

San Bernardino Community College District  
Regular Meeting of the Board of Trustees  
114 S. Del Rosa Drive, San Bernardino, CA 92408  
Thursday, April 11, 2013 – 2:30 p.m. – Board Room

THE PUBLIC MEETING WILL BEGIN IMMEDIATELY  
AFTER THE CLOSED SESSION

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. PRESENTATION ON THE BROWN ACT  
by Jack P. Lipton, Ph.D., Esq  
Burke, Williams & Sorensen, LLP
3. ANNOUNCEMENT OF CLOSED SESSION ITEMS
  - A. CONFERENCE WITH LABOR NEGOTIATORS  
Government Code 54957.6  
Agency Negotiators: Bruce Baron and Tanya Rogers  
CTA  
CSEA  
Management/Supervisors  
Confidential Employees
  - B. EMPLOYEE DISMISSAL/DISCIPLINE/RELEASE  
Government Code 54957
  - C. CONFERENCE WITH LEGAL COUNSEL  
ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Section  
54956.9(d)(2)  
Number of cases: 48  
Employee ID Numbers: 8279, 4246, 6925, 6766, 24557, 2050,  
25421, 8619, 5900, 23583, 5594, 8752, 1874, 23513, 8575, 298, 437,  
4584, 9364, 3290, 8380, 8607, 5284, 25225, 5003, 6496, 26110, 649,  
3598, 9672, 4887, 2999, 7627, 7084, 10096, 25752, 3986, 7835, 872,  
24971, 23916, 24323, 23663, 25523, 7196, 6243, 4050, 25253
  - D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Government Code 54957.6  
Title: Chancellor

4. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
5. CONVENE CLOSED SESSION
6. RECONVENE PUBLIC MEETING
7. REPORT OF ACTION IN CLOSED SESSION
8. INSTITUTIONAL PRESENTATIONS  
Student Testimonial - SBVC  
Supplemental Instruction - STEM TEAM
9. Consideration of Approval of Candidates for the 2013 CCCT Board of Directors (p.1)
10. 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.

11. APPROVAL OF MINUTES - March 28, 2013 (p.4)
12. REPORTS
  - A. Board Members
  - B. Student Trustees
  - C. Chancellor

### 13. 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/STUDENT SERVICES

1. Consideration of Approval of Curriculum – SBVC (p.9)
2. Consideration of Approval of Curriculum – CHC (p.13)

#### B. HUMAN RESOURCES

1. Consideration of Approval of Classified Employees (p.69)
2. Consideration of Approval to Accept Classified Resignation (p.70)
3. Consideration of Approval of Change in Assignment for Classified Employee (p.71)
4. Consideration of Approval of Short-Term, Substitute and Professional Expert Employees (p.72)
5. Consideration of Approval of Adjunct and Substitute Academic Employees (p.76)
6. Consideration of Approval of Non-Instructional Pay (p.78)
7. Consideration of Approval of Assistant Coaches (p.80)
8. Consideration of Approval of Management Retirement (p.81)
9. Consideration of Approval of Doctoral Stipend for Management Employee (p.82)
10. Consideration of Approval of District Volunteers (p.83)

#### C. FISCAL SERVICES

1. Consideration of Approval of Routine Contracts and Agreements (p.85)
2. Consideration of Approval of Professional Services Contracts and Agreements (p.113)
3. Consideration of Approval of Budget Adjustments (p.116)
4. Consideration of Approval of Conference Attendance (p.122)
5. Consideration of Approval of District/College Expenses (p.128)
6. Consideration of Approval of Surplus and Donation of Property to Rio Hondo Community College District (p.137)
7. Consideration of Approval of Facility Use Fee Waivers (p.138)
8. Consideration of Approval of Individual Memberships (p.140)

### 14. ACTION AGENDA

#### A. INSTRUCTIONAL/STUDENT SERVICES

#### B. HUMAN RESOURCES

1. Consideration of Approval to Accept Classified Retirements (p.142)

2. Consideration of Approval of Unpaid Leave of Absence for Human Resources Generalist, District (p.144)
3. Consideration of Approval of Placement of Classified Confidential Employee on the 39-Month Reemployment List p.145)
4. Consideration of Approval to Adopt a Resolution Authorizing Layoff Due to Lack of Work and/or Lack of Funds Implementing Education Code Section 88017 (p.146)
5. Consideration of Approval to Adopt Resolution to Recognize April As Sexual Assault Awareness Month (p.148)

C. FISCAL SERVICES

1. Consideration of Approval of Bond Measure M Construction Change Orders and Contract Amendments (p.150)
2. Consideration of Approval of Change Order #1 with Cousts Heating and Cooling, Inc. (p.162)
3. Consideration of Approval of Amendment 001 to the Snipes-Dye Associates Contract (p.165)
4. Consideration of Approval of Amendment 003 to the Steinberg Architects Contract (p.169)
5. Consideration of Approval to Cancel Existing PMSM Architects Contract and Replace with Two New Contracts – SSA, SSC and PAC (p.174)
6. Consideration of Approval to Cancel Existing PMSM Architects Contract and Replace with Two New Contracts – LADM and M&O (p.183)
7. Consideration of Approval of Revised Measure M Bond Project List – CHC (p.192)
8. Consideration of Approval to Appoint Members to the Citizens Bond Oversight Committee (p.195)
9. Consideration of Approval of Contract with Hay Group for Classification and Compensation Consulting Services (p.196)
10. Consideration of Approval to Adopt a Resolution Authorizing the Use of Selected Pass-Through Payments from Former Redevelopment Agencies (p.197)
11. Consideration of Approval of Board Policy 2060 Student Trustees (p.200)

15. INFORMATION ITEMS

- A. Summary of Bond Measure M Capital Improvement Program Change Orders and Amendments for Construction Contracts (p.203)
- B. Budget Report (p.217)
- C. Purchase Order Report (p.258)
- D. General Fund Cash Flow Analysis (p.265)

- E. Clery Act Compliance Report (p.267)
- F. Advancement in Rank (p.269)
- G. MOU – CSEA Alternative Work Schedule Summer 2013 (p.271)
- H. Administrative Procedures (p.273)
  - 5030 Fees
  - 5033 Refunds
- I. Applause Cards (p.279)

16. 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. CTA
- D. CSEA

17. ADJOURN – The next regular meeting of the Board of Trustees will be Thursday, April 25, 2013.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: April 11, 2013  
SUBJECT: Consideration of Approval of Candidates for the 2013 CCCT  
Board of Directors

RECOMMENDATION

It is recommended that the Board of Trustees determine a vote for each of the seven vacancies and authorize staff to forward the official ballot to the League Office before the deadline.

OVERVIEW

The election of members of the CCCT Board of the League will take place between March 10 and April 25. There are seven vacancies on the board.

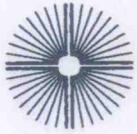
Each member community college district board of the League shall have one vote for each of the vacancies on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The candidates who receive the most votes will serve three-year terms. In the event of a tie vote for the last position to be filled, the CCCT Board of Directors will vote to break the tie.

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

No financial impact



COMMUNITY COLLEGE LEAGUE  
OF CALIFORNIA

DATE: February 28, 2013

TO: California Community College Trustees  
California Community College District Chancellors/Superintendents

FROM: Judy Centlivre, Executive Assistant

SUBJECT: CCCT BOARD ELECTION — 2013

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Pursuant to the CCCT Board Governing Policies, the election of members of the CCCT board of the League will take place between March 10 and April 25. This year there are seven, three-year vacancies on the board.

Each member community college district board of the League shall have one vote for each of the seven vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The seven candidates who receive the most votes will serve three-year terms. In the event of a tie vote for the last position to be filled, the CCCT board will vote to break the tie. While districts may nominate more than one trustee, only one may be elected to the board. The candidate from such district with the highest number of votes will be seated, and additional candidates will be seated based on vote order.

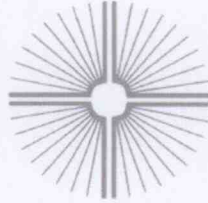
The fifteen trustees who have been nominated for election to the board are listed on the enclosed sheet in the Secretary of State's random drawing order. An official ballot for the election is also enclosed in this mailing to each community college district chancellor/superintendent, as well as copies of the statement of candidacy and biographic sketch form of each of the twelve candidates.

Please remember that: *1) ballots must be signed by the board secretary and board president or vice-president; and 2) ballot return envelopes must have no identifying information or signatures.* Official ballots must be signed and returned to the League office, **postmarked no later than April 25.** Faxed ballots will **not** be accepted. The ballots will be opened and counted by three tellers appointed by the CCCT President and the results announced at the CCCT Annual Conference, May 3-5 in Lake Tahoe.

If you have any questions on the CCCT board election, please call the League office at (916) 444-8641.

Attachments:

- List of Candidates
- CHANCELLORS/SUPERINTENDENTS ONLY:
  - Official Ballot and Return Envelope
  - Candidates' Biographic Sketches and Statements



**2013 CCCT BOARD ELECTION**  
**CANDIDATES LISTED IN SECRETARY OF STATE'S**  
**RANDOM DRAWING ORDER OF JANUARY 22, 2013**

1. Dianne B. McKay, Ventura County CCD
2. Howard Rudd, Sierra Joint CCD
3. Adrienne Grey, West Valley-Mission CCD
4. \*Cy Gulassa, Peralta CCD
5. \*Louise Jaffe, Santa Monica CCD
6. \*Isabel Barreras, State Center CCD
7. Sally W. Biggin, Redwoods CCD
8. Greg Bonaccorsi, Ohlone CCD
9. Susan M. Keith, Citrus CCD
10. Garrett Yee, Ohlone CCD
11. Loren Steck, Monterey Peninsula CCD
- 12.\*Jerry D. Hart, Imperial CCD
13. Brent Hastey, Yuba CCD
14. Jeffrey Lease, San Jose-Evergreen CCD
15. Linda S. Wah, Pasadena Area CCD

\* Incumbent



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 28, 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  
Donna Ferracone, Clerk  
Gloria Macias Harrison  
Dr. Kathleen Henry  
Joseph Williams  
Nickolas W. Zoumbos

Members Absent:

Kyle Hundley, Student Trustee, CHC  
Ferny Arana Garcia, SBVC

Administrators Present:

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

Administrators Absent:

Dr. Glen Kuck, Interim President, SBVC

2. PLEDGE OF ALLEGIANCE

Mr. Zoumbos led the Pledge of Allegiance.

3. PUBLIC COMMENT

None.

#### 4. INSTITUTIONAL PRESENTATION – KVCR-TV-FM STATUS REPORT

Chancellor Bruce Baron said this is the first time in several years that an update on KVCR has been presented to the Board. The Chancellor stressed that the Board will not be taking any action regarding the disposition, selling or leasing of KVCR and no such recommendations have been made to the Board. The report was an opportunity for the trustees to hear about the status of KVCR and to ask questions.

Kenn Couch, the Interim General Manager of the station, presented the update and addressed the Board's questions.

The following items were noted in Mr. Couch's presentation:

- KVCR-FM has been on the air for 60 years; KVCR-TV has been on the air for 50 years.
- KVCR's mission is to be the educational, entertainment and voice of the Inland Empire and to be a training facility for students to learn about TV and radio.
- Goals of the station include being the premier station in the Inland Empire and becoming a national and international network for FNX. FNX is currently the only channel in the world for Native Americans.
- Operational changes included compliance with audit and district processes.
- The KVCR Educational Foundation is refocusing on a strategic fundraising plan.
- It is the intent of the station to be self-supporting and increase fundraising.
- KVCR has broadened its reach into education and the community with the expansion of its internship programs and the Inland Empire Media Academy, which is part of the SBVC Radio, Film and Television program.
- KVCR-FM has taken significant steps to operate economically, reducing its allocation from the district general fund from \$1.7 million in 2011-2012 to \$900,000 in 2012-2013. The plan is to be self-supporting by July 1, 2014.
- The five-year revenue and expense plan was detailed. Planned revenue increases are projected to be phased-in to achieve self-sufficiency by June 30, 2014.
- The district currently pays KVCR's salaries and benefits through the general fund contribution. KVCR does not pay any overhead for office space, custodial, maintenance, phones and lights. After the station reaches its goal to be self-sustaining, the station will plan further to cover these overhead expenses.
- To achieve the fundraising goals, the station plans to hire managers to handle each division and hire a Director of TV/Station Manager so the General Manager can focus not only on day-to-day activities but meet with potential major donors.
- The station is confident it will reach its \$1.2 million fundraising goal for this year, based on a 20% increase over last year. The station should receive a \$400,000 increase in pledges for the first year because its signal will be going

into Los Angeles and Ventura Counties, with 400 more Nielson ratings boxes in place, later this spring.

- Royalties could be received if the FNX programs are played in other countries. FNX currently pays none of the indirect costs to KVCR. The plan is to have FNX pay for bandwidth and then pay for facilities and other overhead.
- Negotiations are in process with DirecTV to carry FNX nationally and in areas where there is no PBS coverage. The station is planning a strategy to ask DirecTV for \$3 million annually for giving them rights as the sole provider of FNX.

Trustee Harrison asked what is the role now of the KVCR Foundation and what is the difference between that foundation and the college foundations. Mr. Baron said the KVCR Foundation is set up specifically as an auxiliary foundation for the purpose of fundraising. The foundation is moving back to its core function and will be developing a fundraising plan at its quarterly meetings. Trustees Ferracone, Henry and Longville serve on the foundation. The college foundations are separate entities and not auxiliary foundations at the present time. Mr. Couch added he wants to share with the foundation everything that is going on because they need to be aware of the station's goals and where the station is going. He said the foundation's input is needed so it can go out armed with the knowledge to help raise funds.

Trustee Williams asked who has the judiciary responsibility over the KVCR Foundation and the station. The Chancellor responded KVCR and FNX report to the Chancellor. He also said that the KVCR Foundation, as an auxiliary foundation, is ultimately responsible to the SBCCD Board of Trustees.

Mr. Couch stressed the bookkeeping between the station and FNX is separate because of the FNX grants, which require separate accountability.

Trustee Harrison asked if a percentage of the FNX grant goes to the district or equipment. Mr. Couch said FNX pays only for all direct costs of the FNX project. Salaries for FNX employees are paid by the grant. Mr. Couch assured the Board that the station will meet its goal to be self-sufficient financially.

Trustee Ferracone asked about the media academy. SBVC instructor Diane Dusick said the academy has over 100 students enrolled in combined radio and TV classes. The district has a signed agreement with Fontana Unified School District and is working out details on two MOUs with Cal State San Bernardino and one with Redlands Unified School District. The academy's big fundraiser is the film festival. She said the graduation rate of the program is small because students are often "trying out" the program. Dr. Singer asked for the number of FTES generated by the program. The Chancellor said that he would provide that information.

Trustee Harrison asked about the percentage of local programming and listening demographics. For TV, Ben Holland said 10 or so local programs are aired each

week. He provided some demographic statistics for TV. Trustee Harrison asked if the demographic statistics could be provided in a written report.

5. APPROVAL OF MINUTES

Mr. Longville moved, Dr. Henry seconded, and the Board members voted as follows to approve the March 14, 2013 minutes:

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

NOES: None

ABSENT: Garcia (advisory), Hundley (advisory)

ABSTENTIONS: None

6. ACTION AGENDA

Approve New Management Job Descriptions

Mrs. Harrison moved, Mr. Williams seconded, and the Board members voted as follows to approve the following new management job descriptions:

Director, EOP&S, CARE, CALWORKS & STAR  
Director of Library and Learning Support Services

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

NOES: None

ABSENT: Garcia (advisory), Hundley (advisory)

ABSTENTIONS: None

Approve Revised Management Job Descriptions

Mrs. Harrison moved, Mr. Williams seconded, and the Board members voted as follows to approve the following revised job descriptions:

Director, Admissions and Records  
Director, Alternate Text Production Center

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

NOES: None

ABSENT: Garcia (advisory), Hundley (advisory)

ABSTENTIONS: None

Approve Bond Measure M Construction Change Orders and Contract Amendments

Mrs. Harrison moved, Dr. Henry seconded, and the Board members voted as follows to approve the following Measure M construction change orders and amendments:

ADA/Signage – SBVC

C.S. Legacy, CA-1, in the amount of \$34,333.00

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

NOES: None

ABSENT: Garcia (advisory), Hundley (advisory)

ABSTENTIONS: None

Bond Measure M Capital Improvement Program Change Orders and Amendments

Submitted for information.

7. ADJOURN

Dr. Singer adjourned the meeting at 5:35 p.m.

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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: Dr. Glen Kuck, Interim President, SBVC  
PREPARED BY: Dr. Haragewen Kinde, Interim Vice President, Instruction SBVC  
DATE: April 11, 2013  
SUBJECT: Consideration of Approval of Curriculum - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve the SBVC curriculum modifications.

OVERVIEW

The courses, certificates and degrees at SBVC are continually being revised and updated to reflect and meet student needs.

ANALYSIS

These courses have been approved by the Curriculum Committee of the Academic Senate and will be included in the 2013-2014 College Catalog.

BOARD IMPERATIVE

II. Learning Centered Institution for Student Access, Retention and Success

FINANCIAL IMPLICATIONS

None

**SAN BERNARDINO VALLEY COLLEGE**  
**SUBMITTED FOR BOARD OF TRUSTEE APPROVAL**  
April 11, 2013

<b>MODIFY COURSE</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>CRMJUS 070</b>	<b>BASIC DISPATCHER'S COURSE</b>

**Lecture:** 90 contact hour(s) per semester

**Catalog Description:** This course covers basic training for new dispatchers. Topics include but are not limited to: professional orientation and ethics, criminal justice system, interpersonal communication, telephone technology and domestic violence. This course satisfies Peace Officers Standards and Training (POST) requirements for basic training of public safety dispatchers.

**Schedule Description:** This course covers basic training for new dispatchers. Topics include but are not limited to: professional orientation and ethics, criminal justice system, interpersonal communication, telephone technology and domestic violence. This course satisfies Peace Officers Standards and Training (POST) requirements for basic training of public safety dispatchers.

**Rationale:** Content review

**Effective:** FA14

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>PSYCH 111</b>	<b>DEVELOPMENTAL PSYCHOLOGY: LIFESPAN</b>

**Departmental Advisory:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process

**Catalog Description:** This course is a survey of lifespan developmental psychology from conception through death, including biological and environmental influences. Theories and research on physical, cognitive, personality, and social development are examined, as well as attention to developmental disturbances and problems.

**Schedule Description:** This course is a survey of lifespan developmental psychology from conception through death, including biological and environmental influences.

**Equate:** This course equates with CHC

**Rationale:** Content review

**Effective:** FA14

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>THART 110</b>	<b>BEGINNING VOICE AND DICTION</b>

**Course Title:** Voice and Diction for Actors

**Departmental Advisory:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process

**Catalog Description:** This course provides techniques of voice production for the stage. Theory and practice in developing vocal skills for performance such as relaxation, breathing, pitch, rate, articulation, volume, quality, characterization, and the use of dialects are included.

**Schedule Description:** This course provides techniques of voice production for the stage. Theory and practice in developing vocal skills for performance such as relaxation, breathing, pitch, rate, articulation, volume, quality, characterization, and the use of dialects are included.

**Equate:** This course equates with CHC

**Rationale:** Content review

**Effective:** FA14

Curriculum Meetings: 03-11-13

Conjoint Meeting: 03-15-13

Board of Trustees Meeting: April 11, 2013

## MODIFY COURSE

COURSE ID	COURSE TITLE
THART 120	ACTING FUNDAMENTALS I

**Departmental Advisory:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by SBVC assessment process

**Catalog Description:** This course provides an introduction to basic acting theory and technique. Students will develop performance skills, including relaxation, interpretation of text, memorization, stage movement, and vocal production.

**Schedule Description:** This course provides an introduction to basic acting theory and technique. Students will develop performance skills, including relaxation, interpretation of text, memorization, stage movement, and vocal production.

**Equate:** This course equates with CHC

**Rationale:** Content review

**Effective:** FA14

COURSE ID	COURSE TITLE
THART 121	ACTING FUNDAMENTALS II

**Catalog Description:** This course follows THART 120 and provides further exploration of acting theory and technique. Emphasis is placed on the development of character through script analysis and the performance of monologues and scenes.

**Schedule Description:** This course follows THART 120 and provides further exploration of acting theory and technique. Emphasis is placed on the development of character through script analysis and the performance of monologues and scenes.

**Rationale:** Content review

**Effective:** FA14

## DISTRIBUTED EDUCATION

PSYCH 111

**100% ONLINE**

**Effective:** FA14

**Rationale:** One of the planning themes of San Bernardino Valley College (SBVC) is access. For career technical courses, the issue of scheduling is crucial. Students working the night shift can only take class in the morning while those working traditional day schedules can only take evening classes. Given these variables and difficult schedules, students need the flexibility of time that an online class affords. An asynchronous online class allows students to study when their schedules allow and where they have the space and materials to do so effectively. The online delivery method of these courses supports the mission of SBVC by providing access to education to a diverse community of learners who find themselves in a community with complicated lives and difficult and demanding schedules and responsibilities.

Curriculum Meetings: 03-11-13

Conjoint Meeting: 03-15-13

Board of Trustees Meeting: April 11, 2013

2 of 3



## DELETE COURSE

AERO 106.2  
AERO 107.2  
ART 110  
ART 111  
ART 181  
ART 182  
ART 183  
ART 187  
ART 188  
ART 285  
AUTO 049

**Effective:** FA13

**Rationale:** Courses are no longer offered

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Cheryl A. Marshall, President, CHC  
PREPARED BY: Rebeccah Warren-Marlatt, Interim Vice President of Student Services and Instruction, CHC  
DATE: April 11, 2013  
SUBJECT: Consideration of Approval of Curriculum Modifications

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Curriculum Modifications.

OVERVIEW

The courses, certificates and degrees at CHC are continually being revised and updated to reflect and meet student needs.

ANALYSIS

These courses, certificates and degrees have been approved by the Curriculum Committee of the Academic Senate.

BOARD IMPERATIVE

II. Learning Centered Institution for Student Access, Retention and Success.

FINANCIAL IMPLICATIONS

None.

**CRAFTON HILLS COLLEGE**  
**SUBMITTED FOR BOARD OF TRUSTEES APPROVAL**  
**April 11, 2013**

**NEW TRANSFER DEGREE**

**ASSOCIATE IN ARTS IN EARLY CHILDHOOD EDUCATION FOR TRANSFER DEGREE**

The Associate in Arts-Transfer (AA-T) degree in Early Childhood Education at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in human development or a related field of study.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CD 105	Child Growth and Development	3.00
CD 126	Child, Family and Community	3.00
CD 112	Programs and Practices in Child Development	3.00
CD 132	Creative Experiences for Children Across the Curriculum	3.00
CD 212	Observation and Methods in Early Child Development	3.00
CD 205	Child Growth and Development Laboratory	4.00
CD 115	Health, Welfare and Nutrition for Children	3.00
CD 182	Teaching in a Diverse Society	3.00
<b>TOTAL UNITS:</b>		<b>25.00</b>

**Effective: FA13**

**Rationale:** To comply with SB 1440 which requires community colleges develop and grant associate degrees for transfer

**ASSOCIATE IN ARTS IN ELEMENTARY EDUCATION FOR TRANSFER DEGREE**

The Associate in Arts-Transfer (AA-T) degree in Elementary Education at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in liberal studies or a related field of study.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CD 105	Child Growth and Development	3.00
CD 211	Observation and Methods in School-Age Development	3.00
CD 295	Elementary Laboratory	3.00
EDU 290	Introduction to Education	3.00

In addition to the required courses, students must complete the following courses as a part of their general education requirements.

