	\$ 828.00
130213	AT&T	Phone Utilities	\$ 3,600.00
130214	AT&T	Phone Utilities	\$ 840.00
130215	VERIZON	Phone Utilities	\$ 21,600.00
130216	VERIZON BUSINESS	Phone Utilities	\$ 240.00
130217	VERIZON CALIFORNIA	Phone Utilities	\$ 198.00
130218	VERIZON WIRELESS	Phone Utilities	\$ 911.76
130219	NEXTEL COMMUNICATIONS	Phone Utilities	\$ 500.00
130220	AT&T	Phone Utilities	\$ 500.00
130221	NIELSEN MEDIA RESEARCH LLC	Other Expenses & Fees	\$ 7,023.48
130222	NIELSEN MEDIA RESEARCH LLC	Other Expenses & Fees	\$ 21,504.00
130223	PHOENIX GROUP	Other Expenses & Fees	\$ 7,000.00
130224	DEPT OF INDUSTRIAL RELATIONS	Other Expenses & Fees	\$ 5,740.96
130225	HARLAND TECHNOLOGY SERVICES	Office Equipment Maintenance Agmnts	\$ 1,308.00
130226	ABM BUSINESS MACHINES INC	Office Equipment Maintenance Agmnts	\$ 1,545.00
130227	SHELL CREDIT CARD CENTER	Non-instructional Supplies	\$ 6,000.00
130228	CHEVRON & TEXACO CARD SERVICES	Non-instructional Supplies	\$ 3,500.00
130229	SBVC BOOKSTORE	Non-instructional Supplies	\$ 700.00
130230	STAR AUTO PARTS	Non-instructional Supplies	\$ 300.00
130231	ZEE MEDICAL SERVICE INC	Non-instructional Supplies	\$ 800.00
130232	HOME DEPOT, THE	Non-instructional Supplies	\$ 200.00
130233	AUTO ZONE 2875	Non-instructional Supplies	\$ 500.00
130234	BURGE, CHERYL	Mileage Reimbursement	\$ 300.00

**Purchase Order Board Report**  
**August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130235	TONE, ASHLEY	Mileage Reimbursement	\$ 500.00
130236	PEREZ, AMALIA	Mileage Reimbursement	\$ 300.00
130237	SQUIRES LUMBER COMPANY	Maintenance Supplies	\$ 2,000.00
130238	FLETCHER HEALD & HILDRETH P L	Legal Expenses	\$ 28,000.00
130239	DOW LOHNES PLLC	Legal Expenses	\$ 10,000.00
130240	TERRA PACIFIC WASTE MGMT	Leases	\$ 15,576.50
130241	SUN BADGE COMPANY	Non-instructional Supplies	\$ 300.00
130242	PUBLIC SAFETY CENTER INC	Non-instructional Supplies	\$ 500.00
130243	AMERICAN TOWER CORPORATION	Leases	\$ 9,313.86
130244	PRUDENTIAL OVERALL SUPPLY INC	Laundry	\$ 2,000.00
130245	SATURN EL DORADO CLEANERS	Laundry	\$ 20.75
130246	RED STAR FIRE PROTECTION	Fire Extinguisher Service	\$ 350.00
130247	HENRY BROADCASTING CO INC	Leases	\$ 5,657.12
130248	INSITE TOWERS LLC	Leases	\$ 15,184.00
130249	RAYNE WATER CONDITIONER	Water Treatment	\$ 1,656.00
130250	SOUTHERN CALIFORNIA EDISON CO	Electric Utilities	\$ 84,000.00
130251	P A P A	Dues & Memberships	\$ 160.00
130252	IEEP	Dues & Memberships	\$ 5,000.00
130253	LONG BEACH CITY COLLEGE DIST	Consultants & Other Services	\$ 270,000.00
130254	PEPES TOWING SERVICE	Consultants & Other Services	\$ 300.00
130255	ARMADA TOWING SERVICE	Consultants & Other Services	\$ 300.00
130256	PREPTECH CONSULTING INC	Consultants & Other Services	\$ 98,240.00
130257	SMALL MANUFACTURERS' INSTITUTE	Consultants & Other Services	\$ 56,000.00
130258	DAVID OLLIS LANDSCAPE DEVELOPM	Consultants & Other Services	\$ 19,600.00
130259	COUNSELING TEAM INT'L, THE	Consultants & Other Expenses	\$ 1,500.00
130260	SECURITY ON CAMPUS INC	Conference	\$ 790.00
130261	TAMAYO, CHRIS	Conference	\$ 450.00
130262	ROGERS, TANYA	Conference	\$ 125.00
130263	ESRI	Conference	\$ 175.00
130264	ESRI	Conference	\$ 175.00
130265	LINDSTROM, EVGENIYA	Conference	\$ 1,415.32
130266	SANCHEZ, LORI	Conference	\$ 1,274.89
130267	ESRI	Conference	\$ 175.00
130268	SUNGVORNRAJASABH, PHENPAK	Conference	\$ 1,407.32
130269	INLAND EMPIRE TOURS & TRANSPOR	Bus Rentals	\$ 910.00
130270	DAN LYMAN CONSTRUCTION	Building Improvements	\$ 76,765.00
130271	COSTCO	Dues & Memberships	\$ 100.00
130272	REFRIGERATION SERVICE	Dues & Memberships	\$ 108.50
130273	BURGESS RECORD STORAGE	Rentals	\$ 6,650.00
130274	UNITED STATES POSTAL SERVICE	Postage & Freight	\$ 18,093.48
130275	FEDERAL EXPRESS	Postage & Freight	\$ 1,000.00
130276	CITY OF SAN BERNARDINO	Other Expenses & Fees	\$ 625.00
130277	E-OSCAR-WEB	Other Expenses & Fees	\$ 200.00
130278	GOODRICH, KELLY	Other Expenses & Fees	\$ 100.00
130279	HASLER FINANCIAL SERVICES	Office Equipment Maintenance Agmnts	\$ 3,131.28
130280	ZEE MEDICAL SERVICE INC	Non-instructional Supplies	\$ 3,250.00
130281	PRIORITY MAILING SYSTEMS LLC	Non-instructional Supplies	\$ 650.00

**Purchase Order Board Report**  
**August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130282	BADGE EXPRESS	Non-instructional Supplies	\$ 200.00
130283	DS WATERS OF AMERICA INC	Non-instructional Supplies	\$ 1,600.00
130284	HOME DEPOT, THE	Non-instructional Supplies	\$ 2,000.00
130285	RED STAR FIRE PROTECTION	Maintenance Agreements	\$ 1,056.00
130286	COUTS HEATING AND COOLING INC	Maintenance Agreement HVAC	\$ 1,950.00
130287	SOUTHERN CALIFORNIA EDISON CO	Electric Utilities	\$ 1,035,505.00
130288	COUNTY OF RIVERSIDE	Election Expenses	\$ 21,000.00
130289	MGF SERVICES DBA	Custodial Supplies	\$ 14,000.00
130290	METROPOLIS TECHNOLOGIES INC	Contract Services	\$ 1,735.00
130291	EXPERIAN	Consultants & Other Services	\$ 418.00
130292	MIYAMOTO, JACK	Consultants & Other Services	\$ 17,165.67
130293	DELL COMPUTER COMPANY	Computer Systems Maintenance Agmnts	\$ 2,856.45
130294	MIKE'S CUSTOM FLOORING INC	Repairs & Maintenance	\$ 1,500.00
130295	CARLOS, JOHN PAUL	Conference	\$ 75.00
130296	XEROX CORPORATION	Consultants & Other Contracts	\$ 22,000.00
130297	XEROX EDUCATION SVCS INC	Consultants & Other Services	\$ 3,300.00
130298	PITNEY BOWES	Postage & Freight	\$ 42,207.00
130299	DEPT OF INDUSTRIAL RELATIONS	Other Expenses & Fees	\$ 2,000.00
130300	STATE WATER RESOURCES	Other Expenses & Fees	\$ 1,000.00
130301	CITY OF SAN BERNARDINO	Other Expenses & Fees	\$ 300.00
130302	BANK OF NEW YORK MELLON	Other Expenses & Fees	\$ 15,000.00
130303	SWACC	Liability Insurance	\$ 500,568.00
130304	KEENAN & ASSOCIATES	Consultants & Other Services	\$ 10,000.00
130305	SAWCX II	Liability Insurance	\$ 116,739.00
130306	SWACC	Consultants & Other Services	\$ 10,000.00
130307	KEENAN & ASSOCIATES	Consultants & Other Services	\$ 34,850.00
130308	SAWCX II	Liability Insurance	\$ 5,000.00
130309	VERIZON CALIFORNIA	Phone Utilities	\$ 200.00
130310	VERIZON CALIFORNIA	Phone Utilities	\$ 119,000.00
130311	VERIZON CALIFORNIA	Phone Utilities	\$ 27,000.00
130312	US POSTAL SERVICE	Postage & Freight	\$ 10,000.00
130313	VERIZON WIRELESS	Phone Utilities	\$ 554.07
130314	VERIZON CALIFORNIA	Phone Utilities	\$ 6,000.00
130315	COMP	Self Insurance Claims	\$ 5,000.00
130316	SBVC CAMPUS BUSINESS OFFICE	Other Student Aid	\$ 330.00
130317	ENVIRONMENTAL MANAGEMENT TECH	Hazardous Material Disposal	\$ 25,250.00
130318	SOUTHERN CALIFORNIA GAS CO	Gas Utilities	\$ 155,000.00
130319	CITY OF COLTON	Electric Utilities	\$ 35,000.00
130320	CASBO PROFESSIONAL DEVELOPMENT	Dues & Memberships	\$ 619.00
130321	CHEM-PAK	Custodial Supplies	\$ 52,000.00
130322	MGF SERVICES DBA	Custodial Supplies	\$ 70,000.00
130323	CCBENEFITS INC	Contract Services	\$ 5,000.00
130324	BLACKBOARD INC	Contract Services	\$ 101,440.00
130325	FACILITIES PLANNING AND	Consultants & Other Services	\$ 2,550.00
130326	ARROW POWER SWEEPING INC	Consultants & Other Services	\$ 10,800.00
130327	MAGNUM RANGE INC	Consultants & Other Services	\$ 250.00
130328	BIO TOX LABORATORIES INC	Consultants & Other Services	\$ 150.00



