

San Bernardino Community College District
Regular Meeting of the Board of Trustees
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, March 28, 2013 – 4:00 p.m. – Board Room

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. PUBLIC COMMENT

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 reflect 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

3. INSTITUTIONAL PRESENTATION – KVCR/TV-FM STATUS REPORT

Kenn Couch, Interim General Manager, KVCR/TV-FM

4. APPROVAL OF MINUTES – March 14, 2013 (p.1)

5. ACTION AGENDA

A. INSTRUCTIONAL/STUDENT SERVICES
No items

B. HUMAN RESOURCES

1. Consideration of Approval of New Management Job Descriptions (p.14)
2. Consideration of Approval of Revised Management Job Descriptions (p.23)

C. FISCAL SERVICES

Consideration of Approval of Bond Measure M Construction Change Orders and Contract Amendments (p.30)

6. INFORMATION ITEMS

Summary of Bond Measure M Capital Improvement Program Change Orders and Amendments for Construction Contracts (p.35)

7. ADJOURN – The next regular meeting of the Board of Trustees will be Thursday, April 11, 2013.

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, March 14, 2013 – 4:00 p.m. – Board Room

1. CALL TO ORDER

Dr. Singer called the meeting to order at 4:00 p.m.

Members Present:

Dr. Donald L. Singer, President
John Longville, Vice President (arrived at 4:05 p.m.)
Donna Ferracone, Clerk
Gloria Macias Harrison
Dr. Kathleen Henry
Joseph Williams
Nickolas W. Zoumbos
Ferny Arana Garcia, SBVC
Kyle Hundley, Student Trustee, CHC (arrived at 5:15)

Members Absent:

None.

Administrators Present:

Bruce Baron, Chancellor
Charlie Ng, Vice Chancellor Fiscal Services
Tanya Rogers, Interim Vice Chancellor Human Resources
Dr. Cheryl Marshall, President, CHC

Administrators Absent:

Dr. Glen W. Kuck, Interim President, SBVC

2. PLEDGE OF ALLEGIANCE

Mrs. Harrison led the Pledge of Allegiance.

3. ANNOUNCEMENT OF CLOSED SESSION ITEMS

CONFERENCE WITH LABOR NEGOTIATORS
Government Code 54957.6
Agency Negotiators: Bruce Baron and Tanya Rogers
CTA
CSEA
Management/Supervisors
Confidential Employees

4. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

None.

5. CONVENE CLOSED SESSION

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

Mr. Longville arrived at 4:05 p.m.

6. RECONVENE PUBLIC MEETING

Dr. Singer reconvened the public meeting at 4:15 p.m.

7. REPORT OF ACTION IN CLOSED SESSION

None.

8. BOARD COMMITTEE ON POLICIES AND PROCEDURES

Dr. Henry requested this item be put on the agenda pursuant to the study session where it was determined that the Board needs to look at the current code of ethics and revisit the code of conduct to create some clarity and make some recommendations. One of the things the facilitator at the Board workshop suggested was forming a committee to review these items. Dr. Henry would like to serve on the committee and nominated Trustee Ferracone to serve with her. Ms. Ferracone said the entire section of the policies pertaining to the Board should be reviewed. Mrs. Harrison agreed to serve as a third member of the committee.

Dr. Henry moved, Mrs. Harrison seconded, and the Board members voted as follows to appoint trustees Henry, Ferracone and Harrison to a Board committee to review and make recommendations to all Board related policies and procedures:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos
Garcia (advisory)

NOES: None

ABSENT: Hundley (advisory)

ABSTENTIONS: None

9. INSTITUTIONAL PRESENTATIONS

Three students shared their experiences on how the Psych Tech program at SBVC has impacted their lives. Program instructor Dennis Jackson explained a student needs to be a high school graduate and take four pre-requisites. It is a one-year program. The cost of the program is about \$2,700, and a successful graduate can earn approximately \$60,000 a year employed in this field.

The students spoke highly of Mr. Jackson and the program and said SBVC also helped prepare them for state boards.

Dr. Singer thanked Mr. Johnson and the students for their very informative report.

10. PUBLIC COMMENT

Community member Clarence Mansell, spokesperson for the veterans enrolled in the water technology program at SBVC, thanked Chancellor Baron for working with him to meet the needs of the students enrolled in this program. He also thanked Trustee Longville for speaking up on behalf of the students.

Mr. Longville said he appreciated that a problem can reliably be passed on to the Chancellor and he always reviews the issue and the problem at least ameliorated or solved the problem.

11. APPROVAL OF MINUTES

Dr. Henry moved, Mr. Zoumbos seconded, and the Board members voted as follows to approve the minutes of February 21, 2013:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Zoumbos

NOES: None

ABSENT: None

ABSTENTIONS: Williams, Garcia (advisory)

Ms. Ferracone moved, Mr. Zoumbos seconded, and the Board members voted as follows to approve the minutes of February 28, 2013:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos

NOES: None

ABSENT: Hundley (advisory)

ABSTENTIONS: Garcia (advisory)

12. REPORTS

A. Board Members

- Dr. Henry attended the County Superintendent's *State of Education* address. She also attended the law enforcement academy graduation. She said Captain Wickum was a gracious host.
- Joseph Williams reported on his trip to India. He attended the A2MEND conference which focused on African-American males in the community college system. He also attend a boardsmanship workshop learning about roles and responsibilities of being a board member.
- Donna Ferracone said many community members were in attendance at the MLK breakfast at SBVC. She was one of about 130 who attended the common course standards meeting held at the district site, where all levels of education were collaborating on common core curriculum.
- Trustee Harrison attended a presentation by San Bernardino County CEO Greg Devereaux which talked about the value of teamwork, collaboration and what it means to be an elected official and how they work in the community. She had the opportunity to meet Lily Ledbetter, women's advocate for equal pay, at the American Association of University of Women luncheon.

B. Student Trustees

- Mr. Garcia participated in the *March in March* where students protested against the 90's cap. He will be going to Washington DC for a student leadership conference.