<b>REQUIRED GENERAL EDUCATION COURSES:</b>		<b>UNITS</b>
ENGL 101	Freshman Composition	(4.00)
<b>OR</b>		
ENGL 101H	Freshman Composition – Honors	(4.00)
COMMST 100	Elements of Public Speaking	(3.00)
<b>OR</b>		
COMMST 100H	Elements of Public Speaking – Honors	(3.00)
BIOL 100	General Biology	4.00
CHEM 101	Introduction to Chemistry	4.00
PHYSIC 100	Introduction to Physics	4.00

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

Board of Trustees Meeting: 04/11/13

MATH 115	The Ideas of Mathematics	3.00
HIST 170	World Civilizations (3500 BCE-1500CE)	(3.00)
<b>OR</b>		
HIST 170H	World Civilizations (3500 BCE-1500CE) – Honors	(3.00)
HIST 145	California History	3.00
POLIT 100	American Politics	(3.00)
<b>OR</b>		
POLIT 100H	American Politics – Honors	(3.00)
HEALTH 102	Biological Principles of Health	3.00

**Students must complete at least three units from the following courses: UNITS**

ENGL 102	Intermediate Composition and Critical Thinking	(4.00)
<b>OR</b>		
ENGL 102H	Intermediate Composition and Critical Thinking – Honors	(4.00)
PHIL 103	Introduction to Logic: Argument and Evidence	3.00
COMMST 125	Critical Thinking Through Argumentation and Debate	3.00

**Students must complete at least three additional units from the following courses:**

		<b>UNITS</b>
MUSIC 120	Appreciation of Musical Literature	(3.00)
<b>OR</b>		
MUSIC 120H	Appreciation of Musical Literature – Honors	(3.00)
THART 100	Introduction to Theatre	(3.00)
<b>OR</b>		
THART 100H	Introduction to Theatre – Honors	(3.00)

**Students must complete at least three additional units from the following courses:**

		<b>UNITS</b>
ENGL 152	Intermediate Composition and Literature	4.00
ENGL 108	World Drama I	(3.00)
<b>OR</b>		
THART 108	World Drama I	(3.00)
ENGL 109	World Drama II	(3.00)
<b>OR</b>		
THART 109	World Drama II	(3.00)
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World Literature from the 17th Century to the Present	3.00
COMMST 120	Oral Interpretation of Literature	(3.00)
<b>OR</b>		
COMMST 120H	Oral Interpretation of Literature – Honors	(3.00)

**Student must complete at least three additional units from the following list: UNITS**

HIST 100	History of the United States to 1877	(3.00)
<b>OR</b>		
HIST 100H	History of the United States to 1877 – Honors	(3.00)
HIST 101	History of the United States 1865 to Present	(3.00)
<b>OR</b>		
HIST 101H	History of the United States 1865 to Present – Honors	(3.00)

**RECOMMENDED COURSES:**

The following courses are not required to earn the degree but are recommended for students planning to major in liberal studies or human development (school age track) at California State University, San Bernardino.

		<b>UNITS</b>
CIS 101	Introduction to Computer and Information Technology	3.00
PHIL 101	Introduction to Philosophy	(3.00)
<b>OR</b>		
PHIL 101H	Introduction to Philosophy – Honors	(3.00)
Any foreign language course at or beyond the second semester level.		4.00 – 5.00
Any physical education activity course.		1.00
<b>TOTAL UNITS:</b>		<b>60.00</b>

**Effective: FA13**

**Rationale:** To comply with SB 1440 which requires community colleges develop and grant associate degrees for transfer

**TRANSFER DEGREE MODIFICATIONS**
**ASSOCIATE IN ARTS IN COMMUNICATION STUDIES FOR TRANSFER DEGREE**

The Associate of Arts-Transfer (AA-T) degree in Communication Studies at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in a communication-related field of study.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
COMMST 100	Elements of Public Speaking	(3.00)
<b>OR</b>		
COMMST 100H	Elements of Public Speaking – Honors	(3.00)
<b>Students must complete at least six units from the following courses:</b>		<b>UNITS</b>
COMMST 111	Interpersonal Communication	(3.00)
<b>OR</b>		
COMMST 111H	Interpersonal Communication – Honors	(3.00)
COMMST 125	Critical Thinking Through Argumentation and Debate	(3.00)
<b>OR</b>		
COMMST 125H	Critical Thinking Through Argumentation and Debate – Honors	(3.00)
COMMST 140	Small Group Communication	3.00

**Students must complete at least six additional units from the following courses:**

		<b>UNITS</b>
COMMST 111	Interpersonal Communication	(3.00)
<b>OR</b>		
COMMST 111H	Interpersonal Communication – Honors	(3.00)
COMMST 120	Oral Interpretation of Literature	(3.00)
<b>OR</b>		
COMMST 120H	Oral Interpretation of Literature – Honors	(3.00)
COMMST 125	Critical Thinking Through Argumentation and Debate	(3.00)
<b>OR</b>		
COMMST 125H	Critical Thinking Through Argumentation and Debate – Honors	(3.00)

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

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COMMST 135	Mass Communication in Society	(3.00)
<b>OR</b>		
JOUR 135	Mass Communication in Society	(3.00)
COMMST 140	Small Group Communication	3.00
COMMST 174	Communication in a Diverse World	3.00

**Students must complete at least three additional units from the following courses:**

		<b>UNITS</b>
COMMST 120	Oral Interpretation of Literature	(3.00)
<b>OR</b>		
COMMST 120H	Oral Interpretation of Literature – Honors	(3.00)
COMMST 135	Mass Communication in Society	(3.00)
<b>OR</b>		
JOUR 135	Mass Communication in Society	(3.00)
COMMST 174	Communication in a Diverse World	3.00
JOUR 120	Fundamentals of News Writing	(3.00)
<b>OR</b>		
ENGL 120	Fundamentals of News Writing	(3.00)
ANTHRO 102	Cultural Anthropology	(3.00)
<b>OR</b>		
ANTHRO 102H	Cultural Anthropology – Honors	(3.00)
PSYCH 100	General Psychology	(3.00)
<b>OR</b>		
PSYCH 100H	General Psychology – Honors	(3.00)
SOC 100	Introduction to Sociology	(3.00)
<b>OR</b>		
SOC 100H	Introduction to Sociology – Honors	(3.00)
<b>TOTAL UNITS:</b>		<b>18.00</b>

**Effective: FA13**

**Rationale:** Curriculum update

## **ASSOCIATE IN ARTS IN ENGLISH FOR TRANSFER DEGREE**

The Associate in Arts-Transfer (AA-T) degree in English at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in English, English literature, creative writing or a related field of study.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
ENGL 152	Intermediate Composition and Literature	4.00

<b>Students must complete at least six units from the following courses:</b>		<b>UNITS</b>
ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 270	Survey of British Literature I	3.00
ENGL 271	Survey of British Literature II	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World Literature from the 17th Century to the Present	3.00

**Students must complete at least six additional units from the following courses:**

		<b>UNITS</b>
ENGL 102	Intermediate Composition and Critical Thinking	(4.00)

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

Board of Trustees Meeting: 04/11/13

**OR**

ENGL 102H	Intermediate Composition and Critical Thinking – Honors	(4.00)
ENGL 232	Creative Writing	3.00
ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 270	Survey of British Literature I	3.00
ENGL 271	Survey of British Literature II	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World Literature from the 17th Century to the Present	3.00

**Students must complete at least three additional units from the following courses:**

		<b>UNITS</b>
ENGL 108	World Drama I	(3.00)
<b>OR</b>		
THART 108	World Drama I	(3.00)
ENGL 109	World Drama II	(3.00)
<b>OR</b>		
THART 109	World Drama II	(3.00)
ENGL 120	Fundamentals of News Writing	(3.00)
<b>OR</b>		
JOUR 120	Fundamentals of News Writing	(3.00)
ENGL 127	Introductory Literary Magazine Production: The Sand Canyon Review	3.00
ENGL 150	Classical Mythology	3.00
ENGL 155	Children's Literature	(3.00)
<b>OR</b>		
ENGL 155H	Children's Literature – Honors	(3.00)
ENGL 160	Literature by Women	3.00
ENGL 163	Chicano/Latino Literature	3.00
ENGL 170	The Film Experience	3.00
ENGL 175	Literature and Religion of the Bible	(3.00)
<b>OR</b>		
RELIG 175	Literature and Religion of the Bible	(3.00)
ENGL 226	Play and Screenplay Analysis	(3.00)
<b>OR</b>		
THART 226	Play and Screenplay Analysis	(3.00)
ENGL 232	Creative Writing	3.00
ENGL 250	Fiction	3.00
ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 270	Survey of British Literature I	3.00
ENGL 271	Survey of British Literature II	3.00
ENGL 275	Shakespeare	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World Literature from the 17th Century to the Present	3.00
ARABIC 101	College Arabic I	5.00
ARABIC 102	College Arabic II	5.00
ARABIC 103	College Arabic III	5.00
ARABIC 104	College Arabic IV	5.00
FRENCH 101	College French I	5.00
FRENCH 102	College French II	5.00
FRENCH 103	College French III	5.00
FRENCH 104	College French IV	5.00

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

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HUM 101	The Humanities I: Prehistoric to Medieval	3.00
HUM 102	The Humanities II: Renaissance to Post Modern	3.00
JAPN 101	College Japanese I	5.00
JAPN 102	College Japanese II	5.00
JAPN 103	College Japanese III	5.00
JAPN 104	College Japanese IV	5.00
RUS 101	College Russian I	5.00
RUS 102	College Russian II	5.00
SPAN 101	College Spanish I	5.00
SPAN 102	College Spanish II	5.00
SPAN 103	College Spanish III	5.00
SPAN 104	College Spanish IV	5.00
COMMST 120	Oral Interpretation of Literature	(3.00)
	<b>OR</b>	
COMMST 120H	Oral Interpretation of Literature – Honors	(3.00)
COMMST 145	Business Communication	(4.00)
	<b>OR</b>	
BUSAD 145	Business Communication	(4.00)
THART 100	Introduction to Theatre	(3.00)
	<b>OR</b>	
THART 100H	Introduction to Theatre – Honors	(3.00)
	<b>TOTAL UNITS:</b>	<b>19.00</b>

**Effective: FA13**

**Rationale:** Curriculum update

### **ASSOCIATE IN ARTS IN HISTORY FOR TRANSFER DEGREE**

The Associate in Arts-Transfer (AA-T) degree in History at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in history or a related field of study.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
HIST 100 History of the United States to 1877	(3.00)
	<b>OR</b>
HIST 100H History of the United States to 1877 – Honors	(3.00)
HIST 101 History of the United States 1865 to Present	(3.00)
	<b>OR</b>
HIST 101H History of the United States 1865 to Present – Honors	(3.00)
HIST 170 World Civilizations (3500 BCE-1500CE)	(3.00)
	<b>OR</b>
HIST 170H World Civilizations (3500 BCE-1500CE) – Honors	(3.00)
HIST 171 World Civilizations (1500 CE to the Present)	(3.00)
	<b>OR</b>
HIST 171H World Civilizations (1500 CE to the Present) – Honors	(3.00)

**Students must complete at least three units from the following courses:** **UNITS**

HIST 107 The United States and the North American Indians	(3.00)
	<b>OR</b>
ANTHRO 107 The United States and the North American Indians	(3.00)
ARABIC 101 Arabic I	5.00

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

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ARABIC 102	College Arabic II	5.00
ARABIC 103	College Arabic III	5.00
ARABIC 104	College Arabic IV	5.00
ASL 101	American Sign Language I	4.00
ASL 102	American Sign Language II	4.00
ASL 103	American Sign Language III	4.00
ASL 104	American Sign Language IV	4.00
ENGL 160	Literature by Women	3.00
ENGL 163	Chicano/Latino Literature	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World Literature from the 17th Century to the Present	3.00
FRENCH 101	College French I	5.00
FRENCH 102	College French II	5.00
FRENCH 103	College French III	5.00
FRENCH 104	College French IV	5.00
JAPN 101	College Japanese I	5.00
JAPN 102	Japanese II	5.00
JAPN 103	College Japanese III	5.00
JAPN 104	College Japanese IV	5.00
MCS 110	The American Deaf Experience: Introduction to Deaf Studies	3.00
POLIT 104	Introduction to Comparative Politics	3.00
POLIT 106	Introduction to World Politics	3.00
RELIG 101	Introduction to World Religions	(3.00)
<b>OR</b>		
RELIG 101H	Introduction to World Religions – Honors	(3.00)
RELIG 110	Tribal and Ethnic Religions	(3.00)
<b>OR</b>		
ANTHRO 110	Tribal and Ethnic Religions	(3.00)
RUS 101	College Russian I	5.00
RUS 102	College Russian II	5.00
SOC 141	Minority Relations	3.00
SPAN 101	College Spanish I	5.00
SPAN 102	College Spanish II	5.00
SPAN 103	College Spanish III	5.00
SPAN 104	College Spanish IV	5.00
COMMST 174	Communication in a Diverse World	3.00

**Students must complete at least three additional units from the following courses:**

		<b>UNITS</b>
HIST 107	The United States and the North American Indians	(3.00)
<b>OR</b>		
ANTHRO 107	The United States and the North American Indians	(3.00)
HIST 135	Religion in America	(3.00)
<b>OR</b>		
RELIG 135	Religion in America	(3.00)
HIST 145	California History	3.00
ANTHRO 102	Cultural Anthropology	(3.00)
<b>OR</b>		
ANTHRO 102H	Cultural Anthropology – Honors	(3.00)
ART 100	Art History I: Prehistoric Art to Medieval Art	3.00
ART 102	Art History II: Renaissance Art to Modern Art	3.00
ECON 100	Introduction to Economics	3.00
ECON 200	Principles of Macroeconomics	(3.00)

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

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	<b>OR</b>	
ECON 200H	Principles of Macroeconomics – Honors	(3.00)
ECON 201	Principles of Microeconomics	(3.00)
	<b>OR</b>	
ECON 201H	Principles of Microeconomics – Honors	(3.00)
GEOG 120	World Regional Geography	3.00
HUM 101	The Humanities I: Prehistoric to Medieval	3.00
HUM 102	The Humanities II: Renaissance to Post Modern	3.00
HUM 140	Humanities Through the Arts	3.00
JOUR 135	Mass Communication in Society	(3.00)
	<b>OR</b>	
COMMST 135	Mass Communication in Society	(3.00)
MUSIC 103	Appreciation of American Popular Music	(3.00)
	<b>OR</b>	
MUSIC 103H	Appreciation of American Popular Music – Honors	(3.00)
MUSIC 120	Appreciation of Musical Literature	(3.00)
	<b>OR</b>	
MUSIC 120H	Appreciation of Musical Literature – Honors	(3.00)
MUSIC 134	Jazz History	3.00
PHIL101	Introduction to Philosophy	(3.00)
	<b>OR</b>	
PHIL 101H	Introduction to Philosophy – Honors	(3.00)
POLIT 100	American Politics	(3.00)
	<b>OR</b>	
POLIT 100H	American Politics – Honors	(3.00)
POLIT 102	California Politics and Culture	3.00
POLIT 104	Introduction to Comparative Politics	3.00
POLIT 106	Introduction to World Politics	3.00
POLIT 110	Introduction to Political Theory	3.00
PSYCH 100	General Psychology	(3.00)
	<b>OR</b>	
PSYCH 100H	General Psychology – Honors	(3.00)
RELIG 100	Introduction to Religious Studies	(3.00)
	<b>OR</b>	
RELIG 100H	Introduction to Religious Studies – Honors	(3.00)
RELIG 101	Introduction to World Religions	(3.00)
	<b>OR</b>	
RELIG 101H	Introduction to World Religions – Honors	(3.00)
RELIG 110	Tribal and Ethnic Religions	(3.00)
	<b>OR</b>	
ANTHRO 110	Tribal and Ethnic Religions	(3.00)
SOC 100	Introduction to Sociology	(3.00)
	<b>OR</b>	
SOC 100H	Introduction to Sociology – Honors	(3.00)
	<b>TOTAL UNITS:</b>	<b>18.00</b>

**Effective: FA13**

**Rationale:** Curriculum update

## **ASSOCIATE IN ARTS IN PSYCHOLOGY FOR TRANSFER DEGREE**

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

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The Associate in Arts-Transfer (AA-T) degree in Psychology at Crafton Hills College is designed to meet the needs of students transferring to a California State University or University of California who intend to major in psychology or a related field of study.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
PSYCH 100	General Psychology	(3.00)
<b>OR</b>		
PSYCH 100H	General Psychology – Honors	(3.00)
PSYCH 101	Research Methods	3.00
MATH 108	Statistics	(4.00)
<b>OR</b>		
PSYCH 108	Statistics	(4.00)
PSYCH 111	Developmental Psychology: Lifespan	3.00
BIOL 100	General Biology	4.00
<b>Students must complete at least three units from the following courses:</b>		<b>UNITS</b>
PSYCH 102	Personal and Social Adjustment	3.00
PSYCH 103	Theories of Personality	3.00
PSYCH 110	Abnormal Psychology	3.00
PSYCH 118	Human Sexual Behavior	3.00
<b>TOTAL UNITS:</b>		<b>20.00</b>

**Effective: FA13**

**Rationale:** Curriculum update

### **ASSOCIATE IN ARTS IN SOCIOLOGY FOR TRANSFER DEGREE**

The Associate in Arts-Transfer (AA-T) degree in Sociology at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in sociology or a related field of study.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
SOC 100	Introduction to Sociology	(3.00)
<b>OR</b>		
SOC 100H	Introduction to Sociology – Honors	(3.00)
SOC 105	Social Problems	3.00
PSYCH 108	Statistics	(4.00)
<b>OR</b>		
MATH 108	Statistics	(4.00)
<b>Students must complete at least six units from the following courses:</b>		<b>UNITS</b>
SOC 130	Marriage, Family and Intimate Relationships	3.00
SOC 141	Minority Relations	3.00
SOC 150	Gerontology	3.00

<b>Students must complete at least three additional units from the following courses:</b>		<b>UNITS</b>
SOC 130	Marriage, Family and Intimate Relationships	3.00
SOC 141	Minority Relations	3.00
SOC 150	Gerontology	3.00
ANTHRO 102	Cultural Anthropology	(3.00)

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

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	<b>OR</b>	
ANTHRO 102H	Cultural Anthropology – Honors	(3.00)
PSYCH 100	General Psychology	(3.00)
	<b>OR</b>	
PSYCH 100H	General Psychology – Honors	(3.00)
POLIT 100	American Politics	(3.00)
	<b>OR</b>	
POLIT 100H	American Politics – Honors	(3.00)
ECON 100	Introduction to Economics	3.00
	<b>TOTAL UNITS:</b>	<b>19.00</b>

**Effective: FA13**

**Rationale:** Curriculum update

## ASSOCIATE IN SCIENCE IN GEOLOGY FOR TRANSFER DEGREE

The Associate in Science-Transfer (AS-T) degree in Geology at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in geology or a related field of study.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
GEOL 100	Physical Geology	(4.00)
	<b>OR</b>	
GEOL 100H	Physical Geology – Honors	(4.00)
	<b>OR</b>	
GEOL 160	Geology Laboratory	(1.00)
	<b>AND</b>	
GEOL 101	Introduction to Geology	(3.00)
	<b>OR</b>	
GEOL 101H	Introduction to Geology – Honors	(3.00)
GEOL 112	Historical Geology	4.00
CHEM 150	General Chemistry I	(5.00)
	<b>OR</b>	
CHEM 150H	General Chemistry I – Honors	(5.00)
CHEM 151	General Chemistry II	(5.00)
	<b>OR</b>	
CHEM 151H	General Chemistry II – Honors	(5.00)
MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00

### RECOMMENDED COURSES:

The following courses and field experiences including GEOL 170, 175, 180, 181, 190 and 270 are not required to earn the degree but are recommended for students preparing to major in geology at a four-year institution.

		<b>UNITS</b>
BIOL 100	General Biology	4.00
MATH 252	Multivariable Calculus	5.00
PHYSIC 250 1	College Physics I	4.00
PHYSIC 251	College Physics II	4.00
PHYSIC 252	College Physics III	4.00
	<b>TOTAL UNITS:</b>	<b>26.00</b>

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

Board of Trustees Meeting: 04/11/13

1Students may substitute PHYSIC 200-201 in lieu of PHYSIC 250-251-252. See a counselor for details.

**Effective: FA13**

**Rationale:** Curriculum update

### ASSOCIATE IN SCIENCE IN MATHEMATICS FOR TRANSFER DEGREE

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
MATH 250	Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00
MATH 252	Multivariable Calculus	5.00

**Students must complete at least six units from the following courses, with at least three units from Group A:**

<b>Group A</b>		<b>UNITS</b>
MATH 265	Linear Algebra	3.00
MATH 266	Introduction to Ordinary Differential Equations	3.00
<b>Group B</b>		<b>UNITS</b>
MATH 108	Statistics	4.00
MATH 200	Discrete Structures	(4.00)
<b>OR</b>		
CSCI 200	Discrete Structures	(4.00)
CIS 114	C++ Programming I	3.00
CIS 116	C++ Programming II	3.00
PHYSIC 250 1	College Physics I	4.00
PHYSIC 251	College Physics II	4.00
PHYSIC 252	College Physics III	4.00
<b>TOTAL UNITS:</b>		<b>19.00 – 25.00</b>

1Students may substitute PHYSIC 200-201 in lieu of PHYSIC 250-251-252. See counselor for details.

*Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring (IGETC or CSU GE Breadth). See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**Effective: FA13**

**Rationale:** Curriculum update

<b>DEGREE MODIFICATIONS</b>
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### ASSOCIATE OF ARTS DEGREE ARABIC

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
ARABIC 101	College Arabic I	5.00
ARABIC 102	College Arabic II	5.00
ARABIC 103	College Arabic III	5.00
ARABIC 104	College Arabic IV	5.00
<b>TOTAL UNITS:</b>		<b>20.00</b>

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

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Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

**Effective: FA13**

**Rationale:** Curriculum update

## ASSOCIATE OF ARTS DEGREE ART

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
ART 100	Art History I: Prehistoric Art to Medieval Art	3.00
ART 102	Art History II: Renaissance Art to Modern Art	3.00
ART 120	Foundations of Two-Dimensional Design	3.00
ART 121	Foundations of Three-Dimensional Design	3.00
ART 124	Drawing I	3.00
ART 126	Painting I	3.00
ART 132	Life Drawing I	3.00

<b>Students must complete at least six units from the following courses:</b>		<b>UNITS</b>
ART 105	History of Modern Art	3.00
ART 119	Digital Video Production	3.00
ART 125	Drawing II	3.00
ART 175	Sculpture	3.00
ART 200	Printmaking	3.00
ART 204	Contemporary Topics in American Art	1.00
ART 226	Painting II	3.00
ART 232	Life Drawing II	3.00
ART 247A	Special Projects in Art	1.00 – 3.00
ART 247B	Special Projects in Art	1.00 – 3.00
ART 247C	Special Projects in Art	1.00 – 3.00
ART 247D	Special Projects in Art	1.00 – 3.00
ART 275	Contemporary Sculpture Techniques	3.00
THART 176	Fundamentals of Stagecraft I	3.00
THART 179	Fundamentals of Stagecraft II	3.00
<b>TOTAL UNITS:</b>		<b>27.00</b>

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

**Effective: FA13**

**Rationale:** Curriculum update

## ASSOCIATE OF ARTS DEGREE CHILD DEVELOPMENT

The Associate of Arts degree in Child Development is designed to prepare professionals to teach in an early learning environment such as preschool. This degree can also assist in preparation to teach in primary and intermediate grades.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
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Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

Board of Trustees Meeting: 04/11/13

CD 105	Child Growth and Development	3.00
CD 112	Programs and Practices in Child Development	3.00
CD 115	Health, Welfare and Nutrition for Children	3.00
CD 126	Child, Family and Community	3.00
CD 132	Creative Experiences for Children Across the Curriculum	3.00
CD 182	Teaching in a Diverse Society	3.00
CD 205	Child Growth and Development Laboratory	4.00
CD 212	Observation and Methods in Early Child Development	3.00

**RECOMMENDED COURSES:**

		<b>UNITS</b>
CD 100	Introduction to Child Development	3.00
CD 101	Family Interactions	3.00
CD 130	Music and Movement for Children	3.00
CD 131	Developmental Art for Children	3.00
CD 133	Creative Science and Math Activities for Children	3.00
CD 134	Language and Listening, Literacy and Literature for Children	3.00
CD 136	Creative Art Activities for Children	3.00
CD 137	Play and Materials in Early Learning	3.00
CD 185	Infant/Toddler Growth and Development	3.00
CD 186	Infant/Toddler Activities	3.00
CD 211	Observation and Methods in School-Age Development	3.00
CD 244	Children with Special Needs	3.00
CD 250	Child Guidance and Early Learning	3.00
CD 270	Mentor Teacher/Adult Supervision	2.00
CD 271	Administration: Management and Organization of Child Development Programs	3.00
CD 272	Administration: Human Relations in Child Development Programs	3.00
	<b>TOTAL UNITS:</b>	<b>25.00</b>

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

**Effective: FA13**

**Rationale:** Curriculum update

**ASSOCIATE OF ARTS DEGREE COMMUNICATION**

**REQUIRED COURSES:**

		<b>UNITS</b>
COMMST 100	Elements of Public Speaking	(3.00)
	<b>OR</b>	
COMMST 100H	Elements of Public Speaking – Honors	(3.00)
COMMST 111	Interpersonal Communication	(3.00)
	<b>OR</b>	
COMMST 111H	Interpersonal Communication – Honors	(3.00)
COMMST 125	Critical Thinking Through Argumentation and Debate	(3.00)
	<b>OR</b>	
COMMST 125H	Critical Thinking Through Argumentation and Debate – Honors	(3.00)
	<b>OR</b>	
COMMST 140	Small Group Communication	3.00

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

Board of Trustees Meeting: 04/11/13

**Students must complete at least nine additional units from the following courses:**

		<b>UNITS</b>
COMMST 101	Advanced Public Speaking	3.00
COMMST 110	Voice and Diction	(3.00)
<b>OR</b>		
THART110	Voice and Diction	(3.00)
COMMST 120	Oral Interpretation of Literature	(3.00)
<b>OR</b>		
COMMST 120H	Oral Interpretation of Literature – Honors	(3.00)
COMMST 125	Critical Thinking Through Argumentation and Debate	(3.00)
<b>OR</b>		
COMMST 125H	Critical Thinking Through Argumentation and Debate – Honors	(3.00)
COMMST 135	Mass Communication in Society	(3.00)
<b>OR</b>		
JOUR 135	Mass Communication in Society	(3.00)
COMMST 140	Small Group Communication	3.00
COMMST 145	Business Communication	(4.00)
<b>OR</b>		
BUSAD 145	Business Communication	(4.00)
COMMST 155	Human Relations in the Workplace	(3.00)
<b>OR</b>		
BUSAD 155	Human Relations in the Workplace	(3.00)
COMMST 174	Communication in a Diverse World	3.00
COMMST 246ABCD	Special Studies in Communication	1.00
COMMST 247ABC	Special Studies in Communication	2.00
COMMST 248AB	Special Studies in Communication	3.00
JOUR 120	Fundamentals of News Writing	(3.00)
<b>OR</b>		
ENGL 120	Fundamentals of News Writing	(3.00)
ENGL 170	The Film Experience	3.00
MARKET 110	Advertising	3.00
SOC 130	Marriage, Family and Intimate Relationships	3.00
<b>TOTAL UNITS:</b>		<b>18.00</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**Effective: FA13**

**Rationale:** Curriculum update

**ASSOCIATE OF ARTS DEGREE ENGLISH**

**REQUIRED COURSES:**

		<b>UNITS</b>
ENGL 101	Freshman Composition	(4.00)
<b>OR</b>		
ENGL 101H	Freshman Composition – Honors	(4.00)
ENGL 102	Intermediate Composition and Critical Thinking	(4.00)
<b>OR</b>		
ENGL 102H	Intermediate Composition and Critical Thinking – Honors	(4.00)
<b>OR</b>		

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

Board of Trustees Meeting: 04/11/13



ENGL 152 Intermediate Composition and Literature (4.00)

**Students must complete at least six units from the following courses: UNITS**

ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
*ENGL 270	Survey of British Literature I	3.00
*ENGL 271	Survey of British Literature II	3.00

**Students must complete at least six additional units from the following courses: UNITS**

ENGL 150	Classical Mythology	3.00
ENGL 155	Children's Literature	(3.00)

**OR**

ENGL 155H	Children's Literature – Honors	(3.00)
ENGL 160	Literature by Women	3.00
ENGL 163	Chicano/Latino Literature	3.00
ENGL 170	The Film Experience	3.00
ENGL 175	Literature and Religion of the Bible	(3.00)

**OR**

RELIG 175	Literature and Religion of the Bible	(3.00)
ENGL 232	Creative Writing	3.00
ENGL 250	Fiction	3.00
ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 270	Survey of British Literature I	3.00
ENGL 271	Survey of British Literature II	3.00
ENGL 275	Shakespeare	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World Literature from the 17th Century to the Present	3.00

**TOTAL UNITS: 20.00**

\*Recommended for students planning on transferring to California State University, San Bernardino

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org)*

**Effective: FA13**

**Rationale:** Curriculum update

## **ASSOCIATE OF ARTS DEGREE HISTORY**

**REQUIRED COURSES: UNITS**

HIST 100	History of the United States to 1877	(3.00)
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**OR**

HIST 100H	History of the United States to 1877 – Honors	(3.00)
HIST 101	History of the United States 1865 to Present	(3.00)

**OR**

HIST 101H	History of the United States 1865 to Present – Honors	(3.00)
HIST 170	World Civilizations (3500 BCE-1500CE)	(3.00)

**OR**

HIST 170H	World Civilizations (3500 BCE-1500CE) – Honors	(3.00)
HIST 171	World Civilizations (1500 CE to the Present)	(3.00)

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

Board of Trustees Meeting: 04/11/13

	<b>OR</b>	
HIST 171H	World Civilizations (1500 CE to the Present) – Honors	(3.00)
<b>Students must complete at least six units from the following courses:</b>		
HIST 107	The United States and the North American Indians	(3.00)
	<b>OR</b>	
ANTHRO 107	The United States and the North American Indians	(3.00)
HIST 135	Religion in America	(3.00)
	<b>OR</b>	
RELIG 135	Religion in America	(3.00)
HIST 145	California History	3.00
ANTHRO 102	Cultural Anthropology	(3.00)
	<b>OR</b>	
ANTHRO 102H	Cultural Anthropology – Honors	(3.00)
ANTHRO 110	Tribal and Ethnic Religions	(3.00)
	<b>OR</b>	
RELIG 110	Tribal and Ethnic Religions	(3.00)
ART 100	Art History I: Prehistoric Art to Medieval Art	3.00
ART 102	Art History II: Renaissance Art to Modern Art	3.00
ECON 100	Introduction to Economics	3.00
ECON 200	Principles of Macroeconomics	(3.00)
	<b>OR</b>	
ECON 200H	Principles of Macroeconomics – Honors	(3.00)
ECON 201	Principles of Microeconomics	(3.00)
	<b>OR</b>	
ECON 201H	Principles of Microeconomics – Honors	(3.00)
ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World Literature from the 17th Century to the Present	3.00
GEOG 102	Cultural Geography	(3.00)
	<b>OR</b>	
GEOG 102H	Cultural Geography – Honors	(3.00)
GEOG 120	World Regional Geography	3.00
GEOG 126	Geography of California	3.00
MUSIC 103	Appreciation of American Popular Music	(3.00)
	<b>OR</b>	
MUSIC 103H	Appreciation of American Popular Music – Honors	(3.00)
MUSIC 120	Appreciation of Musical Literature	(3.00)
	<b>OR</b>	
MUSIC 120H	Appreciation of Musical Literature – Honors	(3.00)
MUSIC 134	Jazz History	3.00
PHIL 101	Introduction to Philosophy	(3.00)
	<b>OR</b>	
PHIL 101H	Introduction to Philosophy – Honors	(3.00)
POLIT 100	American Politics	(3.00)
	<b>OR</b>	
POLIT 100H	American Politics – Honors	(3.00)
POLIT 102	California Politics and Culture	3.00
POLIT 104	Introduction to Comparative Politics	3.00
POLIT 106	Introduction to World Politics	3.00
POLIT 110	Introduction to Political Theory	3.00
RELIG 100	Introduction to Religious Studies	(3.00)

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

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	<b>OR</b>	
RELIG 100H	Introduction to Religious Studies – Honors	(3.00)
RELIG 101	Introduction to World Religions	(3.00)
	<b>OR</b>	
RELIG 101H	Introduction to World Religions – Honors	(3.00)
RELIG 113	Introduction to Eastern Religions	3.00
RELIG 176	Jesus and His Interpreters	3.00
SOC 100	Introduction to Sociology	(3.00)
	<b>OR</b>	
SOC 100H	Introduction to Sociology – Honors	(3.00)
SOC 141	Minority Relations	3.00
THART 108	World Drama I	(3.00)
	<b>OR</b>	
ENGL 108	World Drama I	(3.00)
THART 109	World Drama II	(3.00)
	<b>OR</b>	
ENGL 109	World Drama II	(3.00)
	<b>TOTAL UNITS:</b>	<b>18.00</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**Effective: FA13**

**Rationale:** Curriculum update

## **ASSOCIATE OF ARTS DEGREE JAPANESE**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
JAPN 101	College Japanese I	5.00
JAPN 102	College Japanese II	5.00
JAPN 103	College Japanese III	5.00
JAPN 104	College Japanese IV	5.00
	<b>TOTAL UNITS:</b>	<b>20.00</b>

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**Effective: FA13**

**Rationale:** Curriculum update

## **ASSOCIATE OF ARTS DEGREE MUSIC**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
MUSIC 101	Music Theory I	4.00
MUSIC 102	Music Theory II	4.00
MUSIC 120	Appreciation of Musical Literature	(3.00)
	<b>OR</b>	
MUSIC 120H	Appreciation of Musical Literature – Honors	(3.00)
MUSIC 141X4 1	Applied Music	2.00

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

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MUSIC 135 2	Piano I	2.00
MUSIC 136 2	Piano II	2.00
MUSIC 235 2	Piano III	2.00
MUSIC 236 2	Piano IV	2.00

**Students must complete at least eight units from the following:**

		<b>UNITS</b>
MUSIC 132	Guitar I	2.00
MUSIC 133	Guitar II	2.00
MUSIC 150X4	Concert Choir I	2.00
MUSIC 164X4	Concert Band	2.00
MUSIC 174X4	Jazz Band I	2.00
MUSIC 179X4	Contemporary Ensemble	2.00
MUSIC 232	Guitar III	2.00
MUSIC 233	Guitar IV	2.00
MUSIC 247A	Special Projects in Music	1.00 – 3.00
MUSIC 247B	Special Projects in Music	1.00 – 3.00
MUSIC 247C	Special Projects in Music	1.00 – 3.00
MUSIC 247D	Special Projects in Music	1.00 – 3.00

**Students must complete at least three additional units from the following:**

		<b>UNITS</b>
MUSIC 100	Fundamental Skills in Music	3.00
MUSIC 103	Appreciation of American Popular Music	(3.00)
<b>OR</b>		
MUSIC 103H	Appreciation of American Popular Music – Honors	(3.00)
MUSIC 134	Jazz History	3.00
MUSIC 180X4	Musical Theatre Workshop	2.00
MUSIC 190	Songwriting and Composition	3.00
MUSIC 195	Music Technology and Recording	4.00
<b>TOTAL UNITS:</b>		<b>34.00</b>

1Must be taken two times

2Students may receive credit for piano courses through credit by examination. Students may receive credit only in sequence from the lowest to highest level. See a counselor for details.

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**Effective: FA13**

**Rationale:** Curriculum update

## **ASSOCIATE OF ARTS DEGREE PHILOSOPHY**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
PHIL 101	Introduction to Philosophy	(3.00)
<b>OR</b>		
PHIL 101H	Introduction to Philosophy – Honors	(3.00)
PHIL 105	Introduction to Ethics: Moral Values in Today's Society	(3.00)
<b>OR</b>		
PHIL 105H	Introduction to Ethics: Moral Values in Today's Society – Honors	(3.00)

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

Board of Trustees Meeting: 04/11/13

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<b>Students must complete at least six units from the following courses:</b>		<b>UNITS</b>
HIST 170	World Civilizations (3500 BCE-1500CE)	(3.00)
<b>OR</b>		
HIST 170H	World Civilizations (3500 BCE-1500CE) – Honors	(3.00)
HIST 171	World Civilizations (1500 CE to the Present)	(3.00)
<b>OR</b>		
HIST 171H	World Civilizations (1500 CE to the Present) – Honors	(3.00)
HUM 101	The Humanities I: Prehistoric to Medieval	3.00
HUM 102	The Humanities II: Renaissance to Post Modern	3.00

<b>Students must complete at least six additional units from the following courses:</b>		<b>UNITS</b>
PHIL 103	Introduction to Logic: Argument and Evidence	3.00
RELIG 100	Introduction to Religious Studies	(3.00)
<b>OR</b>		
RELIG 100H	Introduction to Religious Studies – Honors	(3.00)
RELIG 101	Introduction to World Religions	(3.00)
<b>OR</b>		
RELIG 101H	Introduction to World Religions – Honors	(3.00)
RELIG 110	Tribal and Ethnic Religions	(3.00)
<b>OR</b>		
ANTHRO 110	Tribal and Ethnic Religions	(3.00)
RELIG 113	Introduction to Eastern Religions	3.00
RELIG 176	Jesus and His Interpreters	3.00
<b>TOTAL UNITS:</b>		<b>18.00</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**Effective: FA13**

**Rationale:** Curriculum update

## **ASSOCIATE OF ARTS DEGREE POLITICAL SCIENCE**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
POLIT 100	American Politics	(3.00)
<b>OR</b>		
POLIT 100H	American Politics – Honors	(3.00)

<b>Students must complete at least six units from the following list:</b>		<b>UNITS</b>
POLIT 102	California Politics and Culture	3.00
POLIT 104	Introduction to Comparative Politics	3.00
POLIT 106	Introduction to World Politics	3.00
POLIT 110	Introduction to Political Theory	3.00

<b>Students must complete at least six additional units from the following list:</b>		<b>UNITS</b>
HIST 100	History of the United States to 1877	(3.00)
<b>OR</b>		
HIST 100H	History of the United States to 1877 – Honors	(3.00)
HIST 101	History of the United States 1865 to Present	(3.00)
<b>OR</b>		

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

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HIST 101H	History of the United States 1865 to Present – Honors	(3.00)
HIST 170	World Civilizations (3500 BCE-1500CE)	(3.00)
<b>OR</b>		
HIST 170H	World Civilizations (3500 BCE-1500CE) – Honors	(3.00)
HIST 171	World Civilizations (1500 CE to the Present)	(3.00)
<b>OR</b>		
HIST 171H	World Civilizations (1500 CE to the Present) – Honors	(3.00)

**Students must complete at least three additional units from the following list:**

		<b>UNITS</b>
ECON 100	Introduction to Economics	3.00
ECON 200	Principles of Macroeconomics	(3.00)
<b>OR</b>		
ECON 200H	Principles of Macroeconomics – Honors	(3.00)
ECON 201	Principles of Microeconomics	(3.00)
<b>OR</b>		
ECON 201H	Principles of Microeconomics – Honors	(3.00)

**RECOMMENDED COURSES:**

**UNITS**

It is recommended that students complete their general education requirements in physical and biological sciences and mathematics by taking the following courses.

GEOG 110	Physical Geography	(3.00)
<b>OR</b>		
GEOG 110H	Physical Geography-Honors	(3.00)
GEOG 111	Physical Geography Laboratory	(1.00)
<b>OR</b>		
GEOG 111H	Physical Geography Laboratory – Honors	(1.00)
ANTHRO 106	Biological Anthropology	(3.00)
<b>OR</b>		
ANTHRO 106H	Biological Anthropology – Honors	(3.00)
MATH 108	Statistics	(4.00)
<b>OR</b>		
PSYCH 108	Statistics	(4.00)

**TOTAL UNITS: 18.00**

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**Effective: FA13**

**Rationale:** Curriculum update

**ASSOCIATE OF ARTS DEGREE PSYCHOLOGY**

Psychology is one of the most popular majors because it is so useful in research, counseling, human services, marketing, management, emergency services, and law. At Crafton Hills College, this major is supported by a very active student club.

**REQUIRED COURSES:**

**UNITS**

PSYCH 100	General Psychology	(3.00)
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Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

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	<b>OR</b>	
PSYCH 100H	General Psychology – Honors	(3.00)
PSYCH 101	Research Methods	3.00
MATH 108	Statistics	(4.00)

	<b>OR</b>	
PSYCH 108	Statistics	(4.00)
PSYCH 111	Developmental Psychology: Lifespan	3.00
BIOL 100	General Biology	4.00

**Elective Courses: Select two courses from the following: UNITS**

PSYCH 102	Personal and Social Adjustment	3.00
PSYCH 103	Theories of Personality	3.00

PSYCH 110	Abnormal Psychology	3.00
PSYCH 118	Human Sexual Behavior	3.00

**TOTAL UNITS: 23.00**

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**Effective: FA13**

**Rationale:** Curriculum update

**ASSOCIATE OF ARTS DEGREE RELIGIOUS STUDIES**

**REQUIRED COURSES: UNITS**

RELIG 100	Introduction to Religious Studies	(3.00)
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**OR**

RELIG 100H	Introduction to Religious Studies – Honors	(3.00)
RELIG 101	Introduction to World Religions	(3.00)

**OR**

RELIG 101H	Introduction to World Religions – Honors	(3.00)
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**Students must complete at least six units from the following courses: UNITS**

HIST 170	World Civilizations (3500 BCE-1500CE)	(3.00)
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**OR**

HIST 170H	World Civilizations (3500 BCE-1500CE) – Honors	(3.00)
HIST 171	World Civilizations (1500 CE to the Present)	(3.00)

**OR**

HIST 171H	World Civilizations (1500 CE to the Present) – Honors	(3.00)
HUM 101	The Humanities I: Prehistoric to Medieval	3.00
HUM 102	The Humanities II: Renaissance to Post Modern	3.00

**Students must complete at least six additional units from the following courses: UNITS**

RELIG 110	Tribal and Ethnic Religions	(3.00)
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**OR**

ANTHRO 110	Tribal and Ethnic Religions	(3.00)
RELIG 113	Introduction to Eastern Religions	3.00
RELIG 135	Religion in America	(3.00)

**OR**

HIST 135	Religion in America	(3.00)
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Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

Board of Trustees Meeting: 04/11/13

RELIG 175	Literature and Religion of the Bible	(3.00)
	<b>OR</b>	
ENGL 175	Literature and Religion of the Bible	(3.00)
RELIG 176	Jesus and His Interpreters	3.00
PHIL 101	Introduction to Philosophy	(3.00)
	<b>OR</b>	
PHIL 101H	Introduction to Philosophy – Honors	(3.00)
PHIL 105	Introduction to Ethics: Moral Values in Today's Society	(3.00)
	<b>OR</b>	
PHIL 105H	Introduction to Ethics: Moral Values in Today's Society – Honors	(3.00)
ENGL 150	Classical Mythology	3.00
	<b>TOTAL UNITS:</b>	<b>18.00</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**Effective: FA13**

**Rationale:** Curriculum update

### **ASSOCIATE OF ARTS DEGREE SOCIOLOGY**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
SOC 100	Introduction to Sociology	(3.00)
	<b>OR</b>	
SOC 100H	Introduction to Sociology – Honors	(3.00)
SOC 105	Social Problems	3.00
SOC 141	Minority Relations	3.00

<b>Students must complete at least six units from the following courses:</b>		<b>UNITS</b>
ANTHRO 102	Cultural Anthropology	(3.00)
	<b>OR</b>	
ANTHRO 102H	Cultural Anthropology – Honors	(3.00)
GEOG 102	Cultural Geography	(3.00)
	<b>OR</b>	
GEOG 102H	Cultural Geography – Honors	(3.00)
MATH 108	Statistics	(4.00)
	<b>OR</b>	
PSYCH 108	Statistics	(4.00)
PSYCH 100	General Psychology	(3.00)
	<b>OR</b>	
PSYCH 100H	General Psychology - Honors	(3.00)

**Students must complete at least three additional units from the courses listed above or the following courses:**

		<b>UNITS</b>
SOC 130	Marriage, Family and Intimate Relationships	3.00
SOC 150	Gerontology	3.00
	<b>TOTAL UNITS:</b>	<b>18.00 – 19.00</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division*



requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

**Effective: FA13**

**Rationale:** Curriculum update

## **ASSOCIATE OF ARTS DEGREE SPANISH**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
SPAN 101	College Spanish I	5.00
SPAN 102	College Spanish II	5.00
SPAN 103	College Spanish III	5.00
SPAN 104	College Spanish IV	5.00
<b>TOTAL UNITS:</b>		<b>20.00</b>

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

**Effective: FA13**

**Rationale:** Curriculum update

## **ASSOCIATE OF ARTS DEGREE THEATRE ARTS**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
THART 100	Introduction to Theatre	(3.00)
<b>OR</b>		
THART 100H	Introduction to Theatre – Honors	(3.00)
THART 120	Beginning Acting	3.00

**Students must choose one area of emphasis from the following two options:**

<b>EMPHASIS IN PERFORMANCE:</b>		<b>UNITS</b>
THART 110	Voice and Diction	(3.00)
<b>OR</b>		
COMMST 110	Voice and Diction	(3.00)
THART 220	Intermediate Acting	3.00
THART 221	Advanced Acting	3.00
THART 124X2 1	Beginning Performance Workshop	3.00
THART 134X4 1	Technical Theatre Workshop	1.00
THART 140X2	Intermediate Performance Workshop	3.00

Students may substitute THART 140X2 or THART 140X4 in lieu of THART 124X2. See a counselor for details.

<b>RECOMMENDED COURSES:</b>		<b>UNITS</b>
THART 140X2	Intermediate Performance Workshop	3.00
THART 145	Advanced Theatre Practicum I	3.00
THART 245	Advanced Theatre Practicum II	3.00
THART 226	Play and Screenplay Analysis	(3.00)
<b>OR</b>		
ENGL 226	Play and Screenplay Analysis	(3.00)

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

Board of Trustees Meeting: 04/11/13

OR

**EMPHASIS IN THEATRE TECHNOLOGY:**

		<b>UNITS</b>
THART 176	Fundamentals of Stagecraft I	3.00
THART 179	Fundamentals of Stagecraft II	3.00
THART 134X4 1	Technical Theatre Workshop	1.00
THART 145	Advanced Theatre Practicum I	3.00
THART 245	Advanced Theatre Practicum II	3.00
	<b>TOTAL UNITS:</b>	<b>20.00 – 26.00</b>

1Must be taken two times

**Effective: FA13**

**Rationale:** Curriculum update

**ASSOCIATE OF SCIENCE DEGREE BIOLOGY**

**REQUIRED COURSES:**

		<b>UNITS</b>
BIOL 130	Cell and Molecular Biology	(4.00)
	<b>OR</b>	
BIOL 130H	Cell and Molecular Biology – Honors	(4.00)
BIOL 131	Populations and Organisms	4.00
CHEM 150	General Chemistry I	(5.00)
	<b>OR</b>	
CHEM 150H	General Chemistry I – Honors	(5.00)
CHEM 151	General Chemistry II	(5.00)
	<b>OR</b>	
CHEM 151H	General Chemistry II – Honors	(5.00)
PHYSIC 110	General Physics I	4.00
PHYSIC 111 1	General Physics II	4.00

***Students wishing to earn an A.S. with an emphasis in either Anatomy and Physiology or Microbiology must also complete:***

**EMPHASIS IN ANATOMY AND PHYSIOLOGY:**

		<b>UNITS</b>
ANAT 150	Human Anatomy and Physiology I	4.00
ANAT 151	Human Anatomy and Physiology II	4.00

**EMPHASIS IN MICROBIOLOGY:**

		<b>UNITS</b>
MICRO 150	Medical Microbiology	(5.00)
	<b>OR</b>	
MICRO 102 1	Introductory Microbiology	(4.00)
	<b>AND</b>	
MICRO 247A	Special Problems in Microbiology	(2.00)
	<b>OR</b>	
MICRO 248A	Special Problems in Microbiology	(3.00)
	<b>TOTAL UNITS:</b>	<b>26.00 – 34.00</b>

1Students may substitute PHYSIC 250-251-252 in lieu of PHYSIC 110-111. See a counselor for details.