**Purchase Order Board Report**  
**August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130329	XAP CORPORATION	Consultants & Other Services	\$ 19,328.00
130330	SHAW HR CONSULTING INC	Consultants & Other Services	\$ 15,000.00
130331	VELO, BRIAN	Consultants & Other Services	\$ 14,400.00
130332	OHLONE COLLEGE	Consultants & Other Services	\$ 500.00
130333	CINTAS CORPORATION #2 DBA	Consultants & Other Services	\$ 275.00
130334	LIEBERT CASSIDY WHITMORE	Consultants & Other Services	\$ 2,500.00
130335	SAN BERNARDINO SHERIFFS DEPT	Conference	\$ 75.00
130336	CENTER FOR ACADEMIC DEVELOPMEN	Conference	\$ 2,265.00
130337	KING, ROSELLA	Conference	\$ 1,700.00
130338	KANAWATI, MOUSTAFA	Conference	\$ 1,700.00
130339	CHATTERJEE, ACHALA	Conference	\$ 750.00
130340	NELSON, WILLENE D	Conference	\$ 950.00
130341	GREENBERG, SANDRA	Conference	\$ 950.00
130342	ACCCA	Conference	\$ 1,475.00
130343	GALVEZ, PIERRE	Conference	\$ 516.80
130344	NELSON, WILLENE D	Conference	\$ 800.47
130345	FLOWERS-BLACKMAN, SANDRA	Conference	\$ 800.47
130346	INNOVATIVE INTERFACES INC	Computer Systems Maintenance Agmnts	\$ 38,256.00
130347	FACILITIES PROTECTION SYSTEMS	Computer Systems Maintenance Agmnts	\$ 1,786.00
130348	STATER BROS MARKETS	CDC Food Supplies	\$ 400.00
130349	CHRISTY WHITE ACCOUNTANCY CORP	Audit Expenses	\$ 10,250.00
130350	HOUR GLASS & MIRROR INC	Non-instructional Supplies	\$ 3,200.00
130351	BADGE EXPRESS	Non-instructional Supplies	\$ 100.00
130352	DATAMAX ONEIL PRINTER SUPPLIES	Non-instructional Supplies	\$ 2,000.00
130353	SAN BERNARDINO COUNTY	Non-instructional Supplies	\$ 250.00
130354	SAFE & SOUND INTEGRATIONS	Non-instructional Supplies	\$ 500.00
130355	GRAYBAR ELECTRIC CO INC	Non-instructional Supplies	\$ 2,000.00
130356	PACIFIC PARKING SYSTEMS INC	Maintenance Agreements	\$ 5,500.00
130357	BEST GOLF SERVICE	Repairs & Maintenance	\$ 8,200.00
130358	GRILLO'S FILTER SALES	Repairs & Maintenance	\$ 5,417.86
130359	LEMAY, PAUL	Repairs & Maintenance	\$ 20,000.00
130360	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 500.00
130361	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 300.00
130362	FEDERAL EXPRESS	Postage & Freight	\$ 100.00
130363	VERIZON WIRELESS	Phone Utilities	\$ 554.07
130364	VERIZON BUSINESS	Phone Utilities	\$ 1,000.00
130365	VERIZON WIRELESS	Phone Utilities	\$ 960.00
130366	VERIZON CALIFORNIA	Phone Utilities	\$ 231.83
130367	DEWEY PEST CONTROL INC	Pest Control	\$ 15,780.00
130368	SAN BERNARDINO COUNTY	Other Expenses & Fees	\$ 5,590.00
130369	SOUTH COAST AQMD	Other Expenses & Fees	\$ 200.00
130370	MARKET BASED SOLUTIONS	Other Expenses & Fees	\$ 9,000.00
130371	SOUTH COAST AQMD	Other Expenses & Fees	\$ 700.00
130372	SOUTH COAST AQMD	Other Expenses & Fees	\$ 150.00
130373	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$ 5,711.00
130374	VALLEY TIRE COMPANY	Non-instructional Supplies	\$ 2,900.00
130375	AUTO ZONE	Non-instructional Supplies	\$ 500.00

**Purchase Order Board Report**  
**August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130376	ZEE MEDICAL SERVICE INC	Non-instructional Supplies	\$ 1,000.00
130377	STANLEY CONVERGENT SECURITY	Maintenance Agreements	\$ 10,008.00
130378	STANLEY CONVERGENT SECURITY	Maintenance Agreement	\$ 59,000.00
130379	ECONOMIST, THE	Magazines & Subscriptions	\$ 107.00
130380	ALLIED REFRIGERATION INC	HVAC Supplies	\$ 13,000.00
130381	FOUNDATION FOR CALIFORNIA COMM	Other Expenses & Fees	\$ 17,517.50
130382	ALVAREZ, VICENTE	Conference	\$ 1,700.00
130383	STARK, SCOTT	Mileage Reimbursement	\$ 650.00
130384	DTSC ACCOUNTING SECTION	Other Expenses & Fees	\$ 1,000.00
130385	INLAND LIGHTING SUPPLIES	Maintenance Supplies	\$ 19,000.00
130386	C2ER	Dues & Memberships	\$ 500.00
130387	SIMS, JEREMY	Conference	\$ 385.00
130388	P2S ENGINEERING INC	New Buildings	\$ 2,500.00
130389	CARLOS, JOHN PAUL	Conference	\$ 125.00
130390	PLASENCIA, JOSE	Conference	\$ 125.00
130391	INLAND WATER WORKS INC	Maintenance Supplies	\$ 150.00
130392	SHIFFLER EQUIPMENT SALES INC	Maintenance Supplies	\$ 2,000.00
130393	GOLF CARS OF RIVERSIDE	Repairs & Maintenance	\$ 5,000.00
130394	C & M ELECTRIC	Repairs Boilers	\$ 1,000.00
130395	LINDSTROM, EVGENIYA	Mileage Reimbursement	\$ 1,200.00
130396	MANIAOL, ALBERT	Mileage Reimbursement	\$ 500.00
130397	DOCUMENT SYSTEMS INC	Office Equipment Maintenance Agmnts	\$ 623.20
130398	SKYRIVER COMMUNICATIONS INC	Phone Utilities	\$ 3,588.00
130399	SWACC	Liability Insurance	\$ 501,233.00
130400	SWACC	Liability Insurance	\$ 6,860.00
130401	ENVIRONMENTAL MANAGEMENT TECH	HazMat Maintenance Agmnts	\$ 1,250.00
130402	BANGASSER,SUSAN	Advertising	\$ 50.00
130403	AVELAR, AMY	Conference	\$ 2,000.00
130404	COUTS HEATING AND COOLING INC	HVAC Maintenance Agreements	\$ 1,345.00
130405	DAN LYMAN CONSTRUCTION	Repairs & Maintenance	\$ 2,000.00
130406	RAM PLUMBING	Repairs & Maintenance	\$ 6,000.00
130407	CREST CHEVROLET/GEO	Repairs & Maintenance	\$ 1,000.00
130408	CERTIFIED ENVIRONMENTAL	Repairs & Maintenance	\$ 2,000.00
130409	HOME DEPOT, THE	Non-instructional Supplies	\$ 1,616.25
130410	SQUIRES LUMBER COMPANY	Maintenance Supplies	\$ 5,000.00
130411	FERGUSON ENTERPRISES INC	Maintenance Supplies	\$ 9,000.00
130412	KONE INC	Maintenance Agreements	\$ 31,940.00
130413	YALE/CHASE MATERIAL HANDLING	Maintenance Agreements	\$ 7,500.00
130414	SUERTE & ASSOCIATES LLC	Leases	\$ 39,600.00
130415	ABC DRIVE IN CLEANERS	Laundry	\$ 76.86
130416	PRUDENTIAL OVERALL SUPPLY INC	Laundry	\$ 16,500.00
130417	DICK BLICK ART MATERIALS	Instructional Supplies	\$ 371.80
130418	BURKE ENGINEERING COMPANY	HVAC Supplies	\$ 300.00
130419	KAMAN INDUSTRIAL TECHNOLOGIES	HVAC Supplies	\$ 800.00
130420	US AIR CONDITIONING DISTR	HVAC Supplies	\$ 2,000.00
130421	TRANE US INC	HVAC Supplies	\$ 4,500.00
130422	AIR CONDITIONING CONTROL	HVAC Maintenance Agreement	\$ 8,200.00