C. Chancellor

- Mr. Baron said it was important to hear the discussion between the different educational entities at the common core curriculum meeting held recently at the district site. This collaboration needs to increase and become more relevant. We have students going through Math and English in high school, and we are testing for something completely different than what they learned in high school. He said it was great to see so many people in attendance from all levels of education.
- The chancellor said that when Mr. Mansell spoke, he mentioned the district is working hard to rebuild vocational programs at SBVC. This is one opportunity for a program that has a steady stream of available jobs. We have been making some efforts to identify a plan to ensure students can take advantage of these programs. We need to be sure students are served so they can get into the workforce.

Kyle Hundley arrived at 5:15 p.m.

13. CONSENT AGENDA

Mr. Longville moved, Dr. Henry seconded, and the Board members voted as follows to approve the Consent Agenda:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos
Garcia (advisory), Hundley (advisory)

NOES: None

ABSENT: None

ABSTENTIONS: None

Approve Curriculum – SBVC

The name change from Physical Education to Kinesiology was discussed. Mr. Longville asked if the term Physical Education would be mentioned somewhere during the transition until everyone is familiar with the term Kinesiology. He asked under what program athletics falls under. The chancellor said competitive sports falls under intercollegiate athletics.

Ms. Ferracone said that if the transfer degree is Kinesiology and the four-year institutions are using that terminology, then the district needs to support the name change.

Mrs. Harrison moved, Mr. Zoumbos seconded, and the Board members voted as follows to approve curriculum, SBVC:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos
Garcia (advisory), Hundley (advisory)

NOES: None

ABSENT: None

ABSTENTIONS: None

Approve Curriculum – CHC

Dr. Henry said she is not inclined to put more classes into distance learning when we don't seem to be very successful in this area. She said that she did not have enough information about how faculty and students prepare for teaching and taking online classes or what steps we are taking to help students to succeed. She added that the program is small enough now, and we can stop and look at this and put the information together to determine the success. She thinks one of our goals is to work toward student success, and she would like to have more information about the on-line program before it gets so large that we can't identify some of the problem areas for faculty and students.

Ms. Ferracone was not convinced we are doing a bad job with on-line courses. There are multiple reasons why students drop these classes, and she thinks we have a lot of processes in place and to intervene with the process that is primarily in the purview of the faculty and not approving curriculum they recommend, is not a course she would like to take.

Mrs. Harrison would like to have a workshop to look at our program and what we offer and where we want to go. She suggested we include the Academic Senates and curriculum committees. She agreed that the retention rates look a little better but the success rate is not where it should be so we need to do something to improve that. Mr. Zombos concurred with Trustees Henry and Harrison.

Dr. Henry moved, Mr. Hundley seconded, and the Board members voted as follows to approve curriculum, CHC:

AYES: Ferracone, Harrison, Longville, Singer, Williams, Zombos
Garcia (advisory), Hundley (advisory)

NOES: Henry

ABSENT: None

ABSTENTIONS: None

Approve Revised Management Job Description

The question was asked what the district was doing to recruit for the Emergency Preparedness Manager. Interim Vice Chancellor of Human Resources, Tanya Rogers, reported we had a failed search so the job description was modified based on current market information.

Mr. Longville moved, Mr. Zombos seconded, and the Board members voted as follows to approve the revised management job descriptions:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zombos
Garcia (advisory), Hundley (advisory)

NOES: None

ABSENT: None

ABSTENTIONS: None

Approve Conference Attendance

Dr. Henry asked if Jimmy Urbanovich who will be attending a conference in Reno, Nevada would like to share his experiences with the Board since he said in his rationale that the information acquired at the conference will be used in the classroom to enhance student success.

Trustee Ferracone said that there was really no provision to request faculty to report out about conferences they attend. She also stated that many of the conferences related to professional development in the area of student success and it would not be appropriate for the Board to pick faculty to report on their experience.

Mrs. Harrison moved, Mr. Longville seconded, and the Board members voted as follows to approve conference attendance:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos
Garcia (advisory), Hundley (advisory)

NOES: None

ABSENT: None

ABSTENTIONS: None

14. ACTION AGENDA

Accept Academic Retirements

Mrs. Harrison moved, Mr. Zoumbos seconded, and the Board members voted as follows to approve the retirement of Millie Douthit, Learning Disabilities Specialist, CHC, effective June 30, 2013; Marion Meines, Nursing Instructor, SBVC, effective February 28, 2013; and Ed Szumski, Electronics Professor, SBVC, effective May 25, 2013:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos
Garcia (advisory), Hundley (advisory)

NOES: None

ABSENT: None

ABSTENTIONS: None

Accept Management Retirement

Mrs. Harrison moved, Mr. Zoumbos seconded, and the Board members voted as follows to approve the retirement of Crispina Ongoco, effective March 5, 2013:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos
Garcia (advisory), Hundley (advisory)

NOES: None

ABSENT: None

ABSTENTIONS: None

Receipt and Public Hearing of the San Bernardino Community College District CTA/NEA Initial Proposal to the District for Negotiation of the Collective Bargaining Agreement for the Period July 2, 2013 through June 30, 2014:

Dr. Singer opened the public hearing for comments. Hearing none, the public hearing was closed.

Mr. Zoumbos moved, Ms. Ferracone seconded, and the Board members voted as follows to receive the SBCCDCTA/NEA initial proposal to the District for negotiation of the CTA/NEA collective bargaining agreement for the period of July 1, 2013 through June 30, 2014:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos
Garcia (advisory), Hundley (advisory)

NOES: None

ABSENT: None

ABSTENTIONS: None

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

Mr. Longville moved, Ms. Ferracone seconded, and the Board members voted as follows to approve the following Measure M construction change orders and amendments:

Central Plant – SBVC

Plumbing, Piping & Construction, Inc., CO-04, in the amount of \$125,172.00

Signage – SBVC

Broughton Construction, Inc., CO-01, in the amount of (-\$20,502.00)

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos
Garcia (advisory), Hundley (advisory)

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval of Bond Measure P Construction Change Orders and Contract Amendments

Mr. Longville moved, Ms. Ferracone seconded, and the Board members voted as follows to approve the following Measure P construction change orders and amendments:

Community Recreation Facility (CRF) LEED Solar Heating Panels – CHC

Riverside Construction Company, Inc., CO-02, in the amount of \$16,693.82

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos
Garcia (advisory), Hundley (advisory)

NOES: None

ABSENT: None

ABSTENTIONS: None

Approve Amendment 001 to the P2S Engineering, Inc. Contract

Mrs. Harrison moved, Mr. Zoumbos seconded, and the Board members voted as follows to approve Amendment 001 to the P2S Engineering, Inc. contract, in the amount of \$14,270.75:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos
Garcia (advisory), Hundley (advisory)
NOES: None
ABSENT: None
ABSTENTIONS: None

Approve Amendment 004 to the Steinberg Architects Contract

Mrs. Harrison moved, Mr. Zoumbos seconded, and the Board members voted as follows to approve Amendment 004 to the Steinberg Architects contract, in the amount of \$27,800.00:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos
Garcia (advisory), Hundley (advisory)
NOES: None
ABSENT: None
ABSTENTIONS: None

Approve Amendment 006 to the DLR Group WWCOT Contract

Mrs. Harrison moved, Mr. Zoumbos seconded, and the Board members voted as follows to approve Amendment 006 to the DLR Group WWCOT contract, in the amount of \$3,550.00:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos
Garcia (advisory), Hundley (advisory)
NOES: None
ABSENT: None
ABSTENTIONS: None

Approve Contract with Dalke & Sons Construction, Inc.

Mrs. Harrison moved, Mr. Zoumbos seconded, and the Board members voted as follows to approve a contract with Dalke & Sons Construction, Inc. for the Circuit A project, CHC, in the amount of \$141,480.00:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos
Garcia (advisory), Hundley (advisory)
NOES: None
ABSENT: None
ABSTENTIONS: None

Approve Contract with RDM Electric Co., Inc.

Mr. Longville moved, Mrs. Harrison seconded, and the Board members voted as follows to approve a contract with RDM Electric Co., Inc. for the Circuit C project, CHC, in the amount of \$65,700.00:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos
Garcia (advisory), Hundley (advisory)

NOES: None

ABSENT: None

ABSTENTIONS: None

Approve Income Contract with Pepsi Beverages Company

Dr. Henry moved, Mr. Longville seconded, and the Board members voted as follows to approve an income contract with Pepsi Beverages Company for exclusive beverage rights and sponsorship of SBVC and CHC programs, in the amount of \$287,500.00 plus commissions and rebates of approximately \$125,000.00:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos
Garcia (advisory), Hundley (advisory)

NOES: None

ABSENT: None

ABSTENTIONS: None

Approve Board Directives for the 2013-1014 Budget

Trustee Harrison asked if the Tentative Budget will be approved in July using these directives. Vice Chancellor of Fiscal Services Charlie Ng explained that the Board can provide new directives at any time, and this process allows the developmental budget to be released to the sites. It is the first step to getting information to the sites so they can begin their budgets.

Kyle Hundley questioned the practice of not filling a vacancy as a result of a retirement. Mr. Ng responded the selective hiring freeze is geared to not automatically replace a person. A discussion is held to decide whether or not it's strategic to replace that person.

Chancellor Bruce said the reason this item needs to be approved is because the Board approved a budget calendar which lays out the steps of the budget process. These directives are important because the colleges are ready to begin their budgets. The budget workshop is in May because of the May Revise.

Mrs. Harrison suggested we might move the Board retreat earlier in the spring so it fits in with the development of the budget.

Mr. Hundley moved, Mr. Garcia seconded, and the Board members voted as follows to approve the Board Directives for the 2013-2014 Budget:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos
Garcia (advisory), Hundley (advisory)

NOES: None

ABSENT: None

ABSTENTIONS: None

Adopt Resolution in Support of a Latino Education and Advocacy Week in March 2013

Mrs. Harrison moved, Dr. Henry seconded, and the Board members voted as follows to adopt a resolution in support of Latino Education and Advocacy Week the last week of March, 2013:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zombos
Garcia (advisory), Hundley (advisory)

NOES: None

ABSENT: None

ABSTENTIONS: None

15. INFORMATION ITEM

- A. Summary of Bond Measure M Capital Improvement Program Change Orders and Amendments for Construction Contracts
- B. Summary of Bond Measure P Capital Improvement Program Change Orders and Amendments for Construction Contracts.
- C. Budget Report
- D. Purchase Order Report
- E. General Fund Cash Flow Analysis
- F. Quarterly Financial Status Report
- G. Quarterly Investment Report
- H. District Clergy Act Report
- I. Administrative Procedure – 2260 Conflict of Interest
- J. Applause Cards

Dr. Henry would like to know what these individuals have done or what service they provided to receive this recognition.

16. STAFF REPORTS

- A. CHC President
 - A written report was submitted.
- B. CHC Academic Senate
 - A written report was submitted.
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- C. CHC Classified Senate
- Michelle Tinaco reported ballots will be sent out to determine faculty, classified and management employees of the year. Staff are preparing for Classified Employees Week June 10-13, 2013.
- D. CHC ASB
- Club Rush was successful. High school visitation day brought 600 high school students to the campus. Students have legislative visits scheduled when they arrive in Sacramento on March 18. They will also be attending the higher education committee meeting.
- E. SBVC President
- A written report was submitted.
- F. SBVC Academic Senate
- A written report was submitted.
- G. SBVC Classified Senate
- Cassandra Thomas said the Senate has been discussing the mutual respect policy and student success. They will be adding a budget committee to their list of committees. Scott Stark presented on the recycling program.
- H. SBVC ASB
- Students had the opportunity to meet with Assemblyman Jose Medina and Assemblywoman Cheryl Brown while they were in Sacramento. The *Student Appreciation Day* was a success.
- I. CTA
- Ed Gomez thanked the Board for accepting the CTA proposal. He stated the CTA has not put a salary increase on the table in seven years. He said the average state part-time employee receives over \$80, and our part-time faculty average \$56. He said we are losing part-time faculty because the salary is low so the union will be coming to the district to ask for salary increases for them. "We are here to work with you. We will do all we can and not push, but we are hoping that since the state has a little bit of stability, we may be coming back to you in June." He wants to keep our "fine faculty" and not lose them to other districts.
- Trustee Longville responded he was a former part-time faculty member at SBVC and although some people think \$56 is a lot of money, when you only teach a few hours a week and drive back and forth, sometimes to several colleges, \$56 is really not a lot of money.
- J. CSEA
- Colleen Gamboa announced CSEA Chapter #291 has been chosen to participate in the ACE program—*Appreciate Classified Employees*. This means that about 30 managers will work with classified

employees to learn about their jobs for two hours on May 1. A luncheon will then be held so the participants will have an opportunity to discuss the event.