1Students who complete MICRO 102 must also take a special problems in microbiology course (MICRO 247A or MICRO 248A).

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

**Effective: FA13**

**Rationale:** Curriculum update

## ASSOCIATE OF SCIENCE DEGREE BUSINESS ADMINISTRATION

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
ACCT 208	Introduction to Financial Accounting	4.00
BUSAD 100	Introduction to Business	3.00
BUSAD 145	Business Communication	(4.00)
<b>OR</b>		
COMMST 145	Business Communication	(4.00)
BUSAD 200	Business Management	3.00
BUSAD 210	Business Law	3.00
BUSAD 230	Using Computers for Business	(3.00)
<b>OR</b>		
CIS 101	Introduction to Computer and Information Technology	(3.00)
ECON 100	Introduction to Economics	3.00
MARKET 100	Marketing Principles	3.00
<b>TOTAL UNITS:</b>		<b>26.00</b>

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

**Effective: FA13**

**Rationale:** Curriculum update

## ASSOCIATE OF SCIENCE DEGREE CHEMISTRY

The chemistry program prepares students with an understanding of the fundamental principles of chemistry in a variety of applications. Students learn how chemical knowledge is derived, theorized, and applied in solving problems in everyday life.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CHEM 150	General Chemistry I	(5.00)
<b>OR</b>		
CHEM 150H	General Chemistry I – Honors	(5.00)
CHEM 151	General Chemistry II	(5.00)
<b>OR</b>		
CHEM 151H	General Chemistry II – Honors	(5.00)
CHEM 212	Organic Chemistry I	4.00
CHEM 213	Organic Chemistry II	4.00
<b>RECOMMENDED COURSES:</b>		<b>UNITS</b>
MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00
*PHYSIC 110	General Physics I	4.00

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Conjoint Meeting: 03/25/13

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<b>Students must complete at least twelve additional units from the following courses:</b>		<b>UNITS</b>
CIS 117	Scripting	3.00
CIS 161	Website Design and Programming Using Dreamweaver	3.00
CIS 162	Introduction to Flash	3.00
CIS 163	Introduction to PhotoShop	3.00
CIS 180	Computer Graphics with Adobe Illustrator	1.00 – 3.00
CIS 211	Cascading Style Sheet (CSS) Web Design	3.00

**OR**

### **EMPHASIS IN COMPUTER ASSISTED GRAPHIC DESIGN**

<b>Students must complete at least twelve additional units from the following courses:</b>		<b>UNITS</b>
ART 120	Foundations of Two-Dimensional Design	(3.00)
<b>OR</b>		
ART 124	Drawing I	(3.00)
CIS 163	Introduction to PhotoShop	3.00
CIS 165	Introduction to 3D Modeling and Animation	3.00
CIS 166	Advanced 3D Modeling and Animation	3.00
CIS 180	Computer Graphics with Adobe Illustrator	1.00 – 3:00
CIS 182	Desktop Publishing with Adobe InDesign	1.00 – 3.00
CIS 184	Photoshop and Digital Photography	3.00
<b>TOTAL UNITS:</b>		<b>27.75 – 28.75</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**Effective: FA13**

**Rationale:** Curriculum update

### **ASSOCIATE OF SCIENCE DEGREE GEOGRAPHY**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
GEOG 102	Cultural Geography	(3.00)
<b>OR</b>		
GEOG 102H	Cultural Geography – Honors	(3.00)
GEOG 110	Physical Geography	(3.00)
<b>OR</b>		
GEOG 110H	Physical Geography – Honors	(3.00)
GEOG 111	Physical Geography Laboratory	(1.00)
<b>OR</b>		
GEOG 111H	Physical Geography Laboratory – Honors	(1.00)
GEOL 100	Physical Geology	(4.00)
<b>OR</b>		
GEOL 100H	Physical Geology – Honors	(4.00)
<b>OR</b>		
GEOL 160	Geology Laboratory	(1.00)
<b>AND</b>		

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GEOL 101	Introduction to Geology	(3.00)
	<b>OR</b>	
GEOL 101H	Introduction to Geology – Honors	(3.00)
GIS 175	Introduction to Information Mapping	3.00

**Students must complete at least eight units from the following courses: UNITS**

GEOG 120	World Regional Geography	3.00
GEOG 126	Geography of California	3.00
ANTHRO 102	Cultural Anthropology	(3.00)
	<b>OR</b>	
ANTHRO 102H	Cultural Anthropology – Honors	(3.00)
ANTHRO 106	Biological Anthropology	(3.00)
	<b>OR</b>	
ANTHRO 106H	Biological Anthropology – Honors	(3.00)
CHEM 101	Introduction to Chemistry	4.00
	<b>OR</b>	
CHEM 150	General Chemistry I	(5.00)
	<b>OR</b>	
CHEM 150H	General Chemistry I – Honors	(5.00)
CHEM 151	General Chemistry II	(5.00)
	<b>OR</b>	
CHEM 151H	General Chemistry II – Honors	(5.00)
GEOL 170	Geologic History of the Great Basin	1.00
GEOL 175	Geology of the Eastern Mojave Desert	1.00
GEOL 177	Geology of the High Desert and Western Mojave Desert Region	1.00
GEOL 180	Geology of Joshua Tree National Park	1.00
GEOL 181	Geology of the Anza Borrego Region	1.00
GEOL 190	Geology of the Eastern Sierra Nevada, Northern Section	1.00
GEOL 250	Geology of California	3.00
GEOL 270	Geology of the Eastern Sierra Nevada	1.00
MATH 103	Plane Trigonometry	4.00
POLIT 102	California Politics and Culture	3.00
	<b>TOTAL UNITS:</b>	<b>22.00</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**Effective: FA13**

**Rationale:** Curriculum update

**ASSOCIATE OF SCIENCE DEGREE GEOLOGY**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
GEOL 100	Physical Geology	(4.00)
	<b>OR</b>	
GEOL 100H	Physical Geology – Honors	(4.00)
	<b>OR</b>	
GEOL 160	Geology Laboratory	(1.00)
	<b>AND</b>	
GEOL 101	Introduction to Geology	(3.00)
	<b>OR</b>	

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GEOL 101H	Introduction to Geology – Honors	(3.00)
GEOL 112	Historical Geology	4.00
CHEM 150	General Chemistry I	(5.00)
<b>OR</b>		
CHEM 150H	General Chemistry I – Honors	(5.00)
CHEM 151	General Chemistry II	(5.00)
<b>OR</b>		
CHEM 151H	General Chemistry II – Honors	(5.00)
MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00
PHYSIC 250 1	College Physics I	4.00

**Students must complete at least two units from the following courses: UNITS**

GEOL 170	Geologic History of the Great Basin	1.00
GEOL 175	Geology of the Eastern Mojave Desert	1.00
GEOL 177	Geology of the High Desert and Western Mojave Desert Region	1.00
GEOL 180	Geology of Joshua Tree National Park	1.00
GEOL 181	Geology of the Anza Borrego Region	1.00
GEOL 190	Geology of the Eastern Sierra Nevada, Northern Section	1.00
GEOL 270	Geology of the Eastern Sierra Nevada	1.00

**RECOMMENDED COURSES: UNITS**

PHYSIC 251	College Physics II	4.00
PHYSIC 252	College Physics III	4.00
GEOL 170	Geologic History of the Great Basin	1.00
GEOL 175	Geology of the Eastern Mojave Desert	1.00
GEOL 180	Geology of Joshua Tree National Park	1.00
GEOL 181	Geology of the Anza Borrego Region	1.00
GEOL 190	Geology of the Eastern Sierra Nevada, Northern Section	1.00
GEOL 270	Geology of the Eastern Sierra Nevada	1.00
GEOL 250	Geology of California	3.00
GEOL 251	Geology of National Parks and Monuments	3.00
GIS 175	Introduction to Information Mapping	3.00
OCEAN 101	Elements of Oceanography	3.00

**TOTAL UNITS: 32.00**

1Students may substitute PHYSIC 200 in lieu of PHYSIC 250. See a counselor for details.

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**Effective: FA13**

**Rationale:** Curriculum update

## ASSOCIATE OF SCIENCE DEGREE MATHEMATICS

The mathematics department offers a major program which may be adapted to serve a variety of needs and interests. Students may develop elective patterns which will prepare them to transfer to an upper division mathematics program or for employment.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00
MATH 252	Multivariable Calculus	5.00

**Students must complete at least five units from the following courses:** **UNITS**  
 MATH 108 Statistics (4.00)

**OR**

PSYCH 108	Statistics	(4.00)
MATH 115	The Ideas of Mathematics	3.00
MATH 266	Introduction to Ordinary Differential Equations	3.00
CIS 103	Programming in Visual Basic	3.00
CIS 114	C++ Programming I	3.00
CIS 115	Programming in C	3.00
CIS 116	C++ Programming II	3.00
PHYSIC 110	General Physics I	4.00
PHYSIC 111	General Physics II	4.00
PHYSIC 250 1	College Physics I	4.00
PHYSIC 251	College Physics II	4.00
PHYSIC 252	College Physics III	4.00
MATH 265	Linear Algebra	3.00
MATH 200	Discrete Structures	(4.00)

**OR**

CSCI 200	Discrete Structures	(4.00)
<b>TOTAL UNITS:</b>		<b>18.00</b>

<sup>1</sup>Students may substitute PHYSIC 200-201 in lieu of PHYSIC 250-251-252. See a counselor for details.

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**Effective: FA13**

**Rationale:** Curriculum update

## **ASSOCIATE OF SCIENCE DEGREE PHYSICS**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
PHYSIC 250	College Physics I	4.00
PHYSIC 251	College Physics II	4.00
PHYSIC 252 1	College Physics III	4.00
CHEM 150	General Chemistry I	(5.00)
<b>OR</b>		
CHEM 150H	General Chemistry I – Honors	(5.00)
CHEM 151	General Chemistry II	(5.00)
<b>OR</b>		
CHEM 151H	General Chemistry II – Honors	(5.00)

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MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00
MATH 252	Multivariable Calculus	5.00
<b>RECOMMENDED COURSE:</b>		<b>UNITS</b>
MATH 266	Introduction to Ordinary Differential Equations	3.00
<b>TOTAL UNITS:</b>		<b>35.00</b>

1Students may substitute PHYSIC 200-201 in lieu of PHYSIC 250-251-252. See a counselor for details.

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

## ASSOCIATE OF SCIENCE DEGREE RESPIRATORY CARE

*Crafton Hills College offers the Respiratory Care Program. Admission is open to all students who have completed the prerequisite courses. Contact the Program Office at (909) 389-3286 for more information about application materials and registration procedures. The Respiratory Care program at Crafton Hills College is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com))*

Contact: Commission on Accreditation for Respiratory Care  
1248 Harwood Road  
Bedford, Texas 76021-4244  
(817) 283-2835

Enrollment is limited to 35 students. Acceptance will be based on a point system. Students must complete RESP 050 (Introduction to Respiratory Care), AH 101 (Medical Terminology), and ANAT 101 (Essentials of Human Anatomy and Physiology) and will have three points. Additional points can be earned with the completion of MICRO 102 (Introductory Microbiology), CHEM 101 (Introduction to Chemistry), or general education units required for an Associate of Science Degree and/or completion of an Associate degree or higher. Students with six points will be accepted first, then students with five points etc., until all 35 seats are filled. It is definitely to a student's advantage to have all six points.

**NOTE: Prior to acceptance in this program, the student must show proof of a clear criminal background check.** All prospective students must submit a high school diploma or equivalent before acceptance into the program. If courses are being transferred from other colleges, sealed transcripts must be submitted to the Program Office and Admissions and Records.

<b>PREADMISSION COURSES:</b>		<b>UNITS</b>
RESP 050	Introduction to Respiratory Care	2.00
<b>AND</b>		
AH 101	Medical Terminology	3.00
<b>AND</b>		
ANAT 101	Essentials of Human Anatomy and Physiology	4.00

## ADDITIONAL ENTRANCE POINTS AND REQUIRED COURSES FOR THE CERTIFICATE AND DEGREE:

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		<b>UNITS</b>
MICRO 102	Introductory Microbiology	4.00
CHEM 101	Introduction to Chemistry	4.00

General Education courses required for an Associate of Science Degree in Registry Eligible Respiratory Therapy. Please see a counselor for additional information.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
RESP 051	Cardiopulmonary Resuscitation: Basic Life Support Healthcare Provider	1.00
RESP 130	Fundamentals of Respiratory Care I	4.00
RESP 131	Fundamentals of Respiratory Care Skills I	11.00
RESP 132	Pulmonary Assessment	4.25
RESP 133	Respiratory Care Clinical Application I	1.25
RESP 134	Introduction to Pharmacology and Drug Therapy	4.25
RESP 135	Fundamentals of Respiratory Care II	4.00
RESP 136	Fundamentals of Respiratory Care Skills II	6.00
RESP 137	Respiratory Care Clinical Application II	7.50
RESP 138	Clinical Medicine I	1.50
RESP 139	Perinatal and Pediatric Respiratory Care	4.25
RESP 230	Advanced Theory of Respiratory Care I	2.25
RESP 231	Advanced Respiratory Care Skills Laboratory I	3.00
RESP 232	Physiologic Basis of Respiratory Disease I	2.50
RESP 233	Advanced Respiratory Care Clinical Application I	3.00
RESP 234	Advanced Theory of Respiratory Care II	4.00
RESP 235	Physiologic Basis of Respiratory Disease II	5.00
RESP 236	Advanced Respiratory Care Clinical Application II	7.50
RESP 237	Advanced Respiratory Care Skills Laboratory II	5.25
RESP 238	Entry Level and Advanced Practitioner Examinations: Review and Seminar	5.00
<b>TOTAL UNITS:</b>		<b>103.50</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details.*

**Effective: FA13**

**Rationale:** Curriculum update

## MULTIDISCIPLINARY DEGREE MODIFICATIONS

### ASSOCIATE OF ARTS FINE ARTS DEGREE

The Associate of Arts degree in Fine Arts focuses on the development of creative expression and critical inquiry in music and the arts. Students will appreciate the value of artistic expression and human creativity in the fine arts and evaluate them as a part of human culture and human creativity. This degree is multidisciplinary giving students the knowledge and experience in theatre arts, the visual arts, music and dance.

To complete the requirements for the Associate of Arts degree, a student must:

1. Complete the requirements for an associate degree (see requirements 1 through 8 on page xx).

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2. Complete a minimum of eighteen (18) units with a "C" or better in each course in the following multidisciplinary program.
3. Complete elective units to meet the minimum 60 units required for the associate degree.

**REQUIRED COURSES:**

A minimum of six units must be taken from the following courses in at least two disciplines.

		<b>UNITS</b>
ART 100	Art History I: Prehistoric Art to Medieval Art	3.00
ART 102	Art History II: Renaissance Art to Modern Art	3.00
MUSIC 103	Appreciation of American Popular Music	(3.00)
<b>OR</b>		
MUSIC 103H	Appreciation of American Popular Music – Honors	(3.00)
MUSIC 120	Appreciation of Musical Literature	(3.00)
<b>OR</b>		
MUSIC 120H	Appreciation of Musical Literature – Honors	(3.00)
THART 100	Introduction to Theatre	(3.00)
<b>OR</b>		
THART 100H	Introduction to Theatre – Honors	(3.00)

Students must complete at least twelve additional units from the following courses in at least two disciplines:

<b>ART</b>		<b>UNITS</b>
ART 100	Art History I: Prehistoric Art to Medieval Art	3.00
ART 102	Art History II: Renaissance Art to Modern Art	3.00
ART 105	History of Modern Art	3.00
ART 119	Digital Video Art	3.00
ART 120	Foundations of Two-Dimensional Design	3.00
ART 121	Foundations of Three-Dimensional Design	3.00
ART 124	Drawing I	3.00
ART 126	Painting I	3.00
ART 132	Life Drawing I	3.00
ART 175	Sculpture	3.00
ART 200	Printmaking	3.00
ART 204	Contemporary Topics in American Art	1.00
ART 226	Painting II	3.00
ART 232	Life Drawing II	3.00
<b>MUSIC</b>		<b>UNITS</b>
MUSIC 100	Fundamental Skills in Music	3.00
MUSIC 101	Music Theory I	4.00
MUSIC 102	Music Theory II	4.00
MUSIC 103	Appreciation of American Popular Music	(3.00)
<b>OR</b>		
MUSIC 103H	Appreciation of American Popular Music – Honors	(3.00)
MUSIC 120	Appreciation of Musical Literature	(3.00)
<b>OR</b>		
MUSIC 120H	Appreciation of Musical Literature – Honors	(3.00)
MUSIC 132	Guitar I	2.00
MUSIC 133	Guitar II	2.00
MUSIC 134	Jazz History	3.00

MUSIC 135	Piano I	2.00
MUSIC 136	Piano II	2.00
MUSIC 150X4	Concert Choir I	2.00
MUSIC 164X4	Concert Band	2.00
MUSIC 174X4	Jazz Band I	2.00
MUSIC 179X4	Contemporary Ensemble	2.00
MUSIC 180X4	Musical Theatre Workshop	2.00
MUSIC 190	Songwriting and Composition	3.00
MUSIC 195	Music Technology and Recording	4.00
MUSIC 201	Music Theory III	4.00
MUSIC 202	Music Theory IV	4.00
MUSIC 232	Guitar III	2.00
MUSIC 233	Guitar IV	2.00
MUSIC 235	Piano III	2.00
MUSIC 236	Piano IV	2.00
<b>THEATRE ARTS</b>		<b>UNITS</b>
THART 100	Introduction to Theatre	(3.00)
	<b>OR</b>	
THART 100H	Introduction to Theatre – Honors	(3.00)
THART 108	World Drama I	(3.00)
	<b>OR</b>	
ENGL 108	World Drama I	(3.00)
THART 109	World Drama II	(3.00)
	<b>OR</b>	
ENGL 109	World Drama II	(3.00)
THART 110	Voice and Diction	(3.00)
	<b>OR</b>	
COMMST 110	Voice and Diction	(3.00)
THART 120	Beginning Acting	3.00
THART 124X2	Beginning Performance Workshop	3.00
THART 133	Audition Techniques	1.00
THART 134X4	Technical Theatre Workshop	1.00
THART 140X2	Intermediate Performance Workshop	3.00
THART 145	Advanced Theatre Practicum I	3.00
THART 150	Summer Theatre Workshop	3.00
THART 174X4	Dance Production Workshop	(2.00)
	<b>OR</b>	
DANCE 174X4	Dance Production Workshop	(2.00)
THART 176	Fundamentals of Stagecraft I	3.00
THART 179	Fundamentals of Stagecraft II	3.00
THART 205	Play Directing	3.00
THART 220	Intermediate Acting	3.00
THART 221	Advanced Acting	3.00
THART 226	Play and Screenplay Analysis	(3.00)
	<b>OR</b>	
ENGL 226	Play and Screenplay Analysis	(3.00)
THART 245	Advanced Theatre Practicum II	3.00
THART 250	Advanced Summer Theatre Workshop	3.00
	<b>TOTAL UNITS:</b>	<b>18.00</b>

*Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree*

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would offer a solid foundation in the transfer process. Students should consult with a counselor for specific information regarding their intended major at the university of their choice.

**Effective: FA13**

**Rationale:** Curriculum update

## **ASSOCIATES OF ARTS HUMANITIES DEGREE**

The Associate of Arts degree in Humanities emphasizes the study of cultural, literary, humanistic and artistic expression within the context of the human experience. Students will evaluate and interpret the ways in which people in different cultures have responded to themselves and the world around them throughout history. This degree is multidisciplinary, preparing students to transfer in majors such as history, English, philosophy, religious studies and other areas in the humanities.

To complete the requirements for the Associate of Arts degree, a student must:

1. To complete the requirements for an associate degree (see requirements 1 through 8 on page xx).
2. Complete a minimum of eighteen (18) units with a "C" or better in each course in the following multidisciplinary program.
3. Complete elective units to meet the minimum 60 units required for the associate degree.

### **REQUIRED COURSES:**

A minimum of three (3) units must be taken from each of the following groups.

<b>HISTORY AND CIVILIZATION</b>		<b>UNITS</b>
HIST 170	World Civilizations (3500 BCE-1500CE)	(3.00)
<b>OR</b>		
HIST 170H	World Civilizations (3500 BCE-1500CE) – Honors	(3.00)
HIST 171	World Civilizations (1500 CE to the Present)	(3.00)
<b>OR</b>		
HIST 171H	World Civilizations (1500 CE to the Present) – Honors	(3.00)
HUM 101	The Humanities I: Prehistoric to Medieval	3.00
HUM 102	The Humanities II: Renaissance to Post Modern	3.00
<b>PHILOSOPHY AND RELIGION</b>		<b>UNITS</b>
PHIL 101	Introduction to Philosophy	(3.00)
<b>OR</b>		
PHIL 101H	Introduction to Philosophy – Honors	(3.00)
PHIL 105	Introduction to Ethics: Moral Values in Today's Society	(3.00)
<b>OR</b>		
PHIL 105H	Introduction to Ethics: Moral Values in Today's Society – Honors	(3.00)
RELIG 100	Introduction to Religious Studies	(3.00)
<b>OR</b>		
RELIG 100H	Introduction to Religious Studies – Honors	(3.00)
RELIG 101	Introduction to World Religions	(3.00)
<b>OR</b>		
RELIG 101H	Introduction to World Religions – Honors	(3.00)
RELIG 113	Introduction to Eastern Religions	3.00
RELIG 110	Tribal and Ethnic Religions	(3.00)
<b>OR</b>		
ANTHRO 110	Tribal and Ethnic Religions	(3.00)
RELIG 135	Religion in America	(3.00)

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	<b>OR</b>	
HIST 135	Religion in America	(3.00)
RELIG 175	Literature and Religion of the Bible	(3.00)

	<b>OR</b>	
ENGL 175	Literature and Religion of the Bible	(3.00)
RELIG 176	Jesus and His Interpreters	3.00
ENGL 150	Classical Mythology	3.00

<b>FINE ARTS</b>		<b>UNITS</b>
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ART 100	Art History I: Prehistoric Art to Medieval Art	3.00
ART 102	Art History II: Renaissance Art to Modern Art	3.00
ART 105	History of Modern Art	3.00
ENGL 170	The Film Experience	3.00
HUM 140	Humanities Through the Arts	3.00
MUSIC 103	Appreciation of American Popular Music	(3.00)

	<b>OR</b>	
MUSIC 103H	Appreciation of American Popular Music – Honors	(3.00)
MUSIC 120	Appreciation of Musical Literature	(3.00)

	<b>OR</b>	
MUSIC 120H	Appreciation of Musical Literature – Honors	(3.00)
MUSIC 134	Jazz History	3.00
THART 100	Introduction to Theatre	(3.00)

	<b>OR</b>	
THART 100H	Introduction to Theatre – Honors	(3.00)

<b>LITERATURE</b>		<b>UNITS</b>
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ENGL 108	World Drama I	(3.00)
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	<b>OR</b>	
THART 108	World Drama I	(3.00)
ENGL 109	World Drama II	(3.00)

	<b>OR</b>	
THART 109	World Drama II	(3.00)
ENGL 155	Children's Literature	(3.00)

	<b>OR</b>	
ENGL 155H	Children's Literature – Honors	(3.00)
ENGL 160	Literature by Women	3.00
ENGL 163	Chicano/Latino Literature	3.00
ENGL 250	Fiction	3.00
ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 270	Survey of British Literature I	3.00
ENGL 271	Survey of British Literature II	3.00
ENGL 275	Shakespeare	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World Literature from the 17th Century to the Present	3.00

<b>TOTAL UNITS:</b>	<b>18.00</b>
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*Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a counselor for specific information regarding their intended major at the university of their choice.*

**Effective: FA13**

**Rationale:** Curriculum update

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

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## ASSOCIATE OF ARTS LIBERAL STUDIES – TEACHER PREPARATION DEGREE

The Associate of Arts Liberal Studies-Teacher Preparation degree is designed for students intending to transfer to a four year college or university with the goal of a career in teaching.