**Purchase Order Board Report**  
**August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130423	ENVIRONMENTAL MANAGEMENT TECH	Hazardous Materials	\$ 7,500.00
130424	BERG FIRE PROTECTION INC	Fire Extinguisher Services	\$ 8,000.00
130425	COLUMBIA CASCADE COMPANY	Equipment	\$ 4,490.48
130426	EDUCAUSE	Dues & Memberships	\$ 2,190.00
130427	REDLANDS CHAMBER OF COMMERCE	Dues & Memberships	\$ 145.00
130428	NATIONAL EMERGENCY NUMBER	Contract Services	\$ 225.00
130429	MAINTENANCE CONNECTION INC	Contract Services	\$ 4,184.64
130430	SAN BERNARDINO COUNTY SHERIFFS	Consultants & Other Services	\$ 2,000.00
130431	LAW ENFORCEMENT MEDICAL	Consultants & Other Services	\$ 125.00
130432	SHRED-IT USA INC	Consultants & Other Services	\$ 500.00
130433	ANDERSON, JEFFREY	Consultants & Other Services	\$ 2,000.00
130434	HENSLEY, ROXANNE	Consultants & Other Services	\$ 2,000.00
130435	LPA	Consultants & Other Services	\$ 30,000.00
130436	CITADEL ENVIROMENTAL SERV INC	Consultants & Other Services	\$ 2,740.00
130437	P2S ENGINEERING INC	Consultants & Other Services	\$ 3,500.00
130438	LIFELINE TRAINING	Conference	\$ 129.00
130439	SANTA ANA COLLEGE	Conference	\$ 104.00
130440	SAN BERNARDINO COUNTY SHERIFF	Conference	\$ 370.00
130441	P A P A	Conference	\$ 320.00
130442	PLASENCIA, JOSE	Conference	\$ 35.00
130443	BONNET, BLAKE	Conference	\$ 35.00
130444	NEWBURY, KRYSTEN	Conference	\$ 35.00
130445	JILES, DIONE	Conference	\$ 25.00
130446	COUTS HEATING AND COOLING INC	Boiler Repairs	\$ 2,000.00
130447	WEATHERITE CORPORATION	Boiler Repairs	\$ 2,000.00
130448	CULLIGAN WATER CONDITIONING	Water Treatment	\$ 2,520.00
130449	SOUTHERN CALIFORNIA BOILER INC	Repairs Boilers	\$ 4,000.00
130450	SAN BERNARDINO COUNTY	Repairs & Maintenance	\$ 700.00
130451	ULINE	Non-instructional Supplies	\$ 993.39
130452	MPH INDUSTRIES	Non-instructional Supplies	\$ 69.11
130453	MOORE MEDICAL CORPORATION	Instructional Supplies	\$ 235.86
130454	CEG INVESTIGATIONS	Consultants & Other Services	\$ 1,000.00
130455	DEPARTMENT OF MOTOR VEHICLES	Reference Books	\$ 81.24
130456	OFFICE OF STATE PUBLISHING	Reference Books	\$ 190.00
130457	STAPLES	Non-instructional Supplies	\$ 756.54
130458	STAPLES	Non-instructional Supplies	\$ 518.06
130459	GOLF CARS OF RIVERSIDE	Repairs & Maintenance	\$ 800.00
130460	GRAYBAR ELECTRIC CO INC	Non-instructional Supplies	\$ 3,000.00
130461	DELTA BIOLOGICALS	Instructional Supplies	\$ 276.19
130462	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$ 2,000.00
130463	KLOPFENSTEIN-SPECTRUM ART EQIP	Instructional Supplies	\$ 94.82
130464	VERIZON CALIFORNIA	Phone Utilities	\$ 7,440.00
130465	RAYNE WATER CONDITIONER	Water Treatment	\$ 498.00
130466	STYLUS PUBLISHING LLC	Reference Books	\$ 44.13
130467	FEDERAL EXPRESS	Postage & Freight	\$ 8,500.00
130468	INLAND PRESORT & MAILING SVCS	Postage & Freight	\$ 6,899.98
130469	DTSC ACCOUNTING SECTION	Other Expenses & Fees	\$ 325.00

**Purchase Order Board Report**  
**August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130470	BANGASSER,SUSAN	Other Expenses & Fees	\$ 1,200.00
130471	NIELSEN MEDIA RESEARCH LLC	Other Expenses & Fees	\$ 2,007.00
130472	NORMAN, JOHN DBA	Office Equipment Maintenance Agmnts	\$ 945.00
130473	TYPECARE OFFICE MACHINE SERV	Office Equipment Maintenance Agmnts	\$ 1,770.00
130474	SBVC BOOKSTORE	Non-instructional Supplies	\$ 3,500.00
130475	ROGERS, TANYA	Mileage Reimbursement	\$ 750.00
130476	REDLANDS PAINT INC	Maintenance Supplies	\$ 6,000.00
130477	RIVERSIDE WINNELSON CO	Maintenance Supplies	\$ 5,000.00
130478	KEENAN & ASSOCIATES	Liability Insurance	\$ 258,152.12
130479	EMCOR SERVICE MESA ENERGY	HVAC Maintenance Agreement	\$ 23,324.00
130480	GOVERNMENT FINANCE OFFICERS	Dues & Memberships	\$ 500.00
130481	NCCCF SYMPOSIUM REGISTRATION	Dues & Memberships	\$ 550.00
130482	BRAILLE AUTHORITY OF NORTH AME	Dues & Memberships	\$ 500.00
130483	WALTON, LINDY	Consultants & Other Services	\$ 9,000.00
130484	SIXTEN & ASSOCIATES	Consultants & Other Services	\$ 12,000.00
130485	LIGHTHOUSE SERVICES INC	Consultants & Other Services	\$ 2,720.00
130486	MARTINEZ, BAYARDO	Consultants & Other Services	\$ 1,000.00
130487	COLTON REDLANDS YUCAIPA ROP	Consultants & Other Services	\$ 12,500.00
130488	TALLEY, KATHLEEN	Consultants & Other Services	\$ 11,000.00
130489	PEMBER, SHARON	Consultants & Other Services	\$ 10,000.00
130490	PATTERSON, ERNESTINE	Consultants & Other Services	\$ 1,000.00
130491	TULEY, CASEY	Consultants & Other Services	\$ 2,000.00
130492	ANDERSON, JAMES	Consultants & Other Services	\$ 1,000.00
130493	APALAKIS, DANA	Consultants & Other Services	\$ 7,000.00
130494	BECKLEY, SALLY	Consultants & Other Services	\$ 5,000.00
130495	BORBOA, SARALYN	Consultants & Other Services	\$ 28,000.00
130496	CHANDLER, DENISE K.	Consultants & Other Services	\$ 8,000.00
130497	CZEPHYA, MARY	Consultants & Other Services	\$ 15,000.00
130498	GOTTSCHALK, DENNIS	Consultants & Other Services	\$ 12,000.00
130499	GRIMM, BONNIE	Consultants & Other Services	\$ 3,000.00
130500	LOSEY, JILL MARIE	Consultants & Other Services	\$ 8,000.00
130501	BACH TO BRAILLE	Consultants & Other Services	\$ 4,000.00
130502	GROSS, DAWN	Consultants & Other Services	\$ 30,000.00
130503	JACKSON, MARGARET	Consultants & Other Services	\$ 44,000.00
130504	WALKER, JACQUELYN	Consultants & Other Services	\$ 29,000.00
130505	MCGOVERN, LINDA	Consultants & Other Services	\$ 14,000.00
130506	NORD, MARLENE	Consultants & Other Services	\$ 2,000.00
130507	OTSBY, KATRINA	Consultants & Other Services	\$ 24,000.00
130508	PRADO, VIVIANA	Consultants & Other Services	\$ 14,400.00
130509	TAESCH, RICHARD	Consultants & Other Services	\$ 9,500.00
130510	LUCIC, ROGER	Consultants & Other Services	\$ 2,000.00
130511	SHUBB, BONNIE	Consultants & Other Services	\$ 5,000.00
130512	SMITH, KAREN	Consultants & Other Services	\$ 500.00
130513	TREVINO, ARNOLD	Consultants & Other Services	\$ 4,000.00
130514	VELO, ALICIA	Consultants & Other Services	\$ 10,000.00
130515	WALKER, KATHLEEN	Consultants & Other Services	\$ 17,000.00
130516	WALLING, JOYCE	Consultants & Other Services	\$ 45,000.00

**Purchase Order Board Report**  
**August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130517	BARKER, JIM	Consultants & Other Services	\$ 13,000.00
130518	DENAULT, MARY B	Consultants & Other Services	\$ 50,000.00
130519	FARKAS, JASON FRANCIS	Consultants & Other Services	\$ 8,000.00
130520	GARRETT, CHARLES DAVID	Consultants & Other Services	\$ 9,000.00
130521	HARTNETT, KATHY	Consultants & Other Services	\$ 16,800.00
130522	MAJOR, WINIFRED	Consultants & Other Services	\$ 16,800.00
130523	LOTS 4 YOU INC	Consultants & Other Services	\$ 16,800.00
130524	MCDANIEL, JAZMINE	Consultants & Other Services	\$ 14,400.00
130525	PIERSON, JUSTIN	Consultants & Other Services	\$ 14,400.00
130526	SOMMARS, BILLIE	Consultants & Other Services	\$ 25,500.00
130527	VALLE, MARICRUZ	Consultants & Other Services	\$ 12,000.00
130528	CRISPIN, CYNTHIA	Consultants & Other Services	\$ 5,000.00
130529	PUBLIC ECONOMICS INC	Consultants & Other Services	\$ 25,000.00
130530	AMERICAN PUBLIC TELEVISION	Broadcast Program Rights	\$ 67,500.00
130531	STAR CONTINUOUS CARD	Non-instructional Supplies	\$ 8,000.00
130532	TRANSCRIBING MARINERS	Non-instructional Supplies	\$ 2,000.00
130533	DAILY JOURNAL CORPORATION	Advertising	\$ 2,250.00
130534	CHRISTY WHITE ACCOUNTANCY CORP	Audit Expenses	\$ 98,320.00
130535	BP MEDICAL SUPPLIES	Instructional Supplies	\$ 277.35
130536	STAPLES	Instructional Supplies	\$ 944.97
130537	NATIONWIDE DRAFTING SUPPLY	Non-instructional Supplies	\$ 105.55
130538	AMERICAN THERMOFORM CORP	Non-instructional Supplies	\$ 18,200.00
130539	TACTILE VISION INC	Non-instructional Supplies	\$ 5,000.00
130540	CARDIOLOGY SHOP	Instructional Supplies	\$ 197.59
130541	STAPLES	Non-instructional Supplies	\$ 72.34
130542	SPICERS PAPER INC	Non-instructional Supplies	\$ 255.15
130543	SPICERS PAPER INC	Non-instructional Supplies	\$ 866.96
130544	SPICERS PAPER INC	Non-instructional Supplies	\$ 936.48
130545	SPICERS PAPER INC	Non-instructional Supplies	\$ 1,403.70
130546	SPICERS PAPER INC	Non-instructional Supplies	\$ 179.51
130547	BEST BRANDS SOFTWARE LLC	Classroom Textbooks	\$ 521.17
130548	CITY NEWS SERVICE INC	Broadcast Program Rights	\$ 6,600.00
130549	STAPLES	Non-instructional Supplies	\$ 444.86
130550	WAXIE SANITARY SUPPLY	Custodial Supplies	\$ 10,000.00
130551	STUDENT INSURANCE	Student Insurance	\$ 124,952.00
130552	SBVC BOOKSTORE	Non-instructional Supplies	\$ 463.00
130553	STATER BROS MARKETS	CDC Food Supplies	\$ 5,000.00
130554	SYSCO FOOD SERVICES	CDC Food Supplies	\$ 40,000.00
130555	SYSCO FOOD SERVICES	Non-Instructional Supplies	\$ 24,000.00
130556	STATER BROS MARKETS	Non-instructional Supplies	\$ 4,000.00
130557	DELL COMPUTER COMPANY	Contract Services	\$ 6,389.44
130558	GONZALES, ADRIAN	Consultants & Other Services	\$ 2,000.00
130559	ZINN, WENDY	Conference	\$ 1,775.00
130560	TREWHELLA, DONNA	Consultants & Other Services	\$ 400.00
130561	ATKINSON ANDELSON LOYA	Legal Expenses	\$ 5,000.00
130562	AT&T	Phone Utilities	\$ 6,990.00
130563	CALIFORNIA DAIRY DISTRIBUTORS	CDC Food Supplies	\$ 9,000.00