17. ADJOURN

Dr. Singer adjourned the meeting at 6:40 p.m.

Donna Ferracone, Clerk
San Bernardino Community College District
Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Tanya Rogers
Interim Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Tanya Rogers
Interim Vice Chancellor, Human Resources & Employee Relations
DATE: March 28, 2013
SUBJECT: Consideration of Approval of New Management Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the new management job descriptions for Director EOPS, CARE, CalWORKS & STAR and Director of Library & Learning Support Services.

OVERVIEW

The Director of EOPS, CARE, CalWORKS & STAR, plans, directs, supervises, and manages these programs and other special outreach/support activities.

The Director of the Library and Learning Support Services supervises staff, curriculum, facilities, budgets and related functions for assigned programs.

ANALYSIS

It is necessary to develop new job descriptions to accommodate the needs of the SBVC campus.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DIRECTOR, EOP&S, CARE, CALWORKS & STAR

*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 Student Services, the Director of Extended Opportunity Programs and Services (EOP&S) and Cooperative Agencies Resources for Education (CARE) and Workforce Readiness Training/CalWORKs (CalWORKs) and Success Through Achievement and Retention (STAR), SBVC plans, directs, supervises and manages the college EOP&S, CARE, (STAR) and special outreach and support activities directed at underrepresented populations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plans, directs, supervises, evaluates and manages the college EOP&S, CARE, CalWORKs, STAR and other special outreach and support activities directed at disadvantaged and/or underrepresented populations.
2. Prepares and implements required annual EOP&S, CARE, and/or special outreach and support plans within state and local guidelines.
3. Oversees the preparation and implementation of required annual CalWORKs and STAR reports and/or special outreach and support plans within state and local guidelines.
4. Develops, coordinates and administers the EOP&S, CARE budget; monitors and controls expenditures
5. Oversees the development, coordination and administration of the CalWORKs and STAR budgets; monitors and controls expenditures.
6. Assures accurate documentation of EOP&S, CARE, CalWORKs and STAR fiscal records, student records and evaluation data.
7. Prepares and submits required EOP&S, CARE state and institutional fiscal and accounting reports.
8. Oversees the preparation and submission of required CalWORKs and STAR state and institutional fiscal and accounting reports.
9. Develops and solicits grants and other external funding sources for EOP&S, CARE, CalWORKs STAR and other special outreach and support programs.
10. Maintains and develops, with the EOP&S, CARE, CalWORKs and STAR counseling faculty, strategies to deliver effective assessment, orientation, counseling, guidance services and educational programs to EOP&S, CARE, CalWORKs and STAR students.

11. Coordinates services with college departments and programs such as ESL, Tutorial Services, DSP&S, and Financial Aid, and with public and private agencies serving low-income groups.
12. Provides personal, social and academic counseling services to EOP&S, CARE, CalWORKs and STAR students as needed in support of the EOP&S, CARE, CalWORKs and STAR counseling faculty.
13. Participates in the development of newsletters, brochures, forms, manuals and other appropriate information about EOP&S, CARE, CalWORKs and STAR programs. Participates in EOP&S, CARE, CalWORKs and STAR college/district strategic planning, program reviews and self-study processes.
14. Provides guidance for internal and external program audits and reviews.
15. Ensures compliance with EOP&S Title 5 State Regulations and college/district policies as related to EOP&S, CARE, CalWORKs and STAR.
16. Manages and provides leadership for EOP&S, CARE, CalWORKs and STAR outreach activities, including the development of liaisons with high schools, community service agencies and alternative educational settings in order to increase the enrollment of nontraditional and low income students.
17. Participates in a variety of meetings in support of EOP&S, CARE, CalWORKs and STAR programs and activities; organizes the EOP&S, CARE, CalWORKs and STAR Advisory Committee and represents the college at local, regional and state-wide activities, meetings and conferences.
18. Supervises, directs, trains and evaluates assigned faculty and staff.
19. Serves on campus-wide committees as assigned.
20. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
21. 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:

General understanding of the California Community College philosophy and mission.

Applicable sections of the Title 5 regulations, ADA laws and Education Codes to the EOP&S, CARE, CalWORKs, and STAR program.

Methods, principles and techniques in counseling and guidance.

Principles and techniques in curriculum development, instructional theory and program evaluation.

Principles and techniques in counseling and guidance programs.

Applicable academic requirements for community college and transfer institutions.

Principles, techniques, and methods in student recruitment, retention, and orientation programs that serve students with disabilities, special and developmental needs of students with learning and physical disabilities.

Techniques, methods and practices in organization and supervision principles.

Techniques, methods and practices in budgetary administration and management.

Ability to:

Oversee and participate in the management of a comprehensive EOP&S, CARE, CalWORKs and STAR 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 EOP&S, CARE, CalWORKs and STAR 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 Master's degree from an accredited college or university in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, or the equivalent.

Required Experience:

Two (2) years of experience in the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages **OR** as a community college EOP&S counselor or EOP&S instructor, **OR** have comparable experience in working with disadvantaged clientele.

Preferred Experience:

Experience in the California Community College System.

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: March 28, 2013

Range: 16

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DIRECTOR OF LIBRARY AND LEARNING SUPPORT SERVICES

*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 appropriate Administrator, the Director of the Library and Learning Support Services supervises staff, curriculum, facilities, budgets and related functions for assigned programs. The Director of Library and Learning Support Services provides administrative supervision for various programs and services for the Library and Learning Support Services. The Director directs and coordinates facility use of the Library and Learning Support Services and is the primary spokesperson for these segments of the College.