The courses in the degree satisfy the CHC general education requirements for the associate degree, prepare students for the majority of their lower division courses in education, and fulfill the IGETC and CSU Breadth general education requirements and the courses needed for a degree in liberal studies at transfer institutions. Students should consult with a counselor for specific information regarding transfer coursework required at the university of their choice.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CD 105	Child Growth and Development	3.00
CD 211	Observation and Methods in School-Age Development	(3.00)
<b>OR</b>		
CD 212	Observation and Methods in Early Child Development	(3.00)
CD 295	Elementary Laboratory	3.00
EDU 290	Introduction to Education	3.00

<b>Students must complete at least six units from the following courses:</b>		<b>UNITS</b>
CD 244	Children with Special Needs	3.00
CD 182	Teaching in a Diverse Society	3.00
CIS 101	Introduction to Computer and Information Technology	(3.00)
<b>OR</b>		
BUSAD 230	Using Computers for Business	(3.00)

*Students should complete the following courses to fulfill the general education requirements of the associate degree.*

<b>REQUIRED GENERAL EDUCATION COURSES:</b>		<b>UNITS</b>
BIOL 100	General Biology	4.00
CHEM 101	Introduction to Chemistry	(4.00)
<b>OR</b>		
PHYSIC 100	Introduction to Physics	(4.00)
MATH 115	The Ideas of Mathematics	3.00
ENGL 101	Freshman Composition	(4.00)
<b>OR</b>		
ENGL 101H	Freshman Composition – Honors	(4.00)
POLIT 100	American Politics	(3.00)
<b>OR</b>		
POLIT 100H	American Politics – Honors	(3.00)
HEALTH 102	Biological Principles of Health	3.00

<b>Students must complete at least three additional units from the following courses:</b>		<b>UNITS</b>
HIST 100	History of the United States to 1877	(3.00)
<b>OR</b>		
HIST 100H	History of the United States to 1877 – Honors	(3.00)
HIST 101	History of the United States 1865 to Present	(3.00)
<b>OR</b>		
HIST 101H	History of the United States 1865 to Present – Honors	(3.00)

**Students must complete at least three additional units from the following courses:**

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		<b>UNITS</b>
ENGL 152	Intermediate Composition and Literature	4.00
ENGL 155	Children's Literature	(3.00)
<b>OR</b>		
ENGL 155H	Children's Literature – Honors	(3.00)
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World Literature from the 17th Century to the Present	3.00
ENGL 108	World Drama I	(3.00)
<b>OR</b>		
THART 108	World Drama I	(3.00)
ENGL 109	World Drama II	(3.00)
<b>OR</b>		
THART 109	World Drama II	(3.00)

**Students must complete at least four additional units from the following courses:**

		<b>UNITS</b>
ARABIC 102	College Arabic II	5.00
ARABIC 103	College Arabic III	5.00
ARABIC 104	College Arabic IV	5.00
ASL 102	American Sign Language II	4.00
ASL 103	American Sign Language III	4.00
ASL 104	American Sign Language IV	4.00
FRENCH 102	College French II	5.00
FRENCH 103	College French III	5.00
FRENCH 104	College French IV	5.00
JAPN 102	College Japanese II	5.00
JAPN 103	College Japanese III	5.00
JAPN 104	College Japanese IV	5.00
SPAN 102	College Spanish II	5.00
SPAN 103	College Spanish III	5.00
SPAN 104	College Spanish IV	5.00

**Students must complete at least three additional units from the following courses:**

		<b>UNITS</b>
HUM 101	The Humanities I: Prehistoric to Medieval	3.00
HUM 102	The Humanities II: Renaissance to Post Modern	3.00
PHIL 101	Introduction to Philosophy	(3.00)
<b>OR</b>		
PHIL 101H	Introduction to Philosophy – Honors	(3.00)
PHIL 105	Introduction to Ethics: Moral Values in Today's Society	(3.00)
<b>OR</b>		
PHIL 105H	Introduction to Ethics: Moral Values in Today's Society – Honors	(3.00)
RELIG 100	Introduction to Religious Studies	(3.00)
<b>OR</b>		
RELIG 100H	Introduction to Religious Studies – Honors	(3.00)
RELIG 101	Introduction to World Religions	(3.00)
<b>OR</b>		
RELIG 101H	Introduction to World Religions – Honors	(3.00)

**Students must complete at least three additional units from the following courses:**

		<b>UNITS</b>
ART 100	Art History I: Prehistoric Art to Medieval Art	3.00
ART 102	Art History II: Renaissance Art to Modern Art	3.00

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MUSIC 120	Appreciation of Musical Literature	(3.00)
	<b>OR</b>	
MUSIC 120H	Appreciation of Musical Literature – Honors	(3.00)
THART 100	Introduction to Theatre	(3.00)
	<b>OR</b>	
THART 100H	Introduction to Theatre – Honors	(3.00)

**Students must complete at least three additional units from the following courses:**

		<b>UNITS</b>
COMMST 100	Elements of Public Speaking	(3.00)
	<b>OR</b>	
COMMST 100H	Elements of Public Speaking – Honors	(3.00)
COMMST 111	Interpersonal Communication	(3.00)
	<b>OR</b>	
COMMST 111H	Interpersonal Communication – Honors	(3.00)
COMMST 140	Small Group Communication	3.00

**Students must complete at least three additional units from the following courses:**

		<b>UNITS</b>
ENGL 102	Intermediate Composition and Critical Thinking	(4.00)
	<b>OR</b>	
ENGL 102H	Intermediate Composition and Critical Thinking – Honors	(4.00)
PHIL 103	Introduction to Logic: Argument and Evidence	3.00
COMMST 125	Critical Thinking Through Argumentation and Debate	(3.00)
	<b>OR</b>	
COMMST 125H	Critical Thinking Through Argumentation and Debate – Honors	(3.00)
	<b>TOTAL UNITS:</b>	<b>61.00 – 64.00</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**Effective: FA13**

**Rationale:** Curriculum update

## **ASSOCIATES OF ARTS SOCIAL SCIENCE DEGREE**

The Associate of Arts degree in Social Science emphasizes the study of social and behavioral sciences. Students will recognize, describe and analyze individual behaviors and social institutions that influence our world. This degree is multidisciplinary, preparing students to transfer in majors such as psychology, sociology, political science, history, anthropology and religious studies.

To complete the requirements for the Associate of Arts degree, a student must:

1. Complete the requirements for an associate degree (see requirements 1 through 8 on page xx).
2. Complete a minimum of eighteen (18) units with a "C" or better in each course in the following multidisciplinary program.
3. Complete elective units to meet the minimum 60 units required for the associate degree.

### **REQUIRED COURSES:**

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A minimum of three (3) units must be taken from each of the following groups.

<b>HISTORY AND CULTURE</b>		<b>UNITS</b>
ANTHRO 102	Cultural Anthropology	(3.00)
<b>OR</b>		
ANTHRO 102H	Cultural Anthropology – Honors	(3.00)
GEOG 102	Cultural Geography	(3.00)
<b>OR</b>		
GEOG 102H	Cultural Geography – Honors	(3.00)
GEOG 120	World Regional Geography	3.00
HIST 100	History of the United States to 1877	(3.00)
<b>OR</b>		
HIST 100H	History of the United States to 1877 – Honors	(3.00)
HIST 101	History of the United States 1865 to Present	(3.00)
<b>OR</b>		
HIST 101H	History of the United States 1865 to Present – Honors	(3.00)
HIST 170	World Civilizations (3500 BCE-1500CE)	(3.00)
<b>OR</b>		
HIST 170H	World Civilizations (3500 BCE-1500CE) – Honors	(3.00)
HIST 171	World Civilizations (1500 CE to the Present)	(3.00)
<b>OR</b>		
HIST 171H	World Civilizations (1500 CE to the Present) – Honors	(3.00)
<b>POLITICAL AND SOCIAL INSTITUTIONS</b>		<b>UNITS</b>
ECON 100	Introduction to Economics	3.00
ECON 200	Principles of Macroeconomics	(3.00)
<b>OR</b>		
ECON 200H	Principles of Macroeconomics – Honors	(3.00)
ECON 201	Principles of Microeconomics	(3.00)
<b>OR</b>		
ECON 201H	Principles of Microeconomics – Honors	(3.00)
POLIT 100	American Politics	(3.00)
<b>OR</b>		
POLIT 100H	American Politics – Honors	(3.00)
POLIT 102	California Politics and Culture	3.00
POLIT 104	Introduction to Comparative Politics	3.00
POLIT 106	Introduction to World Politics	3.00
POLIT 110	Introduction to Political Theory	3.00
<b>PHILOSOPHY AND RELIGION</b>		<b>UNITS</b>
PHIL 101	Introduction to Philosophy	(3.00)
<b>OR</b>		
PHIL 101H	Introduction to Philosophy – Honors	(3.00)
PHIL 105	Introduction to Ethics: Moral Values in Today's Society	(3.00)
<b>OR</b>		
PHIL 105H	Introduction to Ethics: Moral Values in Today's Society – Honors	(3.00)
RELIG 100	Introduction to Religious Studies	(3.00)
<b>OR</b>		
RELIG 100H	Introduction to Religious Studies – Honors	(3.00)
RELIG 101	Introduction to World Religions	(3.00)
<b>OR</b>		
RELIG 101H	Introduction to World Religions – Honors	(3.00)
RELIG 110	Tribal and Ethnic Religions	(3.00)

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	<b>OR</b>	
ANTHRO 110	Tribal and Ethnic Religions	(3.00)
RELIG 113	Introduction to Eastern Religions	3.00
RELIG 135	Religion in America	(3.00)

	<b>OR</b>	
HIST 135	Religion in America	(3.00)
RELIG 176	Jesus and His Interpreters	3.00

<b>BEHAVIORAL SCIENCE</b>		<b>UNITS</b>
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CD 105	Child Growth and Development	3.00
CD 126	Child, Family and Community	3.00
PSYCH 100	General Psychology	(3.00)

	<b>OR</b>	
PSYCH 100H	General Psychology – Honors	(3.00)
PSYCH 102	Personal and Social Adjustment	3.00
PSYCH 103	Theories of Personality	3.00
PSYCH 110	Abnormal Psychology	3.00
PSYCH 111	Developmental Psychology: Lifespan	3.00
PSYCH 118	Human Sexual Behavior	3.00
SOC 100	Introduction to Sociology	(3.00)

	<b>OR</b>	
SOC 100H	Introduction to Sociology – Honors	(3.00)
SOC 105	Social Problems	3.00
SOC 130	Marriage, Family and Intimate Relationships	3.00
SOC 141	Minority Relations	3.00
SOC 150	Gerontology	3.00

<b>TOTAL UNITS:</b>		<b>18.00</b>
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*Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a counselor for specific information regarding their intended major at the university of their choice.*

**Effective: FA13**

**Rationale:** Curriculum update

## **ASSOCIATE OF SCIENCE ENVIRONMENTAL SCIENCE DEGREE**

The Associate of Science degree in Environmental Science provides students with the basic content required for students majoring in Environmental Sciences, with emphasis in the fields of biology and the geosciences. The study of the environment provides the general knowledge necessary to understand our role on our planet.

To complete the requirements for the Associate of Science degree, a student must:

1. Complete the requirements for an associate degree (see requirements 1 through 8 on page xx).
2. Complete a minimum of eighteen (18) units with a "C" or better in each course in the following multidisciplinary program.
3. Complete elective units to meet the minimum 60 units required for the associate degree.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
BIOL 100	General Biology	(4.00)

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		<b>OR</b>	
BIOL 130	Cell and Molecular Biology		(4.00)
		<b>OR</b>	
BIOL 130H	Cell and Molecular Biology – Honors		(4.00)
CHEM 101	Introduction to Chemistry		(4.00)
		<b>OR</b>	
CHEM 150	Chemistry I		(5.00)
		<b>OR</b>	
CHEM 150H	General Chemistry I – Honors		(5.00)
GEOL 100	Physical Geology		(4.00)
		<b>OR</b>	
GEOL 100H	Physical Geology – Honors		(4.00)
		<b>OR</b>	
GEOL 160	Geology Laboratory		(1.00)
		<b>AND</b>	
GEOL 101	Introduction to Geology		(3.00)
		<b>OR</b>	
GEOL 101H	Introduction to Geology – Honors		(3.00)

In addition to the required coursework, each student must choose an emphasis and take at least twelve (12) units from one of the following areas:

<b>EMPHASIS IN BIOLOGICAL SCIENCES</b>		<b>UNITS</b>
BIOL 123	Ecology and Environment	3.00
BIOL 131	Populations and Organisms	4.00
CHEM 151	General Chemistry II	(5.00)
		<b>OR</b>
CHEM 151H	General Chemistry II – Honors	(5.00)
CHEM 102	Introduction to Organic Chemistry	(4.00)
		<b>OR</b>
CHEM 212	Organic Chemistry I	(4.00)
CHEM 213	Organic Chemistry II	4.00
<b>EMPHASIS IN GEOSCIENCE STUDIES</b>		<b>UNITS</b>
GEOG 110	Physical Geography	(3.00)
		<b>OR</b>
GEOG 110H	Physical Geography – Honors	(3.00)
GEOG 111	Physical Geography Laboratory	(1.00)
		<b>OR</b>
GEOG 111H	Physical Geography Laboratory – Honors	(1.00)
GEOG 126	Geography of California	3.00
GEOL 150	Geology and the Environment	(3.00)
		<b>OR</b>
GEOL 150H	Geology and the Environment – Honors	(3.00)
GEOL 170	Geologic History of the Great Basin	1.00
GEOL 175	Geology of the Eastern Mojave Desert	1.00
GEOL 177	Geology of the High Desert and Western Mojave Desert Region	1.00
GEOL 180	Geology of Joshua Tree National Park	1.00
GEOL 181	Geology of the Anza Borrego Region	1.00
GEOL 190	Geology of the Eastern Sierra Nevada, Northern Section	1.00
GEOL 250	Geology of California	3.00
GEOL 270	Geology of the Eastern Sierra Nevada	1.00
ANTHRO 106	Biological Anthropology	(3.00)

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	<b>OR</b>	
ANTHRO 106H	Biological Anthropology – Honors	(3.00)
CHEM 151	General Chemistry II	(5.00)
	<b>OR</b>	
CHEM 151H	General Chemistry II – Honors	(5.00)
PHYSIC 100	Introduction to Physics	(4.00)
	<b>OR</b>	
PHYSIC 110	General Physics I	(4.00)
	<b>OR</b>	
PHYSIC 250	College Physics I	(4.00)
	<b>TOTAL UNITS:</b>	<b>24.00 – 25.00</b>

*Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a counselor for specific information regarding their intended major at the university of their choice.*

**Effective: FA13**

**Rationale:** Curriculum update

## **ASSOCIATE OF SCIENCE HEALTH SCIENCES DEGREE**

The Associate of Science degree in Health Sciences allows students to explore many aspects of science and health-related issues. This degree prepares students for health care professional programs including nursing, dental hygiene and other health professional programs.

To complete the requirements for the Associate of Arts degree, a student must:

1. Complete the requirements for an associate degree (see requirements 1 through 8 on page xx).
2. Complete a minimum of eighteen (18) units with a "C" or better in each course in the following multidisciplinary program.
3. Complete elective units to meet the minimum 60 units required for the associate degree.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CHEM 101	Introduction to Chemistry	4.00
ANAT 150	Human Anatomy and Physiology I	4.00
ANAT 151	Human Anatomy and Physiology II	4.00
MICRO 150	Medical Microbiology	5.00
ENGL 101	Freshman Composition	(4.00)
	<b>OR</b>	
ENGL 101H	Freshman Composition – Honors	(4.00)
COMMST 100	Elements of Public Speaking	(3.00)
	<b>OR</b>	
COMMST 100H	Elements of Public Speaking – Honors	(3.00)
	<b>OR</b>	
COMMST 111	Interpersonal Communication	(3.00)
	<b>OR</b>	
COMMST 111H	Interpersonal Communication – Honors	(3.00)
PSYCH 100	General Psychology	(3.00)
	<b>OR</b>	
PSYCH 100H	General Psychology – Honors	(3.00)

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	<b>OR</b>	
PSYCH 111	Developmental Psychology: Lifespan	(3.00)
SOC 100	Introduction to Sociology	(3.00)
	<b>OR</b>	
SOC 100H	Introduction to Sociology – Honors	(3.00)
	<b>OR</b>	
ANTHRO 102	Cultural Anthropology	(3.00)
	<b>OR</b>	
ANTHRO 102H	Cultural Anthropology – Honors	(3.00)
	<b>TOTAL UNITS:</b>	<b>30.00</b>

*This major sequence includes prerequisite courses common to many nursing, dental hygiene and other health professional programs. However, admissions requirements do vary from program to program. Prospective students should consult a counselor or the program to which they are applying for specific admissions requirements.*

**Effective: FA13**

**Rationale:** Curriculum update

## ASSOCIATE OF SCIENCE MULTIPLE SCIENCES DEGREE

The Associate of Science in Multiple Sciences degree emphasizes the role of science, scientific inquiry and technology in our world. Students will apply a problem solving strategy such as the scientific method or other systematic process of inquiry and recognize the contributions of science and technology in our world. This degree is multidisciplinary, giving students the knowledge and experience in both the physical and biological sciences.

To complete the requirements for the Associate of Arts degree, a student must:

1. Complete the requirements for an associate degree (see requirements 1 through 8 on page xx).
2. Complete a minimum of eighteen (18) units with a "C" or better in each course in the following multidisciplinary program.
3. Complete elective units to meet the minimum 60 units required for the associate degree.

### REQUIRED COURSES:

A minimum of six (6) units must be taken from two of the following three groups:

<b>PHYSICAL SCIENCES</b>		<b>UNITS</b>
ASTRON 150	Introduction to Astronomy	(3.00)
	<b>OR</b>	
ASTRON 150H	Introduction to Astronomy – Honors	(3.00)
ASTRON 160	Astronomy Laboratory	1.00
CHEM 101	Introduction to Chemistry	4.00
CHEM 102	Introduction to Organic Chemistry	4.00
CHEM 123	Chemistry For Everyone	3.00
CHEM 150	General Chemistry I	(5.00)
	<b>OR</b>	
CHEM 150H	General Chemistry I – Honors	(5.00)
CHEM 151	General Chemistry II	(5.00)
	<b>OR</b>	
CHEM 151H	General Chemistry II – Honors	(5.00)
CHEM 212	Organic Chemistry I	4.00
CHEM 213	Organic Chemistry II	4.00

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

Board of Trustees Meeting: 04/11/13

ENGR 101	Introduction to Engineering	3.00
PHYSIC 100	Introduction to Physics	4.00
PHYSIC 110	General Physics I	4.00
PHYSIC 111	General Physics II	4.00
PHYSIC 250	College Physics I	4.00
PHYSIC 251	College Physics II	4.00
PHYSIC 252	College Physics III	4.00

### **EARTH SCIENCES**

### **UNITS**

GEOL 100	Physical Geology	(4.00)
<b>OR</b>		
GEOL 100H	Physical Geology – Honors	(4.00)
GEOL 101	Introduction to Geology	(3.00)
<b>OR</b>		
GEOL 101H	Introduction to Geology – Honors	(3.00)
GEOL 112	Historical Geology	4.00
GEOL 113	Earth and Life History	3.00
GEOL 150	Geology and the Environment	(3.00)
<b>OR</b>		
GEOL 150H	Geology and the Environment – Honors	(3.00)
GEOL 160	Geology Laboratory	1.00
GEOL 170	Geologic History of the Great Basin	1.00
GEOL 175	Geology of the Eastern Mojave Desert	1.00
GEOL 177	Geology of the High Desert and Western Mojave Desert Region	1.00
GEOL 180	Geology of Joshua Tree National Park	1.00
GEOL 181	Geology of the Anza Borrego Region	1.00
GEOL 190	Geology of the Eastern Sierra Nevada, Northern Section	1.00
GEOL 250	Geology of California	3.00
GEOL 270	Geology of the Eastern Sierra Nevada	1.00
GEOG 110	Physical Geography	(3.00)
<b>OR</b>		
GEOG 110H	Physical Geography – Honors	(3.00)
GEOG 111	Physical Geography Laboratory	(1.00)
<b>OR</b>		
GEOG 111H	Physical Geography Laboratory – Honors	(1.00)
GEOG 126	Geography of California	3.00
OCEAN 100	Investigations in Oceanography	4.00
OCEAN 101	Elements of Oceanography	(3.00)
<b>OR</b>		
OCEAN 101H	Elements of Oceanography – Honors	(3.00)

### **BIOLOGICAL SCIENCES**

### **UNITS**

ANAT 101	Essentials of Human Anatomy and Physiology	4.00
ANAT 150	Human Anatomy and Physiology I	4.00
ANAT 151	Human Anatomy and Physiology II	4.00
ANTHRO 106	Biological Anthropology	(3.00)
<b>OR</b>		
ANTHRO 106H	Biological Anthropology – Honors	(3.00)
BIOL100	General Biology	4.00
BIOL123	Ecology and Environment	3.00
BIOL130	Cell and Molecular Biology	(4.00)
<b>OR</b>		
BIOL 130H	Cell and Molecular Biology – Honors	(4.00)

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

Board of Trustees Meeting: 04/11/13

BIOL 131	Populations and Organisms	4.00
HEALTH 263	Nutrition and Health	(3.00)
	<b>OR</b>	
HEALTH 263H	Nutrition and Health – Honors	(3.00)
MICRO 102	Introductory Microbiology	4.00
MICRO 150	Medical Microbiology	5.00
	<b>TOTAL UNITS:</b>	<b>18.00</b>

*Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a counselor for specific information regarding their intended major at the university of their choice.*

**Effective: FA13**

**Rationale:** Curriculum update

## CERTIFICATE MODIFICATION

### ASSOCIATE TEACHER CERTIFICATE

The objective of this certificate is to provide students with the knowledge and skills necessary for obtaining entry-level employment in a preschool or child care setting.

**Completion of the following 16.00 units qualifies the student for the Associate Teacher Certificate. Note: Students should be advised that certificate requirements differ from State Child Development Permit. Matrix Qualifications. See the Child Development and Education department for State licensing requirements and more information.**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CD 105	Child Growth and Development	3.00
CD 112	Programs and Practices in Child Development	3.00
CD 126	Child, Family and Community	3.00
CD 132	Creative Experiences for Children Across the Curriculum	3.00
CD 205	Child Growth and Development Laboratory	4.00
	<b>TOTAL UNITS:</b>	<b>16.00</b>

**Effective: FA13**

**Rationale:** Curriculum update

### CISCO CERTIFIED NETWORK ASSOCIATE CERTIFICATE

The objective of this certificate is to provide students the knowledge and skills necessary to prepare for the Cisco Certified Network Associate (CCNA) Certification examination. Satisfactory passing of the exam will lead to employment in entry-level positions in the small office and/or home office (SOHO) market. The CCNA Certificate indicates the ability to work in small businesses or organizations using networks that have fewer than 100 nodes. The certificate holder is able to install and configure Cisco switches and routers in multi-protocol interworking using LAN and WAN interfaces, can provide Level 1 troubleshooting service, can improve network performance and security, and can perform entry-level task in the planning, design, installation, operations, and troubleshooting of Ethernet and TCP/IP networks.