**Purchase Order Board Report  
August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130564	US FOODS INC	CDC Food Supplies	\$ 20,000.00
130565	SALLIE MAE	Postage & Freight	\$ 300.00
130566	ACCREDITING COMMISSION FOR	Dues & Memberships	\$ 15,579.00
130567	GRAYBAR ELECTRIC CO INC	Non-instructional Supplies	\$ 1,000.00
130568	SBCCD PRINTING SERVICES	SBCCD Printing	\$ 500.00
130569	JOHNSTONE SUPPLY	HVAC Supplies	\$ 1,000.00
130570	CLARK SECURITY PRODUCTS	Lock & Key Supplies	\$ 7,000.00
130571	DIB'S SAFE & LOCK SERVICE	Lock & Key Supplies	\$ 150.00
130572	BASIC BACKFLOW	Repairs & Maintenance	\$ 4,000.00
130573	TIME & ALARM SYSTEMS	Repairs & Maintenance	\$ 5,000.00
130574	MCQUAY SERVICE	Repairs Boilers	\$ 2,000.00
130575	WHITTAKER ALUMINUM INC	Repairs & Maintenance	\$ 1,000.00
130576	RUSSELL SIGLER INC	HVAC Supplies	\$ 2,000.00
130577	MONTGOMERY HARDWARE CO.	Lock & Key Supplies	\$ 500.00
130578	CONSOLIDATED ELECTRICAL DIST	Maintenance Supplies	\$ 9,000.00
130579	WILBUR'S	Grounds Supplies	\$ 2,500.00
130580	GRILLO'S FILTER SALES	HVAC Supplies	\$ 7,000.00
130581	TURF STAR	Grounds Supplies	\$ 3,000.00
130582	AAA ELECTRIC MOTOR SALES & SER	HVAC Supplies	\$ 6,000.00
130583	SO CAL LOCKSMITH	Lock & Key Supplies	\$ 150.00
130584	ADVANCED EQUIPMENT	Repairs & Maintenance	\$ 1,000.00
130585	HOME DEPOT, THE	Maintenance Supplies	\$ 2,500.00
130586	PYRAMED HEALTH SYSTEM	Contract Services	\$ 11,724.60
130587	SBCCD PRINTING SERVICES	Non-instructional Supplies	\$ 1,000.00
130588	IBM	Contract Services	\$ 156.87
130589	IACLEA	Dues & Memberships	\$ 100.00
130590	TRUSSELL, DEANNA	Mileage Reimbursement	\$ 600.00
130591	UNCOMMON GOOD	Consultants & Other Services	\$ 18,000.00
130592	CHAFFEY COMMUNITY COLLEGE	Consultants & Other Services	\$ 57,440.00
130593	US BANK CORPORATE PMT SYSTEMS	Instructional Supplies	\$ 140.17
130594	ELECTRONIC WAREHOUSE	Non-instructional Supplies	\$ 1,000.00
130595	SAN BERNARDINO COUNTY	Non-instructional Supplies	\$ 15,000.00
130596	MIRACLE MILE CAR WASH	Repairs & Maintenance	\$ 1,125.00
130597	AUTOMATIC TRANSMISSION SERVICE	Repairs & Maintenance	\$ 1,500.00
130598	BLUE MOUNTAIN COLLISION CENTER	Repairs & Maintenance	\$ 1,000.00
130599	BOB'S RADIATOR SHOP	Repairs & Maintenance	\$ 300.00
130600	CONNECT WIRELESS SOLUTIONS	Repairs & Maintenance	\$ 1,000.00
130601	SBVC BOOKSTORE	Other Student Aid	\$ 30,000.00
130602	CCUPCA	Dues & Memberships	\$ 100.00
130603	CYCLERY USA	Non-instructional Supplies	\$ 300.00
130604	SBVC CAMPUS BUSINESS OFFICE	Other Student Aid	\$ 3,000.00
130605	PETA'S CAR CARE	Repairs & Maintenance	\$ 10,000.00
130606	SAN BERNARDINO COUNTY	Repairs & Maintenance	\$ 3,500.00
130607	INFORMATION SERVICES DEPT	Repairs & Maintenance	\$ 5,000.00
130608	VALLEY TIRE COMPANY	Repairs & Maintenance	\$ 2,000.00
130609	SAN BERNARDINO COUNTY SHERIFF	Consultants & Other Services	\$ 12,678.00
130610	CRIMESTAR CORP	Contract Services	\$ 3,000.00



**Purchase Order Board Report**  
**August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130611	BEST GOLF CARTS INC	Repairs & Maintenance	\$ 5,000.00
130612	REMEL INC	Instructional Supplies	\$ 400.00
130613	SAFE & SOUND INTEGRATIONS	Repairs & Maintenance	\$ 1,000.00
130614	COMPUTER PROTECTION TECH INC	Computer Systems Maintenance Agmnts	\$ 3,700.00
130615	FOUNDATION FOR CALIFORNIA	Contract Services	\$ 95,869.00
130616	FEDERAL EXPRESS	Postage & Freight	\$ 300.00
130617	AMBROSE VIDEO PUBLISHING	Broadcast Program Rights	\$ 50,000.00
130618	ELUMEN COLLABORATIVE	Contract Services	\$ 12,298.00
130619	CAPED	Dues & Memberships	\$ 240.00
130620	AMANUENSIS BRAILLE	Consultants & Other Services	\$ 10,000.00
130621	HATHAWAY, SAILAJA	Consultants & Other Services	\$ 9,000.00
130622	KONICA MINOLTA BUSINESS	Leases	\$ 112,932.48
130623	CCLC	Contract Services	\$ 21,197.50
130624	RAYNE WATER CONDITIONING	Water Treatment	\$ 849.60
130625	HARDY DIAGNOSTICS	Instructional Supplies	\$ 2,000.00
130626	STATER BROS MARKETS	Non-instructional Supplies	\$ 75.00
130627	WEST COAST MICROSCOPE SERVICE	Repairs & Maintenance	\$ 600.00
130628	WEST COAST MICROSCOPE SERVICE	Repairs & Maintenance	\$ 574.00
130629	VWR SCIENTIFIC PRODUCTS	Instructional Supplies	\$ 1,500.00
130630	BEAR VALLEY UNIFIED SCHL DIST	Rentals	\$ 6,900.00
130631	EDUCATION TO GO INC	Consultants & Other Services	\$ 3,500.00
130632	SBCCD PRINTING SERVICES	Non-instructional Supplies	\$ 500.00
130633	MIDWEST LIBRARY SERVICE	Library Books Expansion	\$ 8,000.00
130634	ALLISON, NANCY	Consultants & Other Services	\$ 10,000.00
130635	HILTON HOTEL - SAN BERNARDINO	Contractors & Other Services	\$ 16,000.00
130636	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 3,000.00
130637	SBVC BOOKSTORE	Non-instructional Supplies	\$ 2,000.00
130638	SBVC BOOKSTORE	Other Student Aid	\$ 3,452.00
130639	BIO-RAD LABORATORIES	Instructional Supplies	\$ 1,200.00
130640	PLUMBING PIPING & CONST INC	New Buildings	\$ 8,494,855.75
130641	COVERALL MOUNTAIN & PACIFIC	Maintenance Agreements	\$ 1,908.00
130642	COMMITTEE ON ACCREDITATION FOR	Other Expenses & Fees	\$ 1,200.00
130643	ZEE MEDICAL SERVICE INC	Non-instructional Supplies	\$ 750.00
130644	ARS ENTERPRISES INC	Maintenance Agreements	\$ 1,526.18
130645	GRAINGER INC, W W	Non-instructional Supplies	\$ 1,077.50
130646	ROGERS, TANYA	Conference	\$ 780.00
130647	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$ 6,478.96
130648	NILES BIOLOGICAL INC	Instructional Supplies	\$ 38.33
130649	FISHER SCIENTIFIC	Instructional Supplies	\$ 2,402.32
130650	STAPLES	Non-instructional Supplies	\$ 100.32
130651	FLINN SCIENTIFIC INC	Instructional Supplies	\$ 70.36
130652	DASH MEDICAL GLOVES INC	Non-instructional Supplies	\$ 221.07
130653	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$ 471.29
130654	NASCO WEST	Instructional Supplies	\$ 99.49
130655	LIFEGUARD STORE, THE	Instructional Supplies	\$ 355.58
130656	P & R PAPER	Instructional Supplies	\$ 91.96
130657	SIGMA-ALDRICH INC	Instructional Supplies	\$ 234.81