AUTHORITY AND RESPONSIBILITY

The Director of Library and Learning Support Services provides direct supervision of faculty and classified staff assigned to the Library and Learning Support Services Department and other designated programs, and is responsible for the overall functioning of the areas to which assigned.

REPRESENTATIVE DUTIES

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

1. Directs all Library and Learning Support Services programs and services, including facility use, individualized instruction and other designated programs and services.
2. Provides leadership in developing access to electronic information resources and multimedia products, and otherwise working with faculty to augment materials and informational services that support the teaching/learning functions of the College.
3. Coordinates the introduction of technological advances in information access into the Library and Learning Support Services and supervises ongoing programs to instruct faculty, students and the public in such use.
4. Ensures that the Library and Learning Support Services practices are consistent with District policy, local, state and federal laws, and other contracts or agreements.
5. Staffing:
 - Recommends the establishment of faculty and classified positions in assigned areas of responsibility.
 - Participates in the development of faculty and classified position descriptions and announcements.
 - Participates in search and selection processes for faculty and classified staff.
 - Ensures conformity with District employment policies, regulations and procedures.

- Submits staffing recommendations to the Vice President of Student Services.
 - Responsible for the supervision and evaluation of assigned faculty and staff.
 - Informs and counsels faculty on matters related to the improvement of teaching, learning, and librarianship.
 - Approves and submits requests for and reports on faculty and staff absences and leaves.
6. Scheduling:
 - Assesses enrollment data and develops recommendations for schedules of library classes.
 - Works with faculty in developing schedule of courses which complies with District requirements.
 - Submits all scheduling information for courses in a timely and accurate manner.
 7. Budget:
 - Assists in planning the College budget by organizing and submitting the Library and Learning Support Services budget to the Vice President of Student Services Office.
 - Assists department heads and Coordinators in budget planning and implementation.
 - Manages all budgets within the area(s) of responsibility and oversees the maintenance of unit budget records and files.
 - Supervises and approves all appropriate expenditures.
 8. Attends meetings of specific student services groups and serves on college committees and task forces as required or assigned.
 9. Serves in additional librarian capacities (reference and orientation) as needed.
 10. Prepares and maintains statistics, reports, and surveys for state and federal agencies.
 11. Develops, plans, coordinates, and prioritizes workload and work areas to ensure smooth workflow;
 12. Responsible for safety and security issues of the Library building. Operates and monitors high-tech security systems. Keeps security codes current, and maintains inventory of the Digital Library's security access codes. Monitors Alarm Activity Reports to ensure the security of the building.
 13. Maintains policies, procedures, and records for the Library and Learning Support Services Department.
 14. Prepares or participates in written performance evaluations of Library and Learning Support Services faculty and classified staff, in accordance with the Board Policy and Collective Bargaining Agreements;
 15. Through continued study and participation in professional organizations, maintains and understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position through continued study and participation in professional organizations.

16. Communicates with District personnel to provide assistance and information regarding Library and Learning Support Services Department policies and procedures.

17. Performs other related responsibilities as may be 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:

Library and information technologies.

Current and developing trends in the library, publishing, and higher education fields.

Values and priorities of a community college library.

Principles and practices of effective management, leadership, supervision, training and performance evaluation.

Operational characteristics, services, and activities of a library information technologies program.

Principles and practices of library management.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Pertinent federal, state, and local laws, codes, and regulations relating to Title 5 and California Education Code.

Ability to:

Successfully exhibit leadership in management and planning.

Effectively plan, organize, evaluate, train and oversee the work of others.

Manage budgets within the scope of the assignment.

Compile data and prepare accurate reports.

Implement oral and written directions effectively.

Represent and encourage a high standard of ethical conduct amongst faculty and staff.

Perform consistently under the pressure of deadlines and other administrative demands.

Oversee and participate in the management of a comprehensive library and learning support services 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.

Work cooperatively and effectively and 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 assigned 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 – *A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Master's Degree in Library Science, or Library and Information Science (MLS/MLIS) from a graduate program accredited by the American Library Association.

Experience:

Three (3) years of increasingly responsible experience overseeing one or more library functional areas (e.g. Reference, Instruction, Public Services, Technical Services, etc.) in a college/university or similar library setting, including one year 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 with extensive public contact.

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 Approval: March 28, 2013

Range: 16

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Tanya Rogers
Interim Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Tanya Rogers
Interim Vice Chancellor, Human Resources & Employee Relations
DATE: March 28, 2013
SUBJECT: Consideration of Approval of Revised Management Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised management job descriptions for Director, Admissions & Records and Director, Alternate Text Production Center

OVERVIEW

The Director of Admissions & Records shall be responsible for directing, managing and supervising the daily operations of the admissions, registration and records functions within the Student Support Services Division. The Director, Alternate Text Production Center, serves as the contact point for all information regarding the operation of the Alternate Text Production Center and consults with and advises the State Chancellor's Office;

ANALYSIS

The revised job descriptions will provide a clear and more defined clarification of assignment for the positions.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DIRECTOR OF ADMISSIONS & RECORDS

*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 appropriate area administrator, the Director of Admissions & Records shall be responsible for directing, managing and supervising the daily operations of the admissions, registration and records functions within the Student Support Services Division. The Director is also responsible for program development and ensuring the highest quality of service to students.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plans, coordinates and supervises the admissions and registration procedures in accordance with existing rules and regulations.
2. Plans, oversees, and participates in the student admissions and registration processes in accordance with regulations and policies;
3. Provides information and assists students throughout the admissions and registration processes; oversees the maintenance of records systems.
4. Establishes and maintains a complete system of accurate student records in accordance with local/state/federal policies.
5. Prepares and distributes correspondence, admissions and records forms, requests for information and other documents; ensures required information and verifications are organized and maintained according to established policies and procedures.
6. Interprets residency laws and regulations; adjudicates residency cases.
7. Supervises clerical staff responsible for admissions, registration and records activities.
8. Assigns and monitors the work of assigned staff members; provides clear, concise, and consistent direction; maintains a positive and productive work environment; as assigned.
9. Conducts evaluations of Admissions and Records staff.
10. ~~Coordinates~~ Directs all short-term hourly staffing in the Admissions and Records Office.
11. ~~Coordinates~~ Directs staff development workshops and in-service training for the Admissions and Records staff.
12. Coordinates all student work authorization and placements within the Admissions and Records office.
13. Coordinates activities with the Campus Business Office dealing with physical plant and financing as related to registration procedures.
14. Collaborates with the Computer Center to provide and evaluate data needed for local/state/federal reports, including, but not limited to, enrollment, FTE, and demographics. Recommends and evaluates automated processes in admissions, registration and records.