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

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**Completion of the following 15.00 units qualifies the student for the Cisco Certified Network Associate Certificate.**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CIS 140	Networking for Home and Small Business (Cisco CCNA 1)	3.75
CIS 141	Working at a Small-to-Medium Business or ISP (Cisco CCNA 2)	3.75
CIS 142	Introducing Routing and Switching in the Enterprise (Cisco CCNA 3)	3.75
CIS 143	Designing and Configuring Local and Wide Area Network Services (Cisco CCNA 4)	3.75
<b>TOTAL UNITS:</b>		<b>15.00</b>

**Effective: FA13**

**Rationale:** Curriculum update

### **COMPUTER ASSISTED GRAPHIC DESIGN CERTIFICATE**

The objective of this certificate is to provide students the knowledge and skills necessary for employment in entry-level positions in the field of Computer Assisted Graphic Design. The certificate indicates student knowledge of the software, theory, and abilities required to pursue a career in Computer Assisted Graphic Design.

**Completion of the following 18.00 units qualifies the student for the Computer Assisted Graphic Design Certificate.**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
ART 120	Foundations of Two-Dimensional Design	3.00
ART 124	Drawing I	3.00
CIS 163	Introduction to PhotoShop	3.00
CIS 165	Introduction to 3D Modeling and Animation	3.00
CIS 180	Computer Graphics with Adobe Illustrator	3.00
CIS 182	Desktop Publishing with Adobe InDesign	3.00

<b>RECOMMENDED COURSES:</b>		<b>UNITS</b>
CIS 166	Advanced 3D Modeling and Animation	3.00
CIS184	Photoshop and Digital Photography	3.00
<b>TOTAL UNITS:</b>		<b>18.00</b>

**Effective: FA13**

**Rationale:** Curriculum update

Note: The certificate is listed under Art and Computer Information Systems.

### **COMPUTER INFORMATION SYSTEMS CERTIFICATE**

The objective of this certificate is to provide students the knowledge and skills necessary to prepare for employment in entry-level positions in the field of Computer Information Systems. The certificate indicates that the student has acquired knowledge of the different aspects of information technology including programming, hardware, networking, databases, and web design.

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

Board of Trustees Meeting: 04/11/13

**Completion of the following 27.75-28.75 units qualifies the student for the Computer Information Systems Certificate.**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CIS 101	Introduction to Computer and Information Technology	(3.00)
<b>OR</b>		
BUSAD 230	Using Computers for Business	(3.00)
CIS 104	Object Oriented Programming with Visual Basic	(3.00)
<b>OR</b>		
CIS 113	Java Programming	(3.00)
<b>OR</b>		
CIS 114	C++ Programming I	(3.00)
<b>OR</b>		
CSCI 110	Introduction to Computer Science I	(4.00)
CIS 111	Web Page Programming and Design	3.00
CIS 130	Hardware and Information Technology	3.00
CIS 140	Networking for Home and Small Business (Cisco CCNA 1)	3.75

**Students must complete at least twelve additional units from the following courses:**

		<b>UNITS</b>
CIS 104	Object Oriented Programming with Visual Basic	3.00
CIS 113	Java Programming	3.00
CIS 114	C++ Programming I	(3.00)
<b>OR</b>		
CSCI 110	Introduction to Computer Science I	(4.00)
CIS 116	C++ Programming II	(3.00)
<b>OR</b>		
CSCI 120	Introduction to Computer Science II	(4.00)
CIS 141	Working at a Small-to-Medium Business or ISP (Cisco CCNA 2)	3.75
CIS 161	Website Design and Programming Using Dreamweaver	3.00
CIS 163	Introduction to PhotoShop	3.00
CIS 211	Cascading Style Sheet (CSS) Web Design	3.00
<b>TOTAL UNITS:</b>		<b>27.75 – 28.75</b>

**Effective: FA13**

**Rationale:** Curriculum update

### **EMERGENCY MEDICAL TECHNICIAN – I/EMT BASIC**

The objective of this certificate is to train students to perform basic life support in the pre-hospital setting. Successful completion of the certificate program identifies the student has met the educational requirements as an Emergency Medical Technician-Basic. This is a state certificate program.

**Admission: Open to all students who meet the age and physical requirements. Registration is limited to class size restrictions. NOTE: Prior to starting this program the student must show proof of a clear criminal background check.**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
EMS 020	Emergency Medical Technician-I/EMT – Basic	6.00
EMS 021	Preventing Disease Transmission for Emergency Medical Technician-I/EMT – Basic	0.50
EMS 022	Basic Life Support for Emergency Medical	0.50

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

Board of Trustees Meeting: 04/11/13

EMS 023	Technician-I/EMT – Basic	
	Hazardous Materials First Responder Awareness for	0.50
	Emergency Medical Technician-I/EMT – Basic	
	<b>TOTAL UNITS:</b>	<b>7.50</b>

**Effective: FA13**

**Rationale:** Curriculum update

## **FIREFIGHTER I BASIC TRAINING ACADEMY CERTIFICATE**

The objective of this certificate is to develop the skills required for Firefighter I Certification and to develop the teamwork skills, attitudes and public service commitment necessary for employment in the fire service. Completion of this certificate may lead to entry-level employment as a firefighter in the public or private sectors. The Firefighter I Basic Training Academy is approved by the California State Fire Marshal's Office as an accredited Regional Training Center.

**Admission: Open to all students who have completed the prerequisite courses. Registration is limited to class size restrictions. Contact the Fire Technology program for application materials.**

<b>PREREQUISITES:</b>		<b>UNITS</b>
FIRET 100	Fire Protection Organization	3.00
FIRET 101	Fire Prevention Technology	3.00

EMT-I Emergency Medical Technician I certification. (Applicants must provide current National Registry card or local EMSA card.)

Completion of either a "CPAT" (Candidate Physical Ability Test) or the Biddle Physical Agility Test within four months prior to the first day of the academy.

Completion of the Crafton Hills College assessment test. (Note: A degree is accepted in lieu of assessment test results.)

Completed Medical Clearance for Firefighters.

Successful interview with the Academy Chief prior to acceptance into the Fire Academy.

**Admission to the Fire Academy will be based on a point system. Applicants earn points for each of the following:**

- 1 point - Completed application delivered to the Crafton Hills College Fire Technology department two months prior to the start date of the Fire Academy.
- 1 point - Successful completion of FIRET 116, Building Construction for Fire Protection or the equivalent.
- 1 point - Successful completion of FIRET 103, Fire Protection Systems or the equivalent.
- 1 point - Successful completion of FIRET 102, Fire Behavior and Combustion or the equivalent.
- 1 point - Successful completion of Principles of FIRET 114, Fire and Emergency Services Safety and Survival or the equivalent.
- 5 points - Successful completion of the AS degree in Fire Technology.
- 10 points- Successful interview with the Academy Chief.

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
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Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

Board of Trustees Meeting: 04/11/13

ENGL101	Freshman Composition	(4.00)
<b>OR</b>		
ENGL 101H	Freshman Composition – Honors	(4.00)
FIRET 902	Firefighter Physical Agility Preparation	2.50
MATH 090	Elementary Algebra	4.00

Candidates must successfully complete a minimum of 16 units of prescribed coursework. A minimum grade of "C" must be maintained in all required coursework to remain in the Fire Academy and to receive the Firefighter I Basic Training Academy Certificate. NOTE: A "C" or better in these courses is considered to be 80% or higher.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
FIRET 049	Basic Firefighter Physical Fitness	2.00
FIRET 115	Firefighter I Basic Training Academy	14.00
<b>TOTAL UNITS:</b>		<b>16.00</b>

**Effective: FA13**

**Rationale:** Curriculum update

### **MARKETING MANAGEMENT CERTIFICATE**

The objective of this certificate program is to provide entry-level, marketable employment skills to equip the student with a basic understanding of the terminology and basic concepts/procedures used in the marketing field, and to acquaint the student with the various sub-functions within the overall field of marketing. Completion of the certificate program will prepare the student for entry-level employment in a variety of related occupations including retail sales clerk, outside sales representative, advertising, merchandiser, distribution, or customer service representative.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
ACCT 208	Introduction to Financial Accounting	4.00
BUSAD 100	Introduction to Business	3.00
BUSAD 105	Small Business Management	3.00
BUSAD 145	Business Communication	(4.00)
<b>OR</b>		
COMMST 145	Business Communication	(4.00)
BUSAD 155	Human Relations in the Workplace	(3.00)
<b>OR</b>		
COMMST 155	Human Relations in the Workplace	(3.00)
<b>OR</b>		
COMMST 111	Interpersonal Communication	(3.00)
<b>OR</b>		
COMMST 111H	Interpersonal Communication - Honors	(3.00)
<b>OR</b>		
COMMST 140	Small Group Communication	(3.00)
CIS 101	Introduction to Computer and Information Technology	(3.00)
<b>OR</b>		
BUSAD 230	Using Computers for Business	(3.00)
CIS 111	Web Page Programming and Design	3.00
CIS 163	Introduction to PhotoShop	3.00
MARKET 100	Marketing Principles	3.00
MARKET 110	Advertising	3.00

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

Board of Trustees Meeting: 04/11/13

**TOTAL UNITS:**

**32.00**

**Effective: FA13**

**Rationale:** Curriculum update

### **MASTER TEACHER CERTIFICATE**

The objective of this certificate is to provide students with the knowledge and skills necessary to teach with a specialization in a preschool or other early learning program.

**Completion of the following 36.00-37.00 units qualifies the student for the Master Teacher Certificate. Note: Students should be advised that certificate requirements differ from State Child Development Permit Qualifications. See the Child Development and Education department for State licensing requirements and more information.**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CD 105	Child Growth and Development	3.00
CD 112	Programs and Practices in Child Development	3.00
CD 126	Child, Family and Community	3.00
CD 132	Creative Experiences for Children Across the Curriculum	3.00
CD 205	Child Growth and Development Laboratory	4.00
CD 270	Mentor Teacher/Adult Supervision	2.00

**Students must complete at least six units from one of the following areas of specialization:**

<b>MUSIC SPECIALIZATION</b>		<b>UNITS</b>
CD 130	Music and Movement for Children	(3.00)
<b>AND</b>		
MUSIC 100	Fundamental Skills in Music	(3.00)

<b>ART SPECIALIZATION</b>		<b>UNITS</b>
CD 131	Developmental Art for Children	(3.00)
<b>AND</b>		
CD 136	Creative Art Activities for Children	(3.00)

<b>LANGUAGE AND LITERACY SPECIALIZATION</b>		<b>UNITS</b>
CD 134	Language and Listening, Literacy and Literature for Children	(3.00)
<b>AND</b>		
ENGL 155	Children's Literature	(3.00)

<b>INFANT/TODDLER SPECIALIZATION</b>		<b>UNITS</b>
CD 185	Infant/Toddler Growth and Development	(3.00)
<b>AND</b>		
CD 186	Infant/Toddler Activities	(3.00)

<b>SPECIAL NEEDS SPECIALIZATION</b>		<b>UNITS</b>
CD 244	Children with Special Needs	(3.00)
<b>AND</b>		
ASL 101	American Sign Language I	(4.00)

**Students must complete at least twelve additional units not included in their selected specialization from the following courses:**

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

Board of Trustees Meeting: 04/11/13

		<b>UNITS</b>
CD 100	Introduction to Child Development	3.00
CD 101	Family Interactions	3.00
CD 115	Health, Welfare and Nutrition for Children	3.00
CD 130	Music and Movement for Children	3.00
CD 131	Developmental Art for Children	3.00
CD 133	Creative Science and Math Activities for Children	3.00
CD 134	Language and Listening, Literacy and Literature for Children	3.00
CD 136	Creative Art Activities for Children	3.00
CD 137	Play and Materials in Early Learning	3.00
CD 182	Teaching in a Diverse Society	3.00
CD 185	Infant/Toddler Growth and Development	3.00
CD 186	Infant/Toddler Activities	3.00
CD 212	Observation and Methods in Early Child Development	3.00
CD 244	Children with Special Needs	3.00
	<b>TOTAL UNITS:</b>	<b>36.00 – 37.00</b>

**Effective: FA13**

**Rationale:** Curriculum update

### **MUSIC TECHNOLOGY, COMPOSITION, AND SONGWRITING CERTIFICATE**

The objective of this certificate is to provide students the knowledge and skills necessary to prepare for employment in entry-level positions in music creation and production environments. This certificate indicates that the student has acquired knowledge of different aspects of music technology including recording, amplification, installation, and organizational aspects of the industry, as well as knowledge of music theory.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
MUSIC 101	Music Theory I	4.00
MUSIC 102	Music Theory II	4.00
MUSIC 190	Songwriting and Composition	3.00
MUSIC 195	Music Technology and Recording	4.00
	<b>TOTAL UNITS:</b>	<b>15.00</b>

**Effective: FA13**

**Rationale:** Curriculum update

### **MUSIC TECHNOLOGY AND SONGWRITING FUNDAMENTALS CERTIFICATE**

The objective of this certificate is to provide students the knowledge and skills necessary to prepare for employment in entry-level positions in music technology, songwriting and composition environments. This certificate indicates that the student has acquired knowledge of different aspects of music technology including recording, amplification, installation, and organizational aspects of the industry.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
MUSIC 190	Songwriting and Composition	3.00
MUSIC 195	Music Technology and Recording	4.00
	<b>TOTAL UNITS:</b>	<b>7.00</b>

**Effective: FA13**

**Rationale:** Curriculum update

## **PROGRAMMING CERTIFICATE**

The objective of this certificate is to provide students with the knowledge and skills necessary for employment in entry-level positions in the field of computer programming or to continue to pursue a four-year degree in Computer Information Systems or Computer Science. The Programming Certificate indicates the student has acquired knowledge of various programming languages including basic language structures, syntax, debugging, and application development.

**Completion of the following 15.0-17.0 units qualifies the student for the Programming Certificate.**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CIS 104	Object Oriented Programming with Visual Basic	3.00
CIS 111	Web Page Programming and Design	3.00
CIS 113	Java Programming	3.00
CIS 114	C++ Programming I	(3.00)
<b>OR</b>		
CSCI 110	Introduction to Computer Science I	(4.00)
CIS 116	C++ Programming II	(3.00)
<b>OR</b>		
CSCI 120	Introduction to Computer Science II	(4.00)
<b>RECOMMENDED COURSE:</b>		<b>UNITS</b>
CIS 117	Scripting	3.00
<b>TOTAL UNITS</b>		<b>15.00 – 17.00</b>

**Effective: FA13**

**Rationale:** Curriculum update

## **SITE SUPERVISOR CERTIFICATE**

The objective of this certificate is to provide students with the knowledge and skills necessary to work as a site supervisor in a preschool or other early learning environment.

**Completion of the following 36.00 units qualifies the student for the Site Supervisor Certificate.**

**Note: Students should be advised that certificate requirements differ from State Child Development Permit Matrix Qualifications. See the Child Development and Education department for State licensing requirements and more information.**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CD 105	Child Growth and Development	3.00
CD 112	Programs and Practices in Child Development	3.00
CD 126	Child, Family and Community	3.00
CD 132	Creative Experiences for Children Across the Curriculum	3.00
CD 205	Child Growth and Development Laboratory	4.00
CD 270	Mentor Teacher/Adult Supervision	2.00
CD 271	Administration: Management and Organization of Child	3.00

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

Conjoint Meeting: 03/25/13

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CD 272	Development Programs Administration: Human Relations in Child Development Programs	3.00
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**Students must complete at least twelve units from the following courses: UNITS**

CD 100	Introduction to Child Development	3.00
CD 101	Family Interactions	3.00
CD 115	Health, Welfare and Nutrition for Children	3.00
CD 130	Music and Movement for Children	3.00
CD 131	Developmental Art for Children	3.00
CD 133	Creative Science and Math Activities for Children	3.00
CD 134	Language and Listening, Literacy and Literature for Children	3.00
CD 136	Creative Art Activities for Children	3.00
CD 137	Play and Materials in Early Learning	3.00
CD 182	Teaching in a Diverse Society	3.00
CD 185	Infant/Toddler Growth and Development	3.00
CD 186	Infant/Toddler Activities	3.00
CD 212	Observation and Methods in Early Child Development	3.00
CD 244	Children with Special Needs	3.00
	<b>TOTAL UNITS:</b>	<b>36.00</b>

**Effective: FA13**

**Rationale:** Curriculum update

**TEACHER CERTIFICATE**

The objective of this certificate is to provide students with the knowledge and skills necessary to teach children in a preschool or child care setting.

**Completion of the following 28.00 units qualifies the student for the Teacher Certificate.**

**Note: Students should be advised that certificate requirements differ from State Child Development Permit Qualifications. See the Child Development and Education department for State licensing requirements and more information.**

<b>REQUIRED COURSES:</b>	<b>UNITS</b>	
CD 105	Child Growth and Development	3.00
CD 112	Programs and Practices in Child Development	3.00
CD 126	Child, Family and Community	3.00
CD 132	Creative Experiences for Children Across the Curriculum	3.00
CD 205	Child Growth and Development Laboratory	4.00

**Students must complete at least twelve units from the following courses: UNITS**

CD 100	Introduction to Child Development	3.00
CD 101	Family Interactions	3.00
CD 115	Health, Welfare and Nutrition for Children	3.00
CD 130	Music and Movement for Children	3.00
CD 131	Developmental Art for Children	3.00
CD 133	Creative Science and Math Activities for Children	3.00
CD 134	Language and Listening, Literacy and Literature for Children	3.00
CD 136	Creative Art Activities for Children	3.00
CD 137	Play and Materials in Early Learning	3.00
CD 182	Teaching in a Diverse Society	3.00

Curriculum Meeting: 01/28/13, 02/11/13, 2/25/13, 03/25/13 (academic programs)

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CD 185	Infant/Toddler Growth and Development	3.00
CD 186	Infant/Toddler Activities	3.00
CD 212	Observation and Methods in Early Child Development	3.00
CD 244	Children with Special Needs	3.00
	<b>TOTAL UNITS:</b>	<b>28.00</b>

**Effective: FA13**

**Rationale:** Curriculum update

## WEB DESIGN CERTIFICATE

The objective of this certificate is to provide students the knowledge and skill necessary for employment in entry-level positions in the field of Web Design. The certificate indicates that the student has acquired knowledge of Web page design and development with an emphasis on graphic and visual elements and the Web-specific Adobe Creative Suite applications.

**Completion of the following 15.0 units qualifies the student for the Web Design Certificate.**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CIS 111	Web Page Programming and Design	3.00
CIS 161	Website Design and Programming Using Dreamweaver	3.00
CIS 162	Introduction to Flash	3.00
CIS 163	Introduction to PhotoShop	3.00
CIS 211	Cascading Style Sheet (CSS) Web Design	3.00
<b>RECOMMENDED COURSE:</b>		<b>UNITS</b>
CIS180	Computer Graphics with Adobe Illustrator	1.00 – 3.00
	<b>TOTAL UNITS:</b>	<b>15.00</b>

**Effective: FA13**

**Rationale:** Curriculum update

## CERTIFICATE DELETION

## EARLY LEARNING CERTIFICATE

**Effective: FA13**

**Rationale:** Curriculum update

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: April 11, 2013

SUBJECT: Consideration of Approval of Classified Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Trelisa Glazatov, Instructional Technology Specialist, District.

OVERVIEW

Trelisa Glazatov, Instructional Technology Specialist, Classified Salary Schedule Range 54, Step A, Salary \$4,974 per month. Effective April 29 2013. New Position.

New position.

ANALYSIS

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

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: Tanya Rogers  
Interim Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Tanya Rogers  
Interim Vice Chancellor, Human Resources & Employee Relations

DATE: April 11, 2013

SUBJECT: Consideration of Acceptance of Classified Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Diana Shirtcliff, Payroll Accountant, District.

OVERVIEW

Diana Shirtcliff submitted a letter of resignation from employment effective March 1, 2013.

ANALYSIS

The Human Resources Department has provided the employee acceptance of her resignation from employment.

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

No financial impact.

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: April 11, 2013

SUBJECT: Consideration of Approval of Change of Assignment for Classified Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the change of assignment for Raina Okray, Clerical Assistant II, SBVC.

OVERVIEW

Raina Okray, Clerical Assistant II, Counseling, SBVC, full-time, 12-month position, Classified Salary Schedule Range 25, Step E, \$2,956 per month, effective March 4, 2013. Replacement for Rebecca Pompa.

ANALYSIS

Raina Okray requested a transfer from her current position of Clerical Assistant II, (47.5% FTE) Career Services Department, SBVC, to the position of Clerical Assistant II (100%) Counseling Department, SBVC.

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: Tanya Rogers  
Interim Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Tanya Rogers  
Interim Vice Chancellor, Human Resources & Employee Relations

DATE: April 11, 2013

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**

**Professional Expert Hourly Employees**

**April 11, 2013**

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Jones, Andre L	KVCR	DIST	Consultant	4/12/13	6/30/13	\$300 per day
Nielsen, Melissa	Disabled Student Programs & Services	SBVC	Interpreting / Transliterating Level II	4/12/13	6/30/13	\$21.00
Rossey, Melissa	FNX	DIST	Content Specialist (FNX)	4/12/13	6/30/13	\$25.00
Schlinkert, Tamara S.	Culinary Arts	SBVC	Assistant Instructor	5/11/13	5/23/13	\$20.00
Walston, Lisa M.	Culinary Arts	SBVC	Assistant Instructor	5/11/13	5/23/13	\$20.00

**Ratification of employment is requested by the department for the employees listed below who worked prior to being approved by the Board of Trustees.**

Lapham, Rory	KVCR	DIST	Camera & Lighting Technician	1/1/13	2/14/13	\$13.00
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**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**Short-Term Hourly Employees**

**April 11, 2013**

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Ellis, Pamela K	English	SBVC	Tutor III	4/12/13	6/30/13	\$13.00
Gonzales, Charlotte	English	SBVC	Tutor III	4/12/13	6/30/13	\$13.00
Guilhem, Matthew A	English	SBVC	Tutor III	4/12/13	6/30/13	\$13.00
Jackson, Shelly R	English	SBVC	Tutor III	4/12/13	6/30/13	\$13.00
Schiffer, Emily	English	SBVC	Tutor III	4/12/13	6/30/13	\$13.00
Wright, Sarah	English	SBVC	Tutor III	4/12/13	6/30/13	\$13.00

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

Alcaraz, Christian	STEM Pathways Grant	CHC	Tutor II	1/11/13	1/17/13	\$11.00
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**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**Substitute Employees**

**April 11, 2013**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Alexander, Cheryl	FNX	DIST	Traffic Coordinator, FNX	3/14/13	5/14/13	\$21.26
Caines, Daniel L	Tool Room	SBVC	Tool Room Specialist	4/1/13	6/1/13	\$14.31
De La Cruz, Nikole	Police	DIST	College Security Officer	3/8/13	5/8/13	\$15.43
Espinoza, Clara	Payroll	DIST	Senior Payroll Accountant	3/8/13	5/8/13	\$21.78
Galvez, Daniel	Custodial	SBVC	Custodian	5/4/13	6/30/13	14.68/Day 15.05/Swing
Garvin, Ericka	Research and Planning	CHC	Research Assistant	1/8/13	2/1/13	\$23.47
Hall, Suzan	STAR Program	SBVC	Secretary I	5/4/13	6/30/13	\$15.43
Jackson, Rayshana	Administrative Services	SBVC	Mail Clerk	5/23/13	6/23/13	\$13.97
Jones, Terrel	Custodial	SBVC	Custodian	3/11/13	5/11/13	14.68/Day 15.05/Swing
Lapham, Garrett	KVCR	DIST	Broadcast Operator	3/14/13	5/14/13	\$19.25
Laque-Ogea, Valerie	Child Development Center	SBVC	Child Development Assistant	3/22/13	5/22/13	\$12.35
Lara, Naomi	EMS/FIRE	CHC	Secretary II	1/5/13	3/4/13	\$17.02
Lara, Naomi	EMS/FIRE	CHC	Secretary II	3/5/13	5/4/13	\$17.02
Lopez, Rosa	Facilities	DIST	Lead Custodian	5/1/13	6/30/13	\$16.20
Manuel, Anand	KVCR	DIST	Web Developer	3/1/13	5/1/13	\$28.59
McCartney, Karen A	Biology	CHC	Lab Technician	2/11/13	4/10/13	\$19.25
McCumber, Jeffrey	FNX	DIST	Graphic Specialist	3/2/13	5/2/13	\$19.75
Miller, Beth	Administrative Services	SBVC	Switchboard Operator	5/4/13	6/30/13	\$13.97
Molina, Liliana	Campus Business Office	SBVC	Account Clerk I	5/4/13	6/30/13	\$14.31
Najar, Juan M	Custodial	SBVC	Custodian	5/4/13	6/30/13	14.68/Day 15.05/Swing
Porter, Janine	KVCR	DIST	Broadcast Operator	3/14/13	5/14/13	\$19.25
Reynolds, Valen L	Food Service	SBVC	Food Service Worker	4/18/13	6/18/13	\$11.75

Rodrick, Jennifer Y	Criminal Justice	SBVC	Secretary II	3/20/13	5/20/13	\$17.02
Rosales Jr., Manuel	KVCR	DIST	Broadcast Operator	2/21/13	4/21/13	\$19.25
Rykbos, Tiffany R	Food Service	SBVC	Food Service Worker	4/18/13	6/18/13	\$11.75
St. Jean, Cyndie	Grant & Resource Development	SBVC	Secretary II	4/1/13	6/1/13	\$17.02
Trujillo, Karla	Human Resources	DIST	HR Technician	3/12/13	5/12/13	\$20.24
Webber, Ian	Culinary Arts	SBVC	Lab Technician - Culinary Arts	4/10/13	6/10/13	\$19.25
Zapien, Lorena	Human Resources	DIST	Clerical Assistant II	3/4/13	5/4/13	\$13.97



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: Dr. Cheryl Marshall, President, CHC

DATE: April 11, 2013

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.