**Purchase Order Board Report**  
**August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130658	HAM RADIO OUTLET	Non-instructional Supplies	\$ 560.08
130659	NEBRASKA SCIENTIFIC	Instructional Supplies	\$ 106.79
130660	HARDY DIAGNOSTICS	Instructional Supplies	\$ 2,564.33
130661	TRIPLE J FARMS	Instructional Supplies	\$ 124.82
130662	LOMA LINDA UNIVERSITY	Instructional Supplies	\$ 3,232.50
130663	UNITED STATES PLASTIC CORP	Instructional Supplies	\$ 70.11
130664	UNITED STATES PLASTIC CORP	Instructional Supplies	\$ 702.73
130665	GRAINGER INC, W W	Non-instructional Supplies	\$ 172.92
130666	STAPLES	Non-instructional Supplies	\$ 825.02
130667	GALLS INC AN ARAMARK CORP	Uniforms	\$ 5,000.00
130668	JOHN DEERE GREEN TECH	Repairs & Maintenance	\$ 1,500.00
130669	J AND B COMMUNICATIONS INC	Repairs & Maintenance	\$ 2,000.00
130670	LA GRINDING CO	Repairs & Maintenance	\$ 60.00
130671	YUCAIPA VALLEY GOLF CLUB	Rentals	\$ 25,000.00
130672	GODDARD'S/NAZCO	Rentals	\$ 570.00
130673	STATER BROS MARKETS	Refreshments	\$ 500.00
130674	SBVC FOOD SERVICES	Refreshments	\$ 556.91
130675	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 180.00
130676	US POSTAL SERVICE	Postage & Freight	\$ 193.60
130677	FEDEX	Postage & Freight	\$ 500.00
130678	WALTERS, LINDA	Other Student Aid	\$ 1,000.00
130679	SOTELO, TOMASA	Other Student Aid	\$ 1,000.00
130680	RIOS, NORMA	Other Student Aid	\$ 1,000.00
130681	MOORE MEDICAL CORPORATION	Non-instructional Supplies	\$ 5,000.00
130682	PHARMEDIX	Non-instructional Supplies	\$ 9,000.00
130683	STATER BROS MARKETS	Non-instructional Supplies	\$ 100.00
130684	BASTINE, MICHAEL	Mileage Reimbursement	\$ 450.00
130685	GREENBERG, SANDRA	Mileage Reimbursement	\$ 450.00
130686	SANCHEZ, LORI	Mileage Reimbursement	\$ 200.00
130687	FIELDS, WHITNEY	Mileage Reimbursement	\$ 1,110.00
130688	PARADA, OSMAN	Mileage Reimbursement	\$ 277.50
130689	CHANG, ANDREW	Mileage Reimbursement	\$ 832.50
130690	SAN FERNANDO VALLEY ALARM INC	Maintenance Agreements	\$ 420.00
130691	GETTY IMAGES US INC	Magazines & Subscriptions	\$ 2,000.00
130692	KONICA MINOLTA BUSINESS	Leases	\$ 111,000.00
130693	ABC DRIVE IN CLEANERS	Laundry	\$ 23.14
130694	STATER BROS MARKETS	Instructional Supplies	\$ 200.00
130695	NCCCF	Dues & Memberships	\$ 550.00
130696	SBCSBA	Dues & Memberships	\$ 250.00
130697	AMERICAN COUNCIL ON EDUCATION	Dues & Memberships	\$ 1,444.00
130698	ASSOCIATION OF COMMUNITY	Dues & Memberships	\$ 6,053.00
130699	AMERICAN COLLEGE & UNIVERSITY	Dues & Memberships	\$ 3,000.00
130700	LEAGUE FOR INNOVATION	Dues & Memberships	\$ 1,800.00
130701	INTER ASSOC OF CAMPUS LAW ENF	Dues & Memberships	\$ 225.00
130702	INSTRUCTIONAL TECHNOLOGY COUNC	Dues & Memberships	\$ 450.00
130703	COLLEGE HEALTH SERVICES LLC	Contract Services	\$ 4,050.00
130704	CALIFORNIA DEPT OF CORRECTIONS	Consultants & Other Services	\$ 17,000.00

**Purchase Order Board Report**  
**August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130705	MCCLURE, LISA	Consultants & Other Services	\$ 3,000.00
130706	MCCLURE PHD, FAITH	Consultants & Other Services	\$ 28,800.00
130707	HARRIS, DENNIS	Consultants & Other Services	\$ 26,000.00
130708	LABWEST INC	Consultants & Other Services	\$ 4,000.00
130709	LOMA LINDA UNIVERSITY	Consultants & Other Services	\$ 1,000.00
130710	CALIFORNIA DEPARTMENT OF	Consultants & Other Services	\$ 27,750.00
130711	VENTURA COUNTY COMM COLL DIST	Consultants & Other Services	\$ 15,000.00
130712	MCSHERRY, LAUREN	Consultants & Other Services	\$ 4,450.00
130713	HIPERMATH	Consultants & Other Services	\$ 20,500.00
130714	SES EVENT SAFETY INC	Consultants & Other Services	\$ 2,000.00
130715	COLTON REDLANDS YUCAIPA ROP	Consultants & Other Services	\$ 18,690.00
130716	CITADEL ENVIROMENTAL SERV INC	Consultants & Other Services	\$ 1,198.00
130717	BLATZER-SUTTON	Consultants & Other Services	\$ 25,000.00
130718	SHEBLE, WILLIAM	Conference	\$ 25.00
130719	UNIVERSITY OF WISCONSIN-STOUT	Conference	\$ 25.00
130720	COLLEGE OF THE CANYONS	Conference	\$ 365.00
130721	LINDSTROM, EVGENIYA	Conference	\$ 574.83
130722	MANIAOL, ALBERT	Conference	\$ 42.00
130723	LINDSTROM, EVGENIYA	Conference	\$ 396.99
130724	CSUSB	Conference	\$ 2,000.00
130725	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 1,931.20
130726	DIAL, TROY LYNN	Conference	\$ 1,967.00
130727	MORENO, MARIANA	Conference	\$ 1,940.00
130728	MORENO, MARIANA	Conference	\$ 73.00
130729	COUNCIL FOR ADVANCEMENT AND	Conference	\$ 635.00
130730	H & L CHARTER CO INC	Bus/Car Rentals	\$ 1,650.00
130731	H & L CHARTER CO INC	Bus/Car Rentals	\$ 2,400.00
130732	FISHER SCIENTIFIC	Instructional Supplies	\$ 8,973.90
130733	FORESTRY SUPPLIERS INC	Equipment	\$ 1,867.90
130734	WARD'S NATURAL SCIENCE EST INC	Equipment	\$ 2,848.37
130735	SAN BERNARDINO COUNTY SUN	Advertising	\$ 1,000.00
130736	NASCO WEST	Instructional Supplies	\$ 97.16
130737	HENRY SCHEIN	Instructional Supplies	\$ 270.51
130738	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$ 64.33
130739	AMAZON.COM	Instructional Supplies	\$ 69.78
130740	FLINN SCIENTIFIC INC	Instructional Supplies	\$ 1,090.35
130741	FLINN SCIENTIFIC INC	Instructional Supplies	\$ 113.65
130742	SEHI COMPUTER PRODUCTS INC	Equipment	\$ 401.44
130743	KEN'S SPORTING GOODS	Instructional Supplies	\$ 5,009.05
130744	SPORT DECALS	Instructional Supplies	\$ 620.40
130745	K-K WOODWORKING	Commencement Supplies	\$ 104.78
130746	CONNECT WIRELESS SOLUTIONS	Non-instructional Supplies	\$ 1,846.77
130747	STAPLES	Non-instructional Supplies	\$ 95.13
130748	STAPLES	Equipment	\$ 468.72
130749	KELLY PAPER COMPANY	Non-instructional Supplies	\$ 6,034.00
130750	FAST SIGNS	Non-instructional Supplies	\$ 34.82
130751	SARS SOFTWARE PRODUCTS INC	Contract Services	\$ 11,880.00

**Purchase Order Board Report  
August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130752	EDUCAUSE	Contract Services	\$ 80.00
130753	BLACKBOARD INC	Consultants & Other Services	\$ 238,340.00
130754	SBVC BOOKSTORE	Non-instructional Supplies	\$ 100.00
130755	STATER BROS MARKETS	Instructional Supplies	\$ 80.00
130756	SMITH SEATING COMPANY INC	Rentals	\$ 4,250.00
130757	AGILE SPORTS TECHNOLOGIES	Contract Services	\$ 1,388.00
130758	TRAN, MIKE	Mileage Reimbursement	\$ 111.00
130759	MASCARENHAS, LAZARUS	Mileage Reimbursement	\$ 832.50
130760	KYLE, JON M	Mileage Reimbursement	\$ 832.50
130761	JONES, DIANNA	Mileage Reimbursement	\$ 277.50
130762	HARRIS II, JAMES L	Mileage Reimbursement	\$ 832.50
130763	HANNON, CAROL G	Mileage Reimbursement	\$ 555.00
130764	CARMICHAEL, DENNIS	Mileage Reimbursement	\$ 832.50
130765	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 225.00
130766	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 1,540.00
130767	KUCK, GLEN	Conference	\$ 650.00
130768	TRAN, MIKE	Conference	\$ 319.78
130769	BOND, JOYCE	Conference	\$ 319.78
130770	SIMONSON, KRISTI	Conference	\$ 2,416.00
130771	SIMONSON, KRISTI	Conference	\$ 1,866.00
130772	BRADY, JASON	Conference	\$ 2,111.31
130773	BOND, JOYCE	Mileage Reimbursement	\$ 67.71
130774	BRADY, JASON	Conference	\$ 2,896.63
130775	STATER BROS MARKETS	Instructional Supplies	\$ 150.00
130776	MEDCO SPORTS MEDICINE	Instructional Supplies	\$ 7,695.40
130777	STAPLES	Non-instructional Supplies	\$ 154.00
130778	STAPLES	Non-instructional Supplies	\$ 499.99
130779	STAPLES	Non-instructional Supplies	\$ 169.09
130780	HANSEN, ROSEMARIE	Reimbursement	\$ 79.87
130781	SBVC BOOKSTORE	Instructional Supplies	\$ 200.00
130782	NATIONAL SAFETY COUNCIL	Dues & Memberships	\$ 495.00
130783	FEDERAL EXPRESS	Postage & Freight	\$ 300.00
130784	SAN BERNARDINO SHERIFFS DEPT	Consultants & Other Services	\$ 412,700.00
130785	SAENZ, GREG	Other Expenses & Fees	\$ 500.00
130786	DEVICARIIS, DARA	Other Expenses & Fees	\$ 500.00
130787	BROWN, JASON	Other Expenses & Fees	\$ 500.00
130788	TAYLOR, COLLETTE	Other Expenses & Fees	\$ 500.00
130789	GRIFFITH, KRISTIN	Other Expenses & Fees	\$ 500.00
130790	O'NEAL, JOHN	Other Expenses & Fees	\$ 500.00
130791	LOZOYA, PHYLISS	Other Expenses & Fees	\$ 500.00
130792	HORACHO, JIMMERSON	Other Expenses & Fees	\$ 500.00
130793	BAGG, MIKE	Other Expenses & Fees	\$ 500.00
130794	SAMPSON, BLANCA	Other Expenses & Fees	\$ 500.00
130795	KELLY, DAVA	Other Expenses & Fees	\$ 500.00
130796	ACCCA	Dues & Memberships	\$ 6,740.00
130797	KELLY, MICHAEL	Other Expenses & Fees	\$ 500.00
130798	FOOTHILL ATHLETIC CONFERENCE	Dues & Memberships	\$ 5,500.00