15. ~~Coordinates~~ Directs and supervises all on-campus and off-campus registration; makes recommendations for improved automation and on-line application process and registration.
16. Directs the maintenance and issuance of all transcripts and certificates.
17. Ensures that the confidentiality of student records and information is maintained; ensures the security of permanent student and instructor class records.
18. Prepares statistical reports for administration on registration comparisons, activities, and trends.
19. Certifies students for degrees, honors, certificates, and other awards or eligibility; evaluates and/or supervises the evaluation of general breadth and/or graduation requirements.
20. Compiles information and data for the preparation of a variety of reports and correspondence as requested by higher level administrative staff.
21. Calculates tuition and other fees according to established guidelines; receives payments and posts to computer system; maintains related records.
22. Prepares, monitors and recommends a yearly budget for the Admissions and Records Office
23. Designs and implements accountability procedures for admissions, records and registration.
24. Maintains effective and cooperative working relationships with other districts, departments, staff, faculty and outside agencies; attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of college admissions and records operations.
25. Maintains current knowledge of laws, policies and procedures related to admissions and records; participates in the development and implementation of program goals, objectives, policies, procedures, and priorities; develops strategies for the achievement of these goals.
26. 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:

Operational characteristics, services, and activities of the admission, registration and records program.
 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 California Education Code, and Title 5.

Ability to:

Oversee and participate in the management of a comprehensive admissions, registration and records 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 admissions, registration and records functions and operations.

Be flexible in work hours.

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:

Three (3) years of experience in the area of admissions and records.

Preferred Experience:

Experience in the California Community College System.

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.

DIRECTOR, ALTERNATE TEXT PRODUCTION CENTER

*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 Executive Director of Distributed Education and Technology Services, the Director serves as the contact point for all information regarding the operation of the Alternate Text Production Center; consults with and advises the State Chancellor's Office; plans, develops, implements, and evaluates all aspects relating to the acquisition and production of alternate media products (electronic text, Braille, and Large Print) for community college students requiring educational accommodations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Establish the objectives and goals of the Alternate Text Production Center.
2. Prepare and maintain strategic plan; administer policies and procedures.
3. Develop the methods and techniques for accomplishing all functions related to the receipt of alternate media requests, the preparation of work orders, the assignment of work to appropriate staff, monitoring of work orders, establishment of quality checks, and resolution of problems.
4. Ensure that all work orders meet the quality, timeliness, and format required; monitor work order progress throughout the production process or acquisition cycle to ensure efficient completion.
5. Maximize the use of resources allocated to the production process and ensure efficient processes and procedures are in place.
6. Initiate equipment and process changes to improve or enhance the production process.
7. Develop partnerships and contract agreements with educational and business organizations to enhance production efforts.
8. Deliver professional presentations and participate in special workgroups, task forces, and advisory boards.
9. Work with California Community College staff and the High Tech Center Training Unit staff to develop the best plan for the production of alternate media consistent with the direction of the State Chancellor's Office.
10. Coordinate with California Community College staff and the High Tech Center Training Unit staff to ensure best practices for the production of alternative media consistent with the direction of the State Chancellor's Office; make recommendations for improvement or change to meet present or future needs.
11. Develop detailed documentation on the acquisition and production process.

12. Review acquisition and production results to ensure that products meet specifications and processing timelines are satisfactory; make adjustments, as needed, to improve quality of production.
13. Provide direction in the recruitment, selection, training, and evaluation of ATPC staff.
14. Develop, manage, and monitor program budgets to include all expenditures and income generating activities.
15. Implement Fee for Service pay schedules for textbooks produced outside of the California Community College system.
16. Pursue and initiate new collaborations and funding sources to expand production capacities and capabilities.
17. Establish and maintain cooperative relations with industry organizations, and federal, state, and local agencies; establish and maintain cooperative working relations with the State Chancellor's Office and other programs funded through the State Chancellor's Office.
18. Evaluate existing practices and make recommendations for improvement or change to meet present or future needs.
19. Oversee the design and maintenance of an accessible ATPC website.
20. Participate on advisory committees.
21. Prepare reports and maintain production & financial records.
22. Perform 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:

Operational characteristics, services, and activities of a program used to acquire or produce alternate formats for use by individuals with disabilities
 Principles and practices of program development and administration.
 Principles and practices of budget preparation and administration.
 Principles of supervision, training, and performance evaluation.
 Policies, procedures, funding, programs, and services of the disabled students programs and services.
 Pertinent federal, state, and local laws, codes, and regulations relating to disabled students programs and services
 Techniques for preparing, producing and disseminating information
 Materials and equipment used in the acquisition and production of alternate media

Ability to:

Organize and direct a statewide program of alternate media production
 Communicate clearly and concisely, both orally and in writing.
 Stimulate interest in the statewide alternate media production program and secure the cooperation of diverse groups in operating the program
 Understand and effectively carry out the State Chancellor's Office policies
 Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain the confidence and respect of persons contacted in the completion of the work
Estimate time and material necessary to acquire or produce alternate media
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 functions and operations.
Maintain an awareness of the trends and technology in alternate media and the publishing industry

MINIMUM REQUIREMENTS

Education/Training:

A Bachelor's Degree ~~in Business Administration or equivalent~~ from an accredited college or university in a related field.

Experience:

~~Five~~ four (4) years of progressively responsible administrative service-related experience in with alternate media production for the visually impaired and print disabled populations including three (3) years of supervisory responsibility.

Preferred Experience

Experience in and familiarity with public higher education and/or serving individuals with disabilities that involve setting goals, formulating procedures, and developing plans for the implementation of a program desired.