**CHC – Adjunct & Substitute Academic Employees – Spring 2013**

Alder, Michael	Fire Technology
Gist, John	Counselor, College Life, Personal Career Development
Rivera, Ernesto	Personal Career Development
Singh, Manika	Counselor, Personal Career Development
Sternard, Evan	Counselor, Personal Career Development
Wilson, Debra	Counselor, College Life, Personal Career Development
Xayaphanthong, Soutsakhone	Counselor, Personal Career Development

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: Dr. Glen Kuck, Interim President, SBVC  
Dr. Cheryl Marshall, President, CHC

DATE: April 11, 2013

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 budget.

**San Bernardino Valley College  
Non-Instructional Pay  
Academic Year 2012-2013  
April 11, 2013**

**Aguilar, Manuel**, Adjunct Counselor, Counseling Department, 4/15/2013--6/30/2013, not to exceed 23 hours per semester, at \$43.16 per hour.

**Gasca, Susan**, Adjunct Counselor, Middle College High School/Student Services Division, 9/10/2012-6/30/2013, not to exceed 422 hours per semester at \$43.16 per hour. This item was originally board approved on October 25, 2012 for 364 hours per semester. However, we are requesting an increase to 422 hours at \$43.16 per hour.

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: Dr. Glen Kuck  
Interim President, SBVC  
DATE: April 11, 2013  
SUBJECT: Consideration of Approval of Assistant Coach

RECOMMENDATION

It is recommended that the Board of Trustees approve Jason Kounas, Assistant Coach, SBVC, for the Spring 2013 semester.

OVERVIEW

The following individual will serve as assistant coach for the Spring 2013 Season: Jason Kounas, Assistant Coach, baseball, \$4,683.00. This is an amendment to the December 12, 2012 Board submission; due to the resignation of assistant coach, Mathew Conley, Jason Kounas will receive the full stipend rather than share the stipend with Mathew Conley.

ANALYSIS

Coaches are routinely hired for sports teams.

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: Tanya Rogers  
Interim Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Tanya Rogers  
Interim Vice Chancellor, Human Resources & Employee Relations

DATE: April 11, 2013

SUBJECT: Consideration of Acceptance of Management Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Gary Holman, Tool Room Supervisor, SBVC.

OVERVIEW

Gary Holman letter of intent to retire effective June 5, 2013, after 13 years of service to the District.

ANALYSIS

The Human Resources Department has provided the employee acceptance of his retirement.

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

None.

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: April 11, 2013

SUBJECT: Consideration of Approval of Doctorate Stipend for Management Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve doctorate stipend for Rejoice Chavira, Director EOPS, CHC

OVERVIEW

Rejoice Chavira, Director EOPS, CHC, \$95.00 per month doctorate stipend retroactive to February 1, 2013.

ANALYSIS

Rejoice Chavira, Director EOPS, CHC recently obtained her doctorate degree in Educational Leadership from Argosy University, Orange County, and is entitled to the doctorate stipend.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in 2012-2013 budget.

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: Dr. Glen Kuck, Interim President, SBVC  
Dr. Cheryl Marshall, President, CHC

DATE: April 11, 2013

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  
 April 11, 2013

NAME	ASSIGNMENT	DATE
<b>Hudson, Joe</b>	Mathematics/Student Success Center	04/12/2013-06/30/2013

**CRAFTON HILLS COLLEGE**

Volunteers  
 April 11, 2013

**Spring 2012**

Hudson, Joe	Tutoring Center	04/12/2013-06/30/2013
Kloepfer, Audrey	Anatomy & Physiology	04/12/2013-05/31/2013
Leroy, Miles	Anatomy & Physiology	05/31/2013-06/30/2013
Lorenz, Lester	Tutoring Center	04/12/2013-06/30/2013
Meses, Venesa	EMS	04/12/2013-06/30/2013

**Summer 2013**

Bergeson, Sarah	Counseling Center	07/01/2013-12/30/2013
Hallex, Alicia	Counseling, EOPS, DSPS, Transfer	07/01/2013-12/30/2013
Leroy, Miles	Anatomy & Physiology	07/01/2013-12/30/2013
Vo, Lisa	Counseling, EOPS, DSPS, Transfer	07/01/2013-12/30/2013

**DISTRICT**

Volunteers  
 April 11, 2013

<b>Martinez, Sara</b>	KVCR	04/12/2013-06/30/2013
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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: April 11, 2013  
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.

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

***Scheduled Board Date 4/11/2013***

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### ***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>CalWorks Child Care</i></b>				
Kinder Care - Yucaipa	(8984) CalWorks Grant to cover cost of Childcare for participating Students - Parent – Cancel, Nadia Figuevoa Term: 3/14/2013 - 6/30/2013 01-46-02-8120-0266-7600.00-7320 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Calworks/CHC	\$115.48 Per Day	SSutorus

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

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### ***Clinicals***

Big Bear Lake Fire Department	(9011) Clinical site for Emergency Medical program participants Term: 3/15/2013 - 6/30/2018  Funding Source: N/A	Program Development/CHC	No Cost	SSutorus
San Bernardino County Sheriff's Department	(6711) Clinical/Training Agreement for Police Science Program: Rate \$3.93 Per Student Per Instructional Hour: Amendment 4 - Increase not to exceed student contact hours to 131,250 hours Term: 7/1/2010 - 6/30/2013 01-00-01-7681-0000-5113.00-2105  Funding Source: General Funds	Police Science/SBVC	\$3.93 Per Instructional Hour	SSutorus

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<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Clinicals</u></b>					
<b><i>SubTotal for Clinicals: 2</i></b>					
<b><u>General</u></b>					
	Amaya, Teresa	(8990) Provide job placement analysis and job assistance for the Logistics Technology program Term: 3/1/2013 - 6/30/2013 01-00-03-8115-0440-5113.00-6840 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Federal Grant	PDC/SBCCD	\$9,000.00	Ssutorus
	Art is Dead Entertainment	(8980) Provide assistance in video production and interviews for "FNX Now" Term: 3/18/2013 - 3/28/2013 74-00-03-8110-0172-5113.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$4,180.00	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>					
	Blackwind Productions	(8972) Provide assistance in video production and interviews for the program "FNX Now On The Road" Term: 3/18/2013 - 3/28/2013 74-00-03-8110-0172-5113.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$4,180.00	SSutorus
	Bowman, Roger	(9020) On air talent for "Plugged Inland Show" Term: 4/3/2013 - 6/30/2013 74-00-03-8110-0303-5113.81-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Grant Funds	KVCR/SBVC	\$10,000.00	SSutorus
	California Student Aid Commission	(8907) Cal Grants participation Agreement - Grant Delivery Systems (GDS) WebGrants Information Security and Confidentiality Agreement; Amendment 1 - SB 70 reporting requirement language update Term: 7/1/2012 - 6/30/2013  Funding Source: N/A	Financial Aid/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>
<b><u>General</u></b>				
Citizens Business Bank	(9014) Contract for Deposit of Moneys Term: 4/12/2013 - 4/11/2025  Funding Source: N/A	Financial Aid/SBCCD	No Cost	BBaron
Clancy, Edward, Dr.	(8985) Provide assistance in conducting evaluation for Advanced Technological Education Grant Term: 3/15/2013 - 9/30/2015 01-00-01-9016-0460-5113.00-6840 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Federal Grant	Grant/SBVC	\$5,785.00	SSutorus
Colton Joint USD	(8969) Bus rental for CHC Senior Day for Slover Mountain High School Term: 3/1/2013 - 3/1/2013 01-00-02-8102-0458-5611.00-6711 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	CTE/CHC	\$320.00	SSutorus
Community College District No. 508	(8975) Program License agreement to air KVCR-FNX on affiliate and/or independent station Term: 1/1/2013 - 12/31/2013  Funding Source: N/A	KVCR-FNX/SBCCD	No Charge	BBaron

<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>					
Constant Contact		(8995) Software license for e-mail marketing Term: 3/1/2013 - 2/28/2014 74-00-03-8110-0303-5830.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Grant Funds	KVCR/SBCCD	\$1,302.00	SSutorus
Cox Convention Center - SMG Managed		(9031) Electrical and internet services for FNX vendor booth at 2013 Red Earth Festival Term: 6/7/2013 - 6/9/2013 74-00-03-8110-0172-5113.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$259.00	SSutorus
Denver March Powwow, Inc		(8986) Sponsorship agreement for 39th Annual Powwow Term: 3/22/2013 - 3/24/2013 74-00-03-8110-0172-5801.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/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>				
Development Exchange Inc., The	(9039) Data enhancement and wealth ranking services for KVCR donor records Term: 4/12/2013 - 6/30/2013 74-00-03-8110-0303-5113.83-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Grant Funds	KVCR/SBCCD	\$1,644.84	SSutorus
EBSCO Subscriptions Services	(9023) Magazine subscription management service Term: 1/1/2013 - 12/31/2016 01-00-01-8106-0000-4210.00-6120 Funding Source: General Funds	Library/SBVC	\$20,000.00 Annually	SSutorus
ETD Creative Services	(8966) Assist in video production and interviews with attendees at the San Juan Capistrano First All Woman Tribal Council Inauguration Term: 2/16/2013 - 2/16/2013 74-00-03-8110-0172-5113.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$600.00	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>General</i></u>					
	ETD Creative Services	(8996) Provide assistance in video production and interviews at the Agua Caliente Film Festival for "FNX Now" Term: 3/2/2013 - 3/3/2013 74-00-03-8110-0172-5113.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$880.00	SSutorus
	Evanow, Margaret	(9019) Speaker for 2013 Foster & Kinship Care Education Team Conference Term: 4/25/2013 - 4/25/2013  Funding Source: N/A	Student Life/SBVC	No Cost	SSutorus
	GameWorks - Ontario	(9017) Catering and room rental package for Youth Empowerment Strategies for Success/Independent Living program graduation celebration event Term: 4/17/2013 - 4/17/2013 01-00-01-8306-0210-5809.00-4930 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Student Life/SBVC	\$376.70	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>				
Gathering of Nations Indian Traders Market	(9038) Booth rental at the Gathering of Nations Powwow Term: 4/25/2013 - 4/25/2013 74-00-03-8110-0172-5610.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Grant Funds	KVCR-FNX/SBCCD	\$1,100.00	SSutorus
Holiday Inn Express - Beaumont	(8999) Room rental for the Learning Communities Retreat Term: 4/19/2013 - 4/19/2013 01-00-02-9002-0157-5610.00-6199 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Federal Grant	Grants/CHC	\$1,025.00	SSutorus
Hour Glass & Mirror, Inc	(8998) Furnish and install laminated safety glass in reception area Term: 3/13/2013 - 6/30/2013 01-00-15-8210-0310-6220.00-6400 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Student Health Fee	Health Center/SBVC	\$1,296.00	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>					
	Inland Empire Tours & Transportation	(8967) Bus rental for field trip to Crystal Cove State Park and Back Bay Newport Term: 4/19/2013 - 4/19/2013 01-00-01-4671-0000-5611.00-2206  Funding Source: General Funds	Geography/SBVC	\$1,070.00	SSutorus
	Inland Empire Tours & Transportation	(9022) Bus rental for field trip to Mormon Rock and Cajon Pass Term: 4/13/2013 - 4/13/2013 01-00-02-4651-0000-5611.00-1914  Funding Source: General Funds	Geology/CHC	\$680.00	SSutorus
	Kelly Space & Technology, Inc	(8083) MOU - Nanotechnology Water Treatment Lab project Term: 3/1/2013 - 6/30/2013 01-00-35-8115-0305-5113.00-6820  Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Other Non-General	PDC/SBCCD	\$1,200.00	SSutorus
	KGA Engineering	(8991) Provide analysis of the potential to re-license the translator near Palm Springs Term: 3/14/2013 - 6/30/2013 74-00-03-8110-0303-5113.81-7099  Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Grant Funds	KVCR/SBCCD	\$1,256.25	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>					
	KGA Engineering	(8992) Provide engineering data to be used to support a Federal Communication Commission license modification request Term: 3/14/2013 - 6/30/2013 74-00-03-8110-0303-5113.83-7099  74-00-03-8109-0303-5113.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Grant Funds	KVCR/SBCCD	\$1,608.75	Ssutorus
	Khalsa, Sant	(9002) Photographic presentation entitled "A River Runs Through Me" Term: 4/24/2013 - 4/24/2013 01-00-01-3578-0000-5113.00-6010  Funding Source: General Funds	Art/SBVC	\$200.00	Ssutorus
	Manufacturing Skills Standards Council (MSSC)	(8458) Service - Train faculty to be proficient in logistics and obtaining nationally recognized certifications in logistics industry; Amendment 2 - Time extension to allow services to be rendered from 2/28/2013 through 6/30/2013; no added cost Term: 7/3/2012 - 6/30/2013 01-00-35-8115-0476-5113.00-6840 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Federal Grant	PDC/SBCCD	\$47,180.00	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>				
Mike's Custom Flooring	(8978) Furnish and install Draper Manual Flex shades Term: 3/6/2013 - 3/6/2013 01-29-25-9520-0231-5640.00-5699 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Capital Outlay	Administrative Services/CHC	\$2,486.00	SSutorus
Mowbray's Tree Service	(9021) Trim various trees on the SBVC Campus Term: 3/21/2013 - 6/30/2013 01-00-01-9508-0000-5640.00-6770 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Capital Outlay	Maintenance/SBVC	\$38,727.00	SSutorus
Multin Electric, Inc	(9034) Move and install new 100 amp circuit breaker at the Computing Services Building on the SBVC campus Term: 3/25/2013 - 6/30/2013 01-00-03-9010-0000-5113.00-6780 Funding Source: General Funds	DETS/SBCCD	\$5,222.00	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>				
Party Rentals, Inc	(8982) Rental of chairs for graduation Term: 5/23/2013 - 5/23/2013 01-00-02-8211-0000-5610.00-6499  Funding Source: General Funds	Student Life/CHC	\$1,918.35	Ssutorus
Pasadena Center Operating Company	(9040) Theater Rental for "KVCR Presents Mario Frangoulis" concert Term: 5/11/2013 - 5/11/2013 74-00-03-8110-0303-5610.83-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Grant Funds	KVCR/SBCCD	\$26,562.07	SSutorus
Prep Tech Consulting, Inc	(8195) Provide training programs in factory maintenance and technology, programmable logic controllers and electrical application for mechanical automation and troubleshooting with OSHA safety and certification; Amendment 1 - Time extension for service to be rendered between 2/28/2013 - 6/30/2013; no added cost Term: 7/1/2012 - 6/30/2013 01-00-35-8115-0476-5120.00-6899 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Federal Grant	PDC/SBCCD	\$56,000.00 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>					
	Public Media Partnerships, Inc	(8988) Provide assistance in planning and execution of the 2013 KVCR Spring Membership Campaign Term: 4/1/2013 - 7/10/2013 74-00-03-8109-0303-5113.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Grant Funds	KVCR/SBCCD	\$4,686.25	SSutorus
	Red Earth, Inc	(9029) Booth Rental for the 2013 Red Earth Festival in Oklahoma City, Oklahoma Term: 6/7/2013 - 6/9/2013 74-00-03-8110-0172-5610.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR/SBCCD	\$800.00	SSutorus
	Relymedia	(9037) Purchase of 1,500 USB Flash Drives to promote KVCR-FNX station and programming Term: 4/1/2013 - 6/30/2013 74-00-03-8110-0172-5801.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$10,071.00	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>					
	Riverside Airport	(9013) Booth rental at the 2013 Riverside Airshow Term: 4/6/2013 - 4/6/2013  Funding Source: N/A	Aeronautics/SBVC	No Charge	SSutorus
	Rooney, Kristin E	(9001) Provide assistance in the development of curriculum and course outlines in dance Term: 3/15/2013 - 6/30/2013 01-00-02-4630-0000-5113.00-6010  Funding Source: General Funds	Art/CHC	\$500.00	SSutorus
	San Bernardino City USD	(8977) Bus rental CHC Senior Day for San Andreas High School Term: 3/1/2013 - 3/1/2013 01-00-02-8102-0458-5611.00-6711  Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	CTE/CHC	\$480.00	SSutorus
	San Bernardino City USD	(8970) Bus rental for CHC Senior Day for San Gorgonio High School Term: 3/1/2013 - 3/1/2013 01-00-02-8102-0458-5611.00-6711  Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	CTE/CHC	\$980.00	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>					
	San Bernardino, City of, Parks & Recreation	(8979) Use of Blair Park Softball Field for collegiate sports, softball practice, and home games Term: 2/22/2013 - 5/31/2013  Funding Source: N/A	Athletics/SBCCD	No Charge	SSutorus
	Santa Cruz Dream Inn	(9035) Block room rental for Hotel stay by students on field trip to University of California Berkeley for CalDay Term: 4/19/2013 - 4/20/2013  Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Trust Account	Student Life/SBVC	\$5,377.00 ASG Trust #027	SSutorus
	SARS Software Products	(6745) Software support agreements for SARS-TRAK, SARS-CALL, and SARS-GRID: Amendment 1 - Additional software and support for SARS-ALERT, an early alert referral system that helps promote student success and retention Term: 7/1/2010 - 6/30/2015 01-00-03-9010-0000-5830.00-6780  01-76-01-8207-0232-5830.00-6320  Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	DETS/SBCCD	\$53,400.00 Over Five Years	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>					
	Shalimar Tours & Charter	(9026) Bus rental for field trip to Norton Simon Museum in Pasadena Term: 4/20/2013 - 4/20/2013  Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds  Funding Source: Trust Account	Student Life/SBVC	\$2,005.00 Trust Acct #4015	SSutorus
	Spectra Guard	(8983) Software license renewal fees for Spectra Guard on-site support Term: 1/22/2013 - 1/21/2014 74-00-03-8110-0114-5830.00-7099  Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds  Funding Source: KVCR - Grant Funds	KVCR/SBCCD	\$13,530.00	SSutorus
	Strong, Randy	(9041) Speaker: Glass blowing workshop, slide show and demonstration Term: 4/15/2013 - 4/15/2013 01-00-01-3578-0000-5113.00-6010  Funding Source: General Funds	Art/SBVC	\$1,500.00	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>					
	Taco Village	(8987) Catering for EOPS/CalWorks Graduation/Scholars ceremony Term: 5/10/2013 - 5/10/2013 01-45-02-8120-0265-5809.00-6499 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Calworks/CHC	\$1,500.00	SSutorus
	Tactile Vision, Inc	(9043) Assist in the printing of illustration pages for Braille textbooks Term: 2/15/2013 - 6/30/2013 01-00-03-9020-0511-5113.00-6199 Funding Source: State Grant	DETS-ATPC/SBCCD	\$8,000.00	SSutorus
	Tribe of Judah	(9009) Performance of Jazz Music during Crafton College Hour event Term: 4/3/2013 - 4/3/2013 Funding Source: N/A	Student Life/CHC	No Cost	SSutorus
	Turner, Raymond W	(9016) Speaker for Black History month "Remembering the Dream" Term: 2/22/2013 - 2/22/2013 01-00-01-9021-0000-5113.00-6760 Funding Source: General Funds	Outreach/SBVC	\$150.00	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>	ViaTRON Systems, Inc	(9036) Digital document conversion of paper Financial Aid records Term: 4/12/2013 - 6/30/2013 01-00-02-8201-0161-5113.00-6460  01-00-32-8301-0161-5113.00-6460  Funding Source: State Grant	Financial Aid/CHC	\$4,435.00	SSutorus
	Waxler, Debra	(9012) Speaker "Differences in Anxiety Disorder" Term: 3/14/2013 - 3/14/2013 01-00-01-3578-0000-5113.00-6010  Funding Source: General Funds	Art/SBVC	\$500.00	SSutorus
	Wombo Incorporated	(9027) High Speed Internet for FNX vendor's booth at National Congress of American Indians Conference Term: 10/21/2012 - 10/25/2012 74-00-03-8110-0172-5113.00-7099  Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$820.00	SSutorus
	Workday, Inc	(8994) Mutual Non-Disclosure Agreement Term: 3/7/2013 - 6/30/2013  Funding Source: N/A	Fiscal Services/SBCCD	No Cost	CNg

<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>				
Xaltiska Multimedia	(8089) Provide assistance in video production and interviews for "FNX Now" Term: 3/18/2013 - 3/28/2013 74-00-03-8110-0172-5113.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$4,180.00	SSutorus
<b><i>SubTotal for General: 56</i></b>				
<b><u>Income - Facilities Use</u></b>				
Aspiranet	(8997) Use of Sunroom and cafeteria for employment conference for foster children and probation youth programs Term: 4/13/2013 - 4/13/2013 Funding Source: N/A	Administrative Services/SBVC	\$720.00	SSutorus
San Bernardino, County of	(8989) Use of Greek Theatre for Health Fair Event offered by the County Department of Probation and Independent Living Term: 3/23/2013 - 3/23/2013 Funding Source: N/A	Administrative Services/SBVC	\$644.02	SSutorus
<b><i>SubTotal for Income - Facilities Use: 2</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>					
	Cal Micro Recycling	(9033) E-waste recycling as a fundraiser for Alpha Gamma Sigma; club to get between \$0.03 per lb and \$0.14 per lb for standard E-waste, and \$0.10 each for cell phones Term: 3/22/2013 - 5/25/2013  Funding Source: N/A	Student Life/SBVC	Per Rate Schedule	SSutorus
	Community Funding Solutions, Inc	(9010) Beneficiary Agreement: KVCR to receive 20% real property sales commission of participating real estate brokers and agents for one year Term: 2/13/2013 - 2/12/2014  Funding Source: N/A	KVCR/SBCCD	20% of Commission	SSutorus
	Ontario-Montclair USD	(9025) Consulting services agreement provided to contractor for assistance in the professional development workshops and events Term: 9/1/2012 - 9/30/2013 01-00-35-8115-0470-8629.00-0000  Funding Source: N/A	PDC/SBCCD	\$11,725.00	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 - General</u></b>					
	Regents of University of CA, The	(9015) License for use of space on media tower located at SBVC for U.C. Davis statewide air quality study; includes indoor space to house equipment Term: 4/1/2013 - 1/30/2015 01-00-01-9601-0000-5510.00-6570  Funding Source: N/A	Fiscal Services/SBCCD	\$600.00 Per Month	SSutorus