**Purchase Order Board Report**  
**August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130799	HARRIS, KENTON	Other Expenses & Fees	\$ 500.00
130800	FEDERAL EXPRESS	Postage & Freight	\$ 150.00
130801	UITHOVEN, LINDA	Other Expenses & Fees	\$ 500.00
130802	UITHOVEN, CRISS	Other Expenses & Fees	\$ 500.00
130803	CALIFORNIA COMMUNITY COLLEGES	Contract Services	\$ 7,800.00
130804	REVOLVING CASH	Officials	\$ 1,940.00
130805	COSTCO	Other Expenses & Fees	\$ 1,244.00
130806	REVOLVING CASH	Officials	\$ 2,688.00
130807	SIEMENS INDUSTRY INC	Maintenance Agreement HVAC	\$ 19,640.00
130808	KLOPFENSTEIN-SPECTRUM ART EQIP	Instructional Equipment	\$ 947.00
130809	SIERRA SCREENPRINT GRAPHICS	Advertising	\$ 1,068.88
130810	SKY PRODUCTIONS	Non-instructional Supplies	\$ 174.20
130811	KEN'S SPORTING GOODS	Consultants & Other Services	\$ 4,866.37
130812	HUDL	Instructional Supplies	\$ 420.22
130813	GILMAN GEAR	Instructional Supplies	\$ 258.62
130814	KEN'S SPORTING GOODS	Instructional Supplies	\$ 662.33
130815	TROPHY STORE, THE	Non-instructional Supplies	\$ 362.04
130816	ATCOM SERVICES INC	Non-instructional Supplies	\$ 485.67
130817	ALCOPRO	Non-instructional Supplies	\$ 123.91
130818	HARDY DIAGNOSTICS	Instructional Supplies	\$ 200.00
130819	THE NATIONAL REGISTRY OF	Instructional Supplies	\$ 1,000.00
130820	NATIONAL ENVIROMENTAL HEALTH	Classroom Textbooks	\$ 1,000.00
130821	SUPER WAREHOUSE GOV	Non-instructional Supplies	\$ 3,200.00
130822	CHEVRON & TEXACO CARD SERVICES	Non-instructional Supplies	\$ 300.00
130823	HMC ARCHITECTS	New Buildings	\$ 1,100,000.00
130824	MOBILE MODULAR MANAGEMENT CORP	Leases	\$ 193,664.00
130825	DAILY JOURNAL CORPORATION	New Buildings	\$ 13,000.00
130826	STEINBERG ARCHITECTS	New Buildings	\$ 1,020,000.00
130827	THREE PEAKS CORP	New Buildings	\$ 12,235.00
130828	JM BUILDERS INC	New Buildings	\$ 160,942.05
130829	SBVC BOOKSTORE	Non-instructional Supplies	\$ 300.00
130830	SOUTHWEST BINDING & LAMINATING	Non-instructional Supplies	\$ 400.00
130831	ULINE	Non-instructional Supplies	\$ 2,300.00
130832	INLAND VALLEY DEVELOPMNT AGENCY	Consultants & Other Services	\$ 595.00
130833	GUILLEN, ARJELIA	Consultants & Other Services	\$ 5,000.00
130834	STOGSDILL, AURA LEE	Consultants & Other Services	\$ 3,000.00
130835	LEMAY CONSTRUCTION	Repairs & Maintenance	\$ 1,960.00
130836	GANS INK & SUPPLY CO	Non-instructional Supplies	\$ 3,000.00
130837	THREE PEAKS CORP	New Buildings	\$ 24,490.00
130838	CCIE	Dues & Memberships	\$ 650.00
130839	COSTCO	Other Expenses & Fees	\$ 750.00
130840	BAILEY-HUDSON, TRACI	Mileage Reimbursement	\$ 300.00
130841	P2S ENGINEERING INC	Consultants & Other Services	\$ 5,500.00
130842	OCCUPATIONAL SAFETY TRAINING	Conference	\$ 1,075.00
130843	SAN BERNARDINO SHERIFFS DEPT	Conference	\$ 30.00
130844	SIMPLEX GRINNELL	Building Improvements	\$ 79,917.51
130845	GARTNER STUDIOS	Non-instructional Supplies	\$ 190.96

**Purchase Order Board Report**  
**August 9, 2012**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
130846	KELLY PAPER COMPANY	Non-instructional Supplies	\$ 112.98
130847	ORANGE COUNTY PEACE OFFICERS	Equipment	\$ 5,107.35
130848	STAPLES	Instructional Supplies	\$ 126.58
130849	ALAMSYAH, LIDYA	Mileage Reimbursement	\$ 50.00
130850	ELIZALDE, NOEMI	Mileage Reimbursement	\$ 50.00
130851	DATATEL INC	Other Expenses & Fees	\$ 4,200.00
130852	ONTIVEROS, ANGIE	Mileage Reimbursement	\$ 200.00
130853	GREEN, NANCY	Mileage Reimbursement	\$ 50.00
130854	SIFFORD, ELOISE	Mileage Reimbursement	\$ 50.00
130855	NCCCF	Dues & Memberships	\$ 550.00
130856	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 790.00
130857	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 1,345.00
130858	TEPNER, MIKE	Mileage Reimbursement	\$ 555.00
130859	COLLEGE OF THE CANYONS-SCCCD	Conference	\$ 365.00
130860	SANCHEZ, LORI	Conference	\$ 540.00
130861	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 439.60
130862	REVOLVING CASH	Refreshments	\$ 199.60
130863	US BANK CORPORATE PMT SYSTEMS	Magazines & Subscriptions	\$ 29.99
130864	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 597.20
130865	SURVIVAL TECHNOLOGIES & TRAIN	Non-instructional Supplies	\$ 199.95
130866	B&H PHOTO VIDEO	Equipment	\$ 423.76
130867	DATATEL INC	Computer Systems Maintenance Agmnts	\$ 258,377.00
130868	DATATEL INC	Computer Systems Maintenance Agmnts	\$ 58,720.00
130869	PERCEPTIVE SOFTWARE INC	Computer Systems Maintenance Agmnts	\$ 57,067.00
130870	COLLEGENET INC	Consultants & Other Services	\$ 20,480.00
130871	DAILY JOURNAL CORPORATION	New Buildings	\$ 8,000.00
130872	RDM ELECTRIC CO INC	Site Improvements	\$ 33,812.40
130873	PACIFIC WESTERN BANK	Site Improvements	\$ 1,779.60
130874	NTDSTICHLER	Building Improvements	\$ 286,715.00
130875	ARROWHEAD MECHANICAL INC	Building Improvements	\$ 10,818.00
130876	SECURITY BANK OF CALIFORNIA	Building Improvements	\$ 1,202.00
130877	NTDSTICHLER	New Buildings	\$ 1,000,000.00
130878	ESCOBEDO, ANSELMO	Conference	\$ 132.12
130879	AEI CASC	Consultants & Other Services	\$ 4,040.00
130880	THREE PEAKS CORP	Building Improvements	\$ 4,533.00
130881	SNIPES-DYE ASSOC	Consultants & Other Services	\$ 43,000.00
130882	MASCARENHAS, LAZARUS	Conference	\$ 260.00
130883	CARMICHAEL, DENNIS	Conference	\$ 260.00
130884	APPLE COMPUTER INC	Non-instructional Supplies	\$ 437.46
130885	STAPLES	Non-instructional Supplies	\$ 525.11
130886	AMAZON.COM	Non-instructional Supplies	\$ 52.50
130887	STAPLES	Non-instructional Supplies	\$ 487.51
Total Number of Purchase Orders: 888		Total Purchase Order Encumbrances:	<u><u>\$ 23,064,273.57</u></u>



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Crispina Ongoco, Director of Fiscal Services  
DATE: August 9, 2012  
SUBJECT: General Fund Cash Flow Analysis

### RECOMMENDATION

This item is for information only and no action is required.

### OVERVIEW

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. Monitoring the amount of cash available to meet the district's financial obligations is the core responsibility of the Fiscal Services Department.

The estimated General Fund cash balance for the District as of July 31 is \$34,627,717. This includes the \$9,950,437 constitutional advance and the \$13,750,302 partial state deferral payment. This balance is sufficient to continue district operations for the next six months.

### ANALYSIS

Attached is the General Fund monthly cash analysis for the district.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

### FINANCIAL IMPLICATIONS

This is an information item only. There are no financial implications.