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: June 16, 2011

Revision: March 28, 2013

Range: 17

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: March 28, 2013
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.

San Bernardino Valley College – ADA/Signage						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
C.S. Legacy	CA #1	1,365,776.00	0.00	34,333.00	1,400,109.00	0.00%

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 \$34,333.00 which is 0.094% of the total Measure M construction contracts of \$36,517,897.45.

The total of all Measure M amendments and change orders, including those submitted this month, increases the Bond Measure M construction contracts by \$1,536,269.25. The new overall Measure M change order percentage is 4.21%. 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: C.S. Legacy Amount \$ 34,333.00

Campus: San Bernardino Valley College Project: ADA/Signage Upgrades

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: Thickened Concrete located at Administration and Campus Center Buildings which led to additional costs for demolition, chipping of concrete near Administration Building Elevator and Campus Center seat benches. removal of catch basins, resizing of catch basins, and additional concrete material.

Accountability

This Change was not part of the original design scope because: The above changes were not part of the original scope and were discovered when doing field work and became conditions that were not noted on the drawings.

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>12/13/12</u> in the amount of	\$	<u>1,365,776.00</u>
Total Board approved amendments to date	\$	<u>-</u>
Requested amendment amount		<u>34,333.00</u>

This request is an amendment and results in a revised contract amount of \$ 1,400,109.00
 (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 \$ 1,400,109.00

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 -
0.00% of the contract amount.

TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS	1,400,109.00
--	---------------------

Signatures

Bond Program Manager: Diana Johnson *Diana Johnson* 3/20/13
 (Signature) (Date)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

4629A1-AU
Project Number

ADA-CA1

CONTRACT AMENDMENT

Original Contract Amount: \$1,365,776.00
Amount of Previous Contract Amendments: \$0.00
Amount of Previous Change Orders: \$0.00

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>April 11, 2013</u>
Project Description:	<u>Voluntary ADA Upgrades (ADA)</u>	Contract No.:	<u>PO # 132534</u>
To (Contractor):	<u>CS Legacy</u>	Attn:	<u>Gregg Strumpf</u>

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

Item No.: Refer to attachments Reference RFP No.: N/A

Description of Work:

This contract amendments includes additional scopes of work for the general contractor generated from unforeseen field conditions encountered and identified during construction operations. 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. VC 157
Contract Amendment No. ADA-CA1: Item 1.1 - 1.10

TOTAL COST of CONTRACT AMENDMENT ADA-CA1: \$34,333.00

Reason for Change:

- 1 Unforeseen Field Conditions at ADSS and Campus Center
- 2 Refer to attached CONTRACT AMENDMENT ADA-CA1 summary dated 2/28/2013

Initiator of Change:

- 1 Trade Contractor Request for Information

The original Base Contract Sum was:	<u>\$1,365,776.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract amount due to C.A. No. ADA-CA1 will be increased by:	<u>\$34,333.00</u>
The revised BASE Contract Sum:	<u>\$1,400,109.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$1,365,776.00</u>
The revised Contract Amount, including this Contract Amendment is, therefore:	<u>\$1,400,109.00</u>
The contract TIME due to C.A. No. ADA-CA1 will be increased by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Amendment is, therefore:	<u>unchanged</u>
SBCCD Contract Amendment No. <u>ADA-CA1</u> includes Item Number(s):	<u>1.1 through 1.10</u>

This Contract Amendment 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.

Architect:	<u>Richard Bienvenu - LPA</u>	Date:	<u>3/15/13</u>
Constr. Mgr.:	<u>Lellani Nunez - Kitchell/BRJ/Seville</u>	Date:	<u>3/7/13</u>
District:	<u>Mr. Charlie Ng, - Vice Chancellor Fiscal Services</u>		
Contractor:	<u>Gregg Strumpf - President - CS Legacy</u>		

Printed Name/Title

State of California - Division of the State Architect DSA Application No. 04-112488 File No. 36-C2

Approved _____ per Principal Structural Engineer: _____

CONTRACT AMENDMENT NO. ADA-CA1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Thicken concrete at ADSS and Campus Center through 1/14/13. KBS PCO 2/CSL COR 1R2	A1	100	\$0	\$27,883	\$27,883
Item 1.2	CCD#4 Chipping of Concrete at ADSS Elevator. KBS PCO 3/CSL COR 10	A3	100	\$0	\$685	\$685
Item 1.3	CCD#4 Chipping of Concrete at Campus Center on 1/26/13. KBS PCO 3/CSL COR 11	A3	100	\$0	\$2,610	\$2,610
Item 1.4	CCD#4 Chipping of Concrete at Campus Center on 1/29/13. KBS PCO 3/CSL COR 24	A3	100	\$0	\$818	\$818
Item 1.5	RFP #1 ADSS Catch Basins at North Stairs. KBS PCO 4/CSL COR 31	A3	100	\$0	\$0	\$0
Item 1.6	RFP #2 ADSS Catch Basin at Center Pathway. KBS PCO 10/CSL COR 30	A3	100	-\$214	\$0	(\$214)
Item 1.7	RFP #3 ADSS Catch Basin at South Stairs. KBS PCO 11/CSL COR 32	A3	100	-\$883	\$0	(\$883)
Item 1.8	RFI #19 Replace in Kind Concrete at ADSS Courtyard North. KBS PCO 28/CSL COR 9.1R1	A3	100	\$0	\$911	\$911
Item 1.9	RFI #19 Replace in Kind Concrete at ADSS Courtyard Center and South. KBS PCO 28/CSL COR 9.2R1	A3	100	\$0	\$957	\$957
Item 1.10	RFI #19 Replace in Kind Concrete at Campus Center. KBS PCO 29/CSL COR 25R1	A3	100	\$0	\$1,566	\$1,566
	Subtotal					\$34,333
	TOTAL CONTRACT AMENDMENT #ADA-CA1					\$34,333

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

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: March 28, 2013
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 \$34,333.00 which is 0.094% 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 \$1,536,269.25 which is only 4.21% of the project cost of \$36,517,897.45.