# General Fund Cash Flow Analysis

## Fiscal Year 2012-13

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
BEGINNING CASH BALANCE	14,041,360	34,627,717	33,004,762	21,062,209	20,209,537	16,490,414	15,109,264	12,398,242	12,702,857	11,910,952	17,262,408	13,227,030		
RECEIPTS														
FEDERAL	-	335,315	335,315	-	1,005,945	-	268,252	1,676,575	-	469,441	402,378	1,877,764	335,315	6,706,300
STATE	1,250,000	3,300,000	5,500,000	3,000,000	3,350,000	4,300,000	3,950,000	3,700,000	4,197,136	4,500,000	3,377,136	2,750,000	17,000,000	60,174,272
STATE DEFERRALS	13,750,302			2,131,958					1,919,164					17,801,424
LOCAL	8,000	193,932	193,932	1,546,920	193,932	7,234,068	775,727	2,521,112	581,795	3,486,234	581,795	775,723	1,300,000	19,393,170
TEMPORARY BORROWINGS	9,950,437									10,000,000				19,950,437
INC TRANSFER & SALE OF ASSETS	-			12,450										12,450
ACCOUNTS RECEIVABLE/ACCRUALS	1,900,000	850,000	280,000	800,000	80,000	10,000	25,000	200,000	280,000	30,000	45,000			4,500,000
TOTAL RECEIPTS	26,858,739	4,679,247	6,309,247	7,491,328	4,629,877	11,544,068	5,018,979	8,097,687	6,978,095	18,485,675	4,406,309	5,403,487	18,635,315	128,538,053
DISBURSEMENTS														
ACADEMIC SALARIES	-	950,401	3,015,000	3,015,000	3,015,000	3,015,000	3,015,000	3,015,000	3,015,000	3,015,000	3,015,000	3,015,000	1,043,108	32,143,509
CLASSIFIED SALARIES	1,700,388	1,740,000	1,740,000	1,800,000	1,750,000	1,850,000	1,750,000	1,793,797	1,810,000	1,825,000	1,825,000	1,830,000	200,000	21,614,185
BENEFITS	786,994	1,396,800	1,396,800	1,401,000	1,399,000	1,410,000	1,399,000	1,400,500	1,405,000	1,406,000	1,406,000	1,406,500	140,959	16,354,553
SUPPLIES & MATERIALS	25,000	130,000	130,000	135,000	135,000	140,000	140,000	143,776	145,000	180,000	180,000	160,000	150,000	1,793,776
OTHER OPERATING EXP	330,000	1,020,000	1,080,000	1,450,000	1,120,000	1,230,000	1,148,000	1,125,000	1,010,000	1,418,000	1,515,000	850,000	2,850,583	16,146,583
CAPITAL OUTLAY	80,000	65,000	90,000	123,000	80,000	65,000	98,000	120,000	145,000	200,000	220,000	250,000	125,265	1,661,265
OTHER OUTGO	750,000	100,000	100,000	120,000	850,000	240,000	180,000	195,000	240,000	115,000	280,687	100,000	-	3,270,687
LOAN REPAYMENT	-	-	10,000,000	-	-	4,975,218	-	-	-	4,975,219	-	-	-	19,950,437
ACCOUNTS PAYABLE	2,600,000	900,000	700,000	300,000										4,500,000
TOTAL DISBURSEMENTS	6,272,382	6,302,201	18,251,800	8,344,000	8,349,000	12,925,218	7,730,000	7,793,073	7,770,000	13,134,219	8,441,687	7,611,500	4,509,915	117,434,995
ENDING CASH BALANCE	34,627,717	33,004,762	21,062,209	20,209,537	16,490,414	15,109,264	12,398,242	12,702,857	11,910,952	17,262,408	13,227,030	11,019,017		

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Crispina Ongoco, Director Fiscal Services  
DATE: August 9, 2012  
SUBJECT: Quarterly Investment Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

This report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: "The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency."

ANALYSIS

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the County are subject to the County of San Bernardino Treasurer's Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services office.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.



**Quarterly Investment and Deposit Report**

Quarter Ending June 30, 2012

<b>Account</b>	<b>Amount</b>	<b>Interest</b>	<b>Type</b>	<b>Institution</b>
<b>General Fund</b>				
Clearing Account	\$ 142,330.85	0.00	Checking	Citizens Business Bank, San Bernardino CA
Revolving Cash/Flex Fund	42,797.59	0.00	Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 185,128.44</u>			
<b>Bond Fund</b>	\$ 143,336,663.28	0.00	Investment	Bank of New York Mellon, Los Angeles CA
<b>Enterprise Funds</b>				
Bookstores	\$ 510,422.77	0.00	Checking	Bank of America, Colton CA
Cafeterias	131,326.03	0.00	Checking	Bank of America, Colton CA
Bookstore CD <i>(due 2/2/2014)</i>	104,589.58	(y)0.80	CD	Inland Valley/So County Bank, Redlands CA
	<u>\$ 746,338.38</u>			
<b>Internal Service Funds</b>				
Workers Comp	\$ 96,160.84	0.10	Checking	Union Bank, Los Angeles CA
<i>(Authorized @ \$120,000 Revolving Cash)</i>				
Property & Liability	25,000.00	0.00	Checking	Bank of America, Concord CA
	<u>\$ 121,160.84</u>			
<b>Trust Funds</b>				
Financial Aid	\$ 19,001.41	0.00	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	20,863.35	0.05	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	85,892.46	0.00	Checking	Citizens Business Bank, San Bernardino CA
Scholarships	19,235.82	0.20	Checking	Community Bank, Redlands CA
Emergency Loan	17,444.53	0.00	Checking	Community Bank, Redlands CA
SBVC Clubs/Trusts	153,669.99	0.00	Checking	Wells Fargo, San Bernardino CA
SBVC ASB	184,837.32	0.00	Checking	Wells Fargo, San Bernardino CA
CHC Clubs/Trust & ASB	56,147.56	0.00	Checking	Bank of America, Yucaipa CA
Scholarships	89,901.40	0.75	Money Market	Inland Valley, Redlands CA
SBVC/CHC Student Rep Fee	115,144.37	0.00	Checking	Inland Valley, Redlands CA
SBVC ASB CD <i>(due 11/3/12)</i>	47,278.82	(y)0.60	CD	Inland Valley/So County Bank, Redlands CA
	<u>\$ 809,417.03</u>			
<b>Total Checking, Savings &amp; Investments</b>	<b>\$ 145,198,707.97</b>			

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Steve Sutorus, Business Manager  
DATE: August 9, 2012  
SUBJECT: CCFS-320 Apportionment Attendance Report for FY 2012 Period 3 (Annual)

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The CCFS-320 Apportionment Attendance Report for FY 2012 Period 3 (annual) has been submitted to the State Chancellor's Office.

ANALYSIS

The Period 3 report includes final figures for the period July 1, 2011 – June 30, 2012. The chart below summarizes the District's status as of P3 and provides comparison data.

<b>Comparison – FY11 P3 vs FY12 P3</b>					
<b>FY 11 at Year-End (P3)</b>			<b>FY 12 at P3</b>		<b>% Change</b>
CHC	4,683		CHC	4,141	-11.57%
SBVC	10,506		SBVC	9,595	-8.67%
Total	15,189		Total	13,736	-9.57%
FTES at P3			13,736		
Base FTES			13,065		
FTES over funded base			671		

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.

**CERTIFICATION**  
**2011-12 APPORTIONMENT ATTENDANCE**  
**Annual Period**

I, the District Chief Executive Officer, hereby certify that, to the best of my knowledge and belief (1) this report is true and correct, and (2) all data have been reported and compiled in accordance with provisions of the Education Code and Title 5 regulations adopted by the Board of Governors and instructions on this form.

I further certify that I have determined through consultation with staff directly responsible that (1) FTES reported on this form for State apportionments includes only courses which had received individual prior approval or were part of programs with prior approval by the governing board of the district and the Chancellor's Office; (2) no attendance has been reported for: (a) courses which do not fully comply with Title 5 Section 58051.5 relative to open enrollment and participation by any person who is otherwise qualified and eligible for admission to the college, except for inmate education courses maintained pursuant to Title 5 Section 58051.6, or (b) courses excluded from State apportionments by Education Code Section 8538 or, (c) indentured apprentices in courses of related and supplemental instruction maintained pursuant to Section 3074 of the Labor Code; and (3) all FTES eligible for State support have been reported whether or not funding is available.

**The original signature of the district Chief Executive Officer is required.**

**San Bernardino CCD**  
**Chief Executive Officer**

**Signature:**



**Typed Name:**

Bruce Baron

**Signature Date:**

**Electronic Certification Date:**

Thursday, July 12, 2012

**For Supplemental Information, contact**

**Name:** Steve Sutorus

**Title:** Business Manager

**Phone Number:** (909) 382-4031

**Phone Extension:**

**E-Mail:** ssutorus@sbccd.edu

**Please return completed form to:**

Chancellor's Office  
California Community Colleges  
Fiscal Services Unit  
1102 Q Street, 4th Floor  
Sacramento, CA 95811



**California Community Colleges**  
**2011-12 APPORTIONMENT ATTENDANCE REPORT**  
**COMPOSITE - State Residents**

Annual Period

Date Due in Chancellor's Office: July 15, 2012

San Bernardino CCD

<b>Part I. Full-Time Equivalent Student</b>	Attendance FTES* of State Residents (and Nonresidents Attending Noncredit Courses)	Factored FTES
A. Summer Intersession (Summer 2011 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.1. + IV.A.1. + VI.A.1.)	518.18	518.18
B. Summer Intersession (Summer 2012 - Prior to July 1, 2012)		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	143.01	143.01
C. Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	10, 787.30	10, 787.30
(b) Daily Census Contact Hours (Part III)	1, 618.02	1, 636.39
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	19.65	19.65
(b) Credit (Part IV.D.)	630.70	641.31
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	18.90	18.90
(b) Daily Census Procedure Courses (Part VI.)(Credit)	0.24	0.24
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
D. Total FTES	13, 736.00	13, 764.98

<b>SUPPLEMENTAL INFORMATION ***</b>	
In-service Training Courses (FTES)	0.00
Basic Skills Courses and Immigrant Education ** (FTES)	
1. Non-Credit	0.00
2. Credit	902.45

California Community Colleges  
**2011-12 APPORTIONMENT ATTENDANCE REPORT**  
 COMPOSITE - Non-Residents

Annual Period

Date Due in Chancellor's Office: July 15, 2012

**San Bernardino CCD**

<b>Part I. Full-Time Equivalent Student</b>	Attendance FTES* of Non-Residents	Factored FTES
A. Summer Intersession (Summer 2011 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.2. + IV.A.2. + VI.A.2.)	6.50	6.50
B. Summer Intersession (Summer 2012 - Prior to July 1, 2012)		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	0.95	0.95
C. Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	125.18	125.18
(b) Daily Census Contact Hours (Part III)	19.36	19.59
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	1.37	1.37
(b) Credit (Part IV.D.)	6.69	6.81
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	0.07	0.07
(b) Daily Census Procedure Courses (Part V.)(Credit)	0.00	0.00
(c) Non-credit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
D. Total FTES	160.12	160.47

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant

DATE: August 9, 2012

SUBJECT: Tentative Agreement with CSEA #291 on Article 7: Pay & Allowances

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The District & Association met on May 22, 2012 and September 22, 2011 and reached Tentative Agreement on Article 7. Chapter membership ratified the tentative agreement in support of Article 7.

ANALYSIS

The District and the Association agreed to the changes in Article 7: Pay & Allowances.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS


Included in the 2012-2013 budget.

# CSEA Chapter #291

## Proposal #2 September 22, 2011

### ARTICLE 7: PAY AND ALLOWANCES

Maintain current contract language except as provided below.

7.6.1 **PAYROLL ERRORS.** Payroll error includes any adjustment which affects an employee's net pay. Whenever it is determined an error has been made in the wages of an employee, the party identifying the error shall notify the other party in writing as soon as possible. ~~Following such notification, the error shall be corrected within five (5) workdays.~~ In the event of an underpayment to the employee, the DISTRICT will provide the employee with a statement of the correction and payment within five (5) workdays. TA 9/22/2011 

In the event of an overpayment to the employee, the employee will be given a reasonable opportunity to meet with DISTRICT representatives to discuss the error. In the event that the DISTRICT and the employee do not mutually agree to a repayment schedule, the DISTRICT will deduct a portion of the employee's wages (not to exceed 10% of the monthly net salary) in subsequent months until the DISTRICT is fully reimbursed. An exception to the 10% deduction restriction shall be made when the employee's employment in the DISTRICT is in the process of being or has been terminated or the full 10% deduction would cause undue hardship on the employee.

In the event of any underpayment for which a correction must be made shall not be for more than three (3) years.

**7.16 ENROLLMENT FEE REIMBURSEMENT. COURSES TAKEN AT CRAFTON HILLS COLLEGE/SAN BERNARDINO VALLEY COLLEGE.**

**EMPLOYEE.** The DISTRICT shall reimburse permanent bargaining unit members employed at least twenty (20) hours per week with one (1) year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two (2) DISTRICT campuses provided all of the following conditions are satisfied:

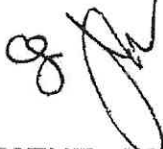
7.16.1 All classes must be taken outside of the regular scheduled working hours of the employee.

7.16.2 Only those classes offered by either of the two (2) DISTRICT campuses shall qualify for fee reimbursement.

7.16.3 To qualify for enrollment fee reimbursement, an employee must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.

7.16.4 Enrollment fee reimbursement shall be limited to the current enrollment fee per semester for each employee.

~~7.16.5 All courses for which a classified employee seeks tuition reimbursement must have prior approval by their immediate supervisor and the Chancellor. If the request by the immediate supervisor is denied, it may be appealed to the President/Vice Chancellor, Fiscal Services.~~ All courses for which a classified employee seeks enrollment fee reimbursement must have approval by their immediate supervisor prior to enrollment. If the request by the immediate supervisor is denied, or if the immediate supervisor does not respond within five (5) work days the employee may appeal to the Vice Chancellor of Human Resources. The Vice Chancellor's decision shall be issued


within five (5) work days, shall be final, but shall not be arbitrary or capricious. TA 9/22/2011 

**7.17 TUITION COST REIMBURSEMENT. COURSES TAKEN AT OUTSIDE COLLEGES/ UNIVERSITIES. ~~7.16.6 REIMBURSEMENT.~~**

Classified employees on the classified employee salary schedule shall be eligible for eighty percent (80%) tuition cost reimbursement for courses completed outside of the DISTRICT with a grade of "C" or better which pertain to their classified position. Such reimbursement shall be actual costs not to exceed eighteen (18) semester units of coursework per year. However, no tuition cost paid by the DISTRICT is to exceed on a per unit basis cost of similar coursework at the University of California.

Only full-time classified employees who have completed their probationary period as a classified employee shall be eligible for this benefit.

~~All courses for which a classified employee seeks tuition reimbursement must have prior approval by their line manager and the Chancellor. If the request by the line manager is denied, it may be appealed to the President/Vice Chancellor, Fiscal Services.~~

**All courses for which a classified employee seeks tuition reimbursement must have approval by their immediate supervisor and the appropriate Vice President or Vice Chancellor/Executive Director prior to enrollment. If the request is denied, or if no response is received within five (5) work days the employee may appeal to the Vice Chancellor of Human Resources. The Vice Chancellor's decision shall be issued within five (5) work days, shall be final, but shall not be arbitrary or capricious. TA 9/22/2011** 



**7.18 ~~7.17~~ ENROLLMENT FEES. BENEFIT ELIGIBLE DEPENDENTS.**

The DISTRICT shall reimburse benefit eligible dependents of bargaining unit members employed at least twenty hours (20) per week with one year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two (2) DISTRICT campuses provided all of the following conditions are satisfied:

7.18.1 Only those classes offered by either of the two (2) DISTRICT campuses shall qualify for fee reimbursement.

7.18.2 To qualify for enrollment fee reimbursement, the employee or benefit eligible dependent must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.

7.18.3 Enrollment fee reimbursement shall be limited to the current enrollment fee(s) per semester for each employee and their eligible dependents.

7.18.4 Definition of Benefit Eligible Dependent includes a spouse, registered domestic partner or child. (1) Child up to age 19; (2) Child between age 19-25 if they attend school full-time (9+ units) or are more than fifty percent (50%) financially dependent and are not married and reside with parent or are away at college. (3) Disabled children over age 19.

**7.19 ~~7.18~~** During the term of this Agreement the parties agree to meet annually to review the annual allocation of \$75,000 to determine if adjustments are needed.

**7.20 ~~7.19~~ GOLD CARD.** When a unit member retires from the DISTRICT with at least fifteen (15) years of service, he/she shall receive the existing DISTRICT "Gold Card" package available at the time of

retirement. The "Gold Card" package permits the retiree to enjoy certain free privileges in the DISTRICT at the colleges. The Gold Card package shall contain a waiver of normal fees for regularly scheduled athletic events in the District and normal fees exclusive of all meal charges for regularly scheduled cultural events such as lecture series.

**7.21** ~~7.20~~ **ON CALL.** *CSEA is currently reviewing the language in this section and reserves the right to present the District with a proposal prior to concluding negotiations on this Article.*

**ARTICLE 7: PAY AND ALLOWANCE**  
**CSEA COUNTER PROPOSAL #2**  
**May 22, 2012**

**7.21 ON CALL.** "On Call" is ~~not overtime and~~ is defined as requiring a unit member to significantly restrict off work activities. **Such restrictions may include** as remaining at home or within a specific distance ~~from~~ of the worksite.

Compensation shall be awarded on a straight time, hour-for-hour basis in minimum half-hour increments. ~~The unit member's work hours may be adjusted to account for on call time or may be carried as compensatory time off with supervisor's approval~~ **The unit member shall be paid in monetary compensation or be recorded as compensatory time off at the election of the member.**

Unit members ~~required~~ notified in writing and in advance to be on call by telephone, e-mail, pager, fax or cellular phone shall be compensated for the time they are on call. A unit member without ~~advance written~~ authorization by a supervisor shall not be compensated. On call periods in excess of eight (8) hours require the advance written approval of the ~~College President, the Chancellor or designee~~ **unit member's immediate supervisor.**


A unit member placed on call who does not respond to a call within 15 minutes shall not be compensated for that one half-hour increment. ~~A unit member placed on call who does not respond to calls within 15 minutes shall not be compensated. Lack of response without reasonable justification may be subject to disciplines~~

~~Unit members not subject to restrictions as described above may be called for consultation or advice without compensation.~~

**Authorization to receive compensation shall be reported as set forth per Article 6.7.**

**7.21.1** Unit members actually called back to work shall be compensated per Article 7.10 minimum callback time.

**7.21.2** ~~Unit members not on call but contacted by their a supervisor only, for consultation or advice, shall be compensated at increments of not less than one-half hour at the overtime straight time rate per instance.~~ Compensation for calls other than by supervisors will be considered on a case by case basis. The supervisor's decision will not be arbitrary or capricious.

TA  
Gamble  
CSEA President  
5/22/2012  


SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: August 9, 2012  
SUBJECT: Applause Cards

RECOMMENDATION

This item is for information only. No action is required.

OVERVIEW

The attached individuals have received special recognition for extending that extra effort in providing quality service and valued assistance:

ANALYSIS

The *Caring Hands* Applause Card was developed so that employees, students, visitors and vendors would have the opportunity to recognize someone at SBCCD who provides outstanding quality and service.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None

SBVC

Buus, Jackie  
Diggle, Virginia  
Flores, June  
Gallagher, Debby  
Gamboa, Ben  
Gamboa, Colleen  
Garcia, Stacy  
Goodrich, Kelly  
Gowen, Laura  
King, Rose  
Norton, Lorraine  
Perez, Amalia  
Rogers, Tanya  
Ryckevic, Susan  
Shirtcliff, Diana  
Tone, Ashley  
Torres, Maria

CHC

Bryson, Rich  
Chavira, Sharen  
Colvey, Kirsten  
Fields, Whitney  
Fullwiler, Stacey  
Galvez, Pierre  
Hansen, Rose  
Hogrefe, Rick  
Howard, Kristy  
Mudgett, Benjamin  
Overturn, Kristen  
Sanford, Renee  
Strong, Mike  
Sutphin, Ginger  
Williams, Miriam  
Zuniga, Ruby