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 3/28/13 agenda)

March 28, 2013

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	\$ 24,298,670.95	\$ 96,150.49	\$ 34,333.00	\$ 24,429,154.44	0.54%
				\$ -	
TOTAL for CONTRACT AMENDMENTS	\$ 36,517,897.45	\$ 498,951.49	\$ 34,333.00	\$ 37,051,181.94	1.46%

CHANGE ORDERS

PROJECTS	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending		
CHC-Crafton Hills College	\$ 12,622,027.50	\$ 585,801.76	\$ -	\$ 13,207,829.26	4.64%
SBVC-San Bernardino Valley College	\$ 24,429,154.44	\$ 417,183.00	\$ -	\$ 24,846,337.44	1.71%
TOTAL for CHANGE ORDERS	\$ 37,051,181.94	\$ 1,002,984.76	\$ -	\$ 38,054,166.70	2.71%

CHANGE SUMMARY by PROJECT

(Including any contract amendments and change orders on the 03/28/13 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%
TOTAL	\$ 12,219,226.50	\$ 402,801.00	\$ -	\$ 585,801.76	\$ -	\$ 13,207,829.26	4.64%

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
PAL PROJECT

March 28, 2013

(Including any contract amendments and change orders on the 03/28/13 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%
TOTAL	\$ 6,146,450.00	\$ 402,801.00	\$ -	\$ 296,344.00	\$ -	\$ 6,845,595.00	4.82%

Crafton Hills College
CHANGE SUMMARY by PROJECT
M S ANNEX

March 28, 2013

(Including any contract amendments and change orders on the 03/28/13 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%
TOTAL	\$ 2,270,500.00	\$ -	\$ -	\$ 189,545.00	\$ -	\$ 2,460,045.00	8.35%

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
MPOE-DATA

March 28, 2013

(Including any contract amendments and change orders on the 03/28/13 agenda)

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%
TOTAL	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
LIBRARY DEMOLITION

March 28, 2013

(Including any contract amendments and change orders on the 03/28/13 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%
TOTAL	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	0.00%

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
SOLAR FARM

March 28, 2013

(Including any contract amendments and change orders on the 03/28/13 agenda)

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%
TOTAL	\$ 2,700,000.00	\$ -	\$ -	\$ 62,678.76	\$ -	\$ 2,762,678.76	2.32%

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.

San Bernardino Valley College
CHANGE SUMMARY by PROJECT

March 28, 2013

(Including any contract amendments and change orders on the 03/28/13 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	\$ -	\$ 339,785.00	\$ -	\$ 11,650,026.49	3.00%
HVAC Cafeteria & Health Science	\$ 325,000.00	\$ -	\$ -	\$ -	\$ -	\$ 325,000.00	0.00%
Gym Demo	\$ 509,071.00	\$ -	\$ -	\$ (50,905.00)	\$ -	\$ 458,166.00	0.00%
Business Building Remodel	\$ 9,702,523.95	\$ 12,209.00	\$ -	\$ 148,805.00	\$ -	\$ 9,863,537.95	1.53%
Site Signage	\$ 2,535,776.00	\$ -	\$ 34,333.00	\$ (20,502.00)	\$ -	\$ 2,549,607.00	0.00%
	\$ 24,298,670.95	\$ 96,150.49	\$ 34,333.00	\$ 417,183.00	\$ -	\$ 24,846,337.44	1.71%

NO NEW CHANGE ORDERS

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
CENTRAL PLANT

March 28, 2013

(Including any contract amendments and change orders on the 03/28/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>Infrastructure Sewer Improvements</i>							
Kirtley Construction dba TK Construction	\$ 348,300.00	\$ 83,941.49	\$ -	\$ 26,806.00	\$ -	\$ 459,047.49	6.20%
<i>Central Plant</i>							
Plumbing, Piping & Construction	\$ 10,878,000.00	\$ -	\$ -	\$ 312,979.00	\$ -	\$ 11,190,979.00	2.88%
TOTAL	\$ 11,226,300.00	\$ 83,941.49	\$ -	\$ 339,785.00	\$ -	\$ 11,650,026.49	3.00%

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
HVAC

March 28, 2013

(Including any contract amendments and change orders on the 03/28/13 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%
				\$ -			
TOTAL	\$ 325,000.00	\$ -	\$ -	\$ -	\$ -	\$ 325,000.00	0.00%

NO NEW CHANGE ORDERS

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
GYM DEMO

March 28, 2013

(Including any contract amendments and change orders on the 03/28/13 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%
				\$ -			
TOTAL	\$ 509,071.00	\$ -	\$ -	\$ (50,905.00)	\$ -	\$ 458,166.00	-10.00%

NO NEW CHANGE ORDERS

San Bernardino Valley College
 CHANGE SUMMARY by PROJECT
 BUSINESS BUILDING RENOVATION

March 28, 2013

(Including any contract amendments and change orders on the 03/28/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Janus Corporation	\$ 417,600.00	\$ 12,209.00	\$ -	\$ 5,127.00	\$ -	\$ 434,936.00	1.19%
Three Peaks	\$ 34,923.95	\$ -	\$ -	\$ -	\$ -	\$ 34,923.95	0.00%
Doug Wall Construction, Inc.	\$ 9,250,000.00	\$ -	\$ -	\$ 143,678.00	\$ -	\$ 9,393,678.00	1.55%
TOTAL	\$ 9,702,523.95	\$ 12,209.00	\$ -	\$ 148,805.00	\$ -	\$ 9,863,537.95	1.53%

NO NEW CHANGE ORDERS

San Bernardino Valley College
 CHANGE SUMMARY by PROJECT
 SITE SIGNAGE/ADA

March 28, 2013

(Including any contract amendments and change orders on the 03/28/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Broughton Construction, Inc.	\$ 1,170,000.00	\$ -	\$ -	\$ (20,502.00)	\$ -	\$ 1,149,498.00	-1.75%
C.S. Legacy Construction	\$ 1,365,776.00	\$ -	\$ 34,333.00	\$ -	\$ -	\$ 1,400,109.00	0.00%
TOTAL	\$ 2,535,776.00	\$ -	\$ 34,333.00	\$ (20,502.00)	\$ -	\$ 2,549,607.00	-0.80%

NO NEW CHANGE ORDERS