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***SubTotal for Income - General: 4***

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<b><u>Income - Grant</u></b>					
	CCC Chancellor's Office	(9024) Career Technical Education Community Collaborative Grant; Enhance the work of East Valley CTE Collaborative to complete goals to transition 7-12 grades to Community Colleges Term: 11/1/2012 - 11/30/2014 01-00-35-8115-0470-8629.00-0000  Funding Source: N/A	PDC/SBCCD	\$348,000.00	BBaron

<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	(9042) Career Technical Education Community Collaborative Program Grant; Collaboration and long term planning with SBVC, CHC, five area unified school districts, two Regional Occupation Programs and local businesses to find solutions to community unemployment Term: 2/1/2012 - 2/28/2014 01-00-35-8115-0470-8629.00-0000  Funding Source: N/A	PDC/SBCCD	\$348,000.00	SSutorus
LibQUAL	(8981) Grant for In-Kind Program: grant funds to cover cost of "LibQual+ Survey" registration Term: 3/6/2013 - 3/5/2014  Funding Source: N/A	Grants/CHC	\$3,200.00	SSutorus
National Endowment for the Humanities	(8974) Conditional Grant to support the Arabic Studies program: Must raise \$560,000 in new nonfederal contributions to receive grant Term: 9/11/2011 - 7/31/2018 01-00-02-9016-0151-5199.00-0000  Funding Source: N/A	Grants/CHC	\$280,000.00	SSutorus
<b><i>SubTotal for Income - Grant: 4</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>Maintenance Agreement</u></b>				
Pacific Offset Industries	(9030) Maintenance Agreement for Ryobi 524GE four color off-set press Term: 3/22/2013 - 6/30/2013 01-00-03-9507-0000-5640.00-6770  Funding Source: General Funds	DETS/SBCCD	\$783.00	SSutorus
<b><i>SubTotal for Maintenance Agreement: 1</i></b>				
<b><u>Program Acquisition</u></b>				
Blue Hill Productions	(9044) Program acquisition rights for "Oskayak Down Under" Term: 11/15/2012 - 11/14/2015 74-00-03-8110-0172-5831.00-7099  Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$1,800.00	BBaron
Mix 3 Productions, The	(8956) Programming acquisition rights for "The Mix" Term: 12/15/2012 - 12/14/2015 74-00-03-8110-0172-5831.00-7099  Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds  Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$9,100.00	BBaron



<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Sheriff On Site Supervisor</u></b>					
	Allen, Amanda	(8971) Sheriff's On Site Supervisor - Supervisory services with regards to instruction for Police Science Courses Term: 3/15/2013 - 3/14/2018  Funding Source: N/A	Police Science/SBVC	No Cost	SSutorus
<b><u>SubTotal for Sheriff On Site Supervisor: 1</u></b>					
<b><u>Software/Online Services</u></b>					
	ComputerLand of Silicon Valley	(9008) Software license renewal for Symantic Backup Exec as part of the data storage system Term: 1/30/2013 - 1/29/2014 01-00-03-9010-0000-5639.00-6780  Funding Source: General Funds	DETS/SBCCD	\$2,625.00	SSutorus
	Masstech Group	(8931) Software License for programs/shows archive management software: Resubmission of contract - Incorrect amount Term: 3/1/2013 - 2/28/2014 74-00-03-8110-0114-5830.00-7099  Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds  Funding Source: KVCR - Grant Funds	KVCR-TV/SBCCD	\$16,397.43 Corrected	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>				
Stoneware, Inc.	(9032) Software license for "LanSchool" allowing computer technicians to control and monitor student computers Term: 4/1/2013 - 3/31/2016 41-00-03-9627-0000-5639.00-7100 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Capital Outlay	Computing Services/SBVC	\$4,158.00	SSutorus
Symantec Corp	(8973) Software - Security certificate for safe and secure websites; renewal for KVCR web page Term: 4/29/2013 - 4/28/2015 74-00-03-8110-0303-5830.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Grant Funds	KVCR-TV/SBCCD	\$995.00	SSutorus
Symmetry Data, Inc	(9018) Software license for "Ridgeline" network management to allow staff to install backups and monitor network equipment Term: 4/1/2013 - 3/31/2014 41-00-03-9627-0000-5639.00-7100 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Capital Outlay	Computing Services/SBVC	\$8,947.26	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>Software/Online Services</u></b>					
	WealthEngine Inc	(8993) Software Connection agreement as part of the Softerware contract Term: 2/12/2013 - 2/11/2014  Funding Source: N/A	Foundation/SBVC	No Cost	SSutorus
<hr/> <b><i>SubTotal for Software/Online Services: 6</i></b> <hr/>					
<hr/> <b><i>Grand Total Contracts for Board Date 4/11/2013: 81</i></b> <hr/>					

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: April 11, 2013  
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.

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## *Contracts for Approval*

*Scheduled Board Date 4/11/2013*

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### *Contract Type*

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b>Legal</b>				
Bergman Dacey Goldsmith PLC	(8851) Legal services for Bond construction; revised not to exceed from \$7,500.00 to \$10,000.00 annually Term: 12/15/2012 - 6/30/2015 42-37-03-9508-0000-5711.00-7100 Note - This is an acceptable use of categorical/grant/bond/trust funds <b>Funding Source: Bond Funded</b>	Fiscal Services/SBCCD	\$10,000.00 Not to Exceed	SSutorus

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*SubTotal for Legal: 1*

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### *Legal - Investigations*

Employment Matters	(8245) Provide third-party investigations relating to personnel matters Term: 7/1/2012 - 6/30/2013 01-00-03-9004-0000-5113.00-6730 <b>Funding Source: General Funds</b>	Human Resources/SBCCD	\$25,000.00 Not to Exceed	SSutorus
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*SubTotal for Legal - Investigations: 1*

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### *Professional Services*

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Harris, Terry	(9028) 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: 4/12/2013 - 6/30/2013 01-00-03-9020-0511-5113.00-6199 Note – Program manager states this is an acceptable use of categorical, grant, bond or trust funds <b>Funding Source: State Grant</b>	ATPC/SBCCD	Per Rate Schedule	SSutorus
Venuto, Louis	(8947) Consultant for external evaluation of CHC Title V Grant operations Term: 4/10/2013 - 5/17/2013 01-00-02-9002-0157-5113.00-6199 Note - Contract authorized to start prior to Board Meeting per BP6340; Program manager states this is an acceptable use of categorical, grant, bond or trust funds <b>Funding Source: Federal Grant</b>	Title V/CHC	\$11,100.00	SSutorus
<b><i>SubTotal for Professional Services: 2</i></b>				
<b><i>Grand Total Contracts for Board Date 4/11/2013: 4</i></b>				



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
DATE: April 11, 2013  
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.

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	Vice President
02/07/13	SBVC-Financial Aid	Joseph Nguyen	Dr. Gloria Fisher

ACCOUNT		<i>Joseph Nguyen 2/22/13</i>	<i>606</i>					
Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s

### INCOME

01	00	01	8301	0161	8629.00	0000	SFAA Base P-1 Adjustment	7,299
01	00	31	8301	0161	8629.00	0000	SFAA Capacity P-1 Adjustment	3,281

### EXPENSE

01	00	01	8301	0161	2181.00	6460	Class Unit Member Non-Inst.	7,299
01	00	31	8301	0161	2181.00	6460	Class Unit Member Non-Inst.	3,281

Additional BFAP funding allocation for the school year 2012-2013 from the State Chancellor.

		4/11/13
--	--	---------

Batch Transfer Number/Reference #	Posted By:	Date:

Office of the Vice President  
**FEB 27 2013**  
 Student Services



# BUDGET ADJUSTMENT

Date	Location	Responsibility Center	Manager	President
2/21/2013	CHC-Financial Aid	Joe Cabrales	John Muskavitch	Cheryl Marshall

## ACCOUNT

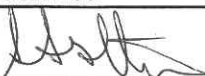
Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	00	02	8301	0161	8629.00	0000	SFAA Base P1- Adjustment	3,101.00
01	00	32	8301	0161	8629.00	0000	SFAA Capacity P1- Adjustment	2,544.00
								5,645.00

## EXPENSE

01	00	02	8301	0161	5113.00	6460	Other contracts/outside servic	3,101.00
01	00	32	8301	0161	5120.00	6460	Other contracts/outside servic	2,544.00
								5,645.00

## JUSTIFICATION

Additional BFAP funding allocations for the school year 2012-2013 from the State Chancellors.

Fiscal Services		Board Action Date
		4/11/13

Batch Transfer Number/Reference #	Posted By:	Date:

*SM*  
2/22/13

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
3/1/13	EDCT	<i>Matthew Isaac</i> Matthew Isaac	<i>Matthew Isaac</i> Matthew Isaac

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
01	00	03	8115	0464	8872.00	6820	Summer Program	\$ 50,000.00
								\$ 50,000.00

## EXPENSE

01	00	03	8115	0464	2389.00	6820	Facilitators	\$ 44,000.00
01	00	03	8115	0464	3000.00	6820	Benefits	\$ 3,000.00
01	00	03	8115	0464	4500.00	6820	Non-Instr Supplies	\$ 300.00
01	00	03	8115	0464	4551.00	6820	Printing Services	\$ 1,200.00
01	00	03	8115	0464	5210.00	6820	Personal Mileage	\$ 300.00
01	00	03	8115	0464	5310.00	6820	Postage	\$ 200.00
01	00	03	8115	0464	5801.00	6820	Advertising	\$ 1,000.00
								\$ 50,000.00

## JUSTIFICATION

Budget needed for High School Summer Program.

Fiscal Services		Board Action Date
<i>Matthew Isaac</i>		4/11/13
Batch Transfer Number/Reference #	Posted By:	Date:



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: April 11, 2013  
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: Charlie Ng  
DEPARTMENT: Fiscal Services  
CONFERENCE: 2013 ACBO Spring Conference  
DATES: May 19-22, 2013  
LOCATION: Sacramento, California  
PURPOSE: To meet with industry professionals to share ideas and attend workshops on topical issues.  
BENEFIT: Affords the District a means gaining essential knowledge through peer-to-peer networking and educational opportunities.  
ESTIMATED COST: \$1,308.00  
FUNDING SOURCE: Fiscal Services General Fund

NAME: Donald L. Singer and Nick Zoumbos  
DEPARTMENT: Board of Trustees  
CONFERENCE: Annual Community College League of California Trustees Conference  
DATES: May 3-5, 2013  
LOCATION: Lake Tahoe, California/Nevada  
PURPOSE: Annual conference for community college trustees  
BENEFIT: Strengthen leadership skills and knowledge required to lead our colleges and be accountable to our communities.  
ESTIMATED COST: \$1,700.00 each  
FUNDING SOURCE: Board of Trustees General Fund

NAME: Glen Kuck  
DEPARTMENT: Technology and Educational Support Services  
CONFERENCE: NAFSA 2013 Annual Conference and Expo  
DATES: May 25-31, 2013  
LOCATION: Saint Louis, Missouri  
PURPOSE: This is part two training for the NAFSA Academy for International Education.  
BENEFIT: The program provides training on the intercultural impacts and review of financial, academic and social benefits and outlines best practices nationwide.  
ESTIMATED COST: \$2,609.00  
FUNDING SOURCE: Technology and Educational Support Services general funds.



NAME: Kenn Couch and Karen Tallman  
DEPARTMENT: KVCR-TV/FM (FNX)  
CONFERENCE: Gathering of Nations Pow Wow  
DATES: April 24-28, 2013  
LOCATION: Albuquerque, New Mexico  
PURPOSE: Introduce FNX to Southwest at International World Gathering of Nations Pow Wow  
ESTIMATED COST: \$1,310.00 ea.  
FUNDING SOURCE: First Nations Experience

NAME: Frank Blanquet  
DEPARTMENT: KVCR-TV/FM (FNX)  
CONFERENCE: FNX Road Trip leading to Denver March Pow Wow  
DATES: March 18 – April 1, 2013  
LOCATION: Nevada, Utah, New Mexico, Arizona & Denver, Colorado  
PURPOSE: Shoot segments for FNX Now program to reach destination of Denver, Colorado to attend Pow Wow that will introduce FNX to the Rocky Mountain communities. Conference was approved at March 14, 2013 meeting. Approval is requested to change the dates to March 18, 2013 – April 1, 2013.  
ESTIMATED COST: \$3,000.00  
FUNDING SOURCE: First Nations Experience

### SBVC

NAME: Haragewen Kinde and Celia Huston  
DEPARTMENT: Instruction Office and Library & Learning Resources  
CONFERENCE: The Accrediting Commission for Senior Colleges and Universities 2013 Academic Resources Conference  
DATES: April 10-12, 2013  
LOCATION: San Diego, California  
PURPOSE: To obtain enhanced knowledge of how data driven research can be used to create planning models that enhance student learning. This is a ratification.  
BENEFIT: SBVC attendees will receive valuable sessions on research measures important to campus accreditation such as Program Review, Measuring Program Effectiveness and Learning Outcomes.  
ESTIMATED COST: \$2,340.00 each  
FUNDING SOURCE: Accreditation Expense general fund.

NAME: Melinda Moneymaker  
DEPARTMENT: Health Services  
CONFERENCE: California Alcohol and Drug Educator Association (CAADE) Conference  
DATES: April 17-20, 2013  
LOCATION: Reno, Nevada  
PURPOSE: To build and expand a network of communication among state leaders in the field of Alcohol and Drug programs. This is an amendment to add the estimated cost and funding source. Original the board agenda item was submitted on March 14, 2013 for time only.  
BENEFIT: To provide enhanced governance and leadership by representing Valley College in this type of forum.  
ESTIMATED COST: \$526.00  
FUNDING SOURCE: Professional Development general fund.

NAME: Jeremiah Gilbert  
DEPARTMENT: Mathematics  
CONFERENCE: Spring 2013 Plenary Session, sponsored by the Academic Senate for California Community Colleges  
DATES: April 17-21, 2013  
LOCATION: San Francisco, California  
PURPOSE: To allow the Academic Senate president to participate and become familiar with legislation and dialogue taking place at the state level which could have a direct effect locally.  
BENEFIT: The Academic Senate President can then convey this information to the campus and District to keep all constituents informed.  
ESTIMATED COST: \$1,560.00  
FUNDING SOURCE: Academic Senate general fund.

NAME: Carolyn Lindsey  
DEPARTMENT: Office of Student Life  
CONFERENCE: Spring 2013 General Assembly  
DATES: April 26-28, 2013  
LOCATION: San Francisco, CA  
PURPOSE: The Student Senate for California Community Colleges hosts two general assemblies each year. These general assemblies are an invitation to all California Community College student governments to represent their students in driving the state-wide student organization as a whole.  
BENEFIT: The general assemblies also provides a critically important forum for discussion and debate on state-wide issues, multi-district

challenges, and for sharing ideas for how to make the community college system a better place.

ESTIMATED COST: \$1,206.00

FUNDING SOURCE: Associated Student Government: Student Representation Fee fund.

### CHC

NAME: Jessica McCambly

DEPARTMENT: Fine Arts

CONFERENCE: Academic Senate California Community Colleges

DATES: April 17-20, 2013

LOCATION: San Francisco, CA

PURPOSE: To attend breakout sessions regarding Academic Senate and professional issues and topics.

BENEFIT: Campus representation for local academic senate issues.

ESTIMATED COST: \$1,105.00

FUNDING SOURCE: Academic Senate General Fund

NAME: Monica Aguilar, Aaron Contreras, Patrick Kirk Dorsey, Kyle Hundley, Leslie Jordan, Ibraheem Lawal, Cameron Lyons, Annaly Medrano, Modesto Razo, Samantha Skaggs (Students) and Ericka Paddock

DEPARTMENT: Student Life

CONFERENCE: Student Senate for California Community Colleges

DATES: April 25-28, 2013

LOCATION: Burlingame, CA

PURPOSE: Advocate on behalf of Crafton Hills College at the state level.

BENEFIT: Student senators will vote on resolutions that affect all Associated Student organizations at the community college level.

ESTIMATED COST: \$14,000

FUNDING SOURCE: Student Rep Fee

NAME: Michelle Riggs

DEPARTMENT: Resource Development & Grants

CONFERENCE: Summer Institute in Educational Fundraising

DATES: July 20-25, 2013

LOCATION: Hanover, New Hampshire

PURPOSE: To learn essential principles and best practice methods to execute a variety of fundraising programs from planned giving to organized campaigns.

BENEFIT: To increase fundraising capabilities.  
ESTIMATED COST: \$3,795.00  
FUNDING SOURCE: Title V Grant

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: April 11, 2013  
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.

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

## DISTRICT

EVENT: 6<sup>th</sup> Annual Child Abuse and Violence Prevention Fundraiser  
DATE: April 6, 2013  
AMOUNT: \$500.00 logo on website and event t-shirts  
ITEM: This annual community fundraiser is committed to the prevention of child abuse and violence.

Funding source is the Chancellor's General Fund.

EVENT: Alternate Text Production Center Advisory Committee Meeting  
DATE: Thursday, May 16, 2013  
AMOUNT: \$180.00  
ITEM: Food and refreshments for the ATPC's grant-mandated, statewide Advisory meeting.

Funding source is the Alternate Text Production Grant.

EVENT: Boys & Girls Clubs *Field of Dreams*  
DATE: May 17, 2013  
AMOUNT: \$500.00 full-page program ad and 8 event tickets  
ITEM: This community organization serves over 1,600 youth on a daily basis. Proceeds from this fundraiser will keep the doors open to local youth and get kids into programs that create a positive influence in their lives.

Funding source is the Chancellor's General Fund.

EVENT: Joe Baca Foundation Scholarship Awards and Reception  
DATE: May 3, 2013  
AMOUNT: \$240 full-page program recognition and 2 event tickets  
ITEM: The primary focus of this non-profit organization is to provide educational opportunities for underserved children in the Inland Empire by providing academic scholarships.

Funding source is the Chancellor's General Fund.

EVENT: Citizens Bond Oversight Committee Meeting  
DATE: April 23, 2013  
AMOUNT: \$50.00  
ITEM: This committee provides oversight for the bond construction program. Light refreshments are served to attendees and the citizen volunteers, and certificates of appreciation are awarded to outgoing members.  
  
Funding source is Fiscal Services General Funds.

### SBVC

EVENT: 6<sup>th</sup> Annual Umoja Community Regional Symposia  
DATE: March 15, 2013  
AMOUNT: \$1,085.00  
ITEM: Bus Rental and Registration  
Sponsored by the Tumaini Program, the Tumaini Program will be traveling from San Bernardino Valley College to visit the 6<sup>th</sup> Annual Umoja Community Regional Symposia at North Orange County Community College District in Anaheim where the Tumaini Program students will interact in cultural enrichment for the learning community cohort. Anticipated attendance is 22 students, faculty and staff. Chaperones will be Kathy Kafela, Charles Murillo and Sandra Flowers-Blackman. This item was originally sent for board approval on March 14, 2013. It is being amended to increase the amount of participants.  
  
Funding source is the Tumaini Program general fund.

EVENT: The First Annual Middle College High School College Inspire Success Luncheon  
DATE: April 12, 2013  
AMOUNT: \$1,726.00  
ITEM: Refreshments, Decorations, Supplies, Postage, Certificates and Invitations  
Sponsored by Middle College High School, this event will promote an opportunity for students to talk with career professionals and college recruiters about the students' goals and ambitions. The career professionals will focus on sharing their unique experience within their field and major. Anticipated attendance is approximately 100 students, staff, non-District career professionals and college recruiters.  
  
Funding source is the Middle College High School Chancellor's grant fund.

EVENT: Carnival Day  
DATE: April 17, 2013  
AMOUNT: \$7,000.00  
ITEM: Refreshments, Giveaways, Games and Decorations

Sponsored by the Associated Student Government, this event will be a day of fun for SBVC students, staff and faculty. Club members have been invited to participate and promote school spirit through creative carnival games. Attended guests will have the opportunity to participate in various games and a lunch that will be provided by their ASG. During the event, participants will receive giveaways and have the opportunity to win prizes. Anticipated attendance is 1,500 students, faculty and staff.

Funding source is the Associated Student Body general fund.

EVENT: SBVC Women's Basketball Banquet

DATE: April 18, 2013

AMOUNT: \$480.00

ITEM: Refreshments, Awards and Supplies

This event recognizes the achievements and contributions of the Women's Basketball Team, coaches and staff for this year's Basketball season. Anticipated attendance is approximately 25 student athletes, coaches and staff. This item was originally sent for board approval on March 14, 2013. It is being amended to show the event date changed from March 29, 2013 to April 18, 2013.

Funding source is the Women's Basketball trust fund.

EVENT: Two-Day Field Trip to U.C. Santa Cruz and U.C. Berkeley

DATE: April 19-20, 2013

AMOUNT: \$7,821.15

ITEM: Bus Rental, Hotel and Meal Vouchers

Sponsored by the Associated Student Government, this field trip will require two days of travel and consist of two days of educating the (40) forty student participants and (2) two staff members from San Bernardino Valley College. Attendees will obtain hands-on educational experience that will teach them the transfer process, the values of continuing education in their chosen field and experience the lifestyle of the university as opposed to the community college. Chaperones will be Kathy Kafela and Daniele Ramsey.

Funding source is the Associated Student Body general fund.

EVENT: Spring Time Social

DATE: April 24, 2013

AMOUNT: \$700.00

ITEM: Refreshments, Decorations and Entertainment

Sponsored by the Gay Straight Alliance (GSA), the Spring Time social will be catered by the Culinary Arts Club. This event is a fundraiser to benefit GSA Club and the Los Angeles Aids Walk Campaign, and aims to promote awareness in addition to a social gathering for the SBVC campus community. This event will



be open to all students, faculty and staff. Anticipated attendance is 110 students, faculty and staff.

Funding source is the Gay Straight Alliance trust fund.

EVENT: Norton Space and Aeronautics Academy

DATE: April 25, 2013

AMOUNT: \$700.00

ITEM: Refreshments and Bus Rental

Sponsored by the Outreach and Recruitment Department, this event will promote an on Campus Tour for Norton Space and Aeronautics Academy students. Anticipated attendance is approximately 108 students including Academy Staff & Teachers, Clyde Williams as Chaperone, and (2) two Valley College student ambassadors.

Funding source is the Outreach and Recruitment general fund.

EVENT: General Assembly Student-Senate for California Community Colleges

DATE: April 26-28, 2013

AMOUNT: \$14,220.00

ITEM: Conference Registration, Meals, Hotel and Travel

Sponsored by the Associated Student Government, this conference will include one day of travel and consist of three days educating the students and staff from San Bernardino Valley College on the major issues that are critical to community colleges, and to preserve the programs that assist students in securing education and training. SBVC attendees will obtain the opportunity to represent their students in driving the state-wide student organization as a whole. The general assemblies also provide a critically important forum for discussion and debate on state-wide issues, multi-district challenges, and for sharing ideas on how to make the community college system a better place. Anticipated attendance will be 15 students and staff. Chaperone will be Carolyn Lindsey, Interim Director of Student Life.

Funding source is the Student Representation Fee fund.

EVENT: American Sign Language Deaf Awareness Week

DATE: April 29-May 2, 2013

AMOUNT: \$800.00

ITEM: Refreshments, Prizes/Giveaways and Decorations

Sponsored by the American Sign Language Club, this event aims to bring awareness to the campus about deaf culture and sign language. This event will feature guest speakers, performances in sign language and other educational experiences. Anticipated attendance is 225 students, faculty and staff.

Funding source is the American Sign Language trust fund.

EVENT: Supporting Foster Youth College Success

DATE: May 1, 2013

AMOUNT: \$624.83

ITEM: Refreshments and Materials

Sponsored by the Foster & Kinship Care Education program, this workshop is to develop targeted support for students coming from foster care. The students will be provided with information on financial Aid advocacy and opportunities to access and succeed in their college education. Students will learn how to maximize the existing college resources. Anticipated attendance is to be 35 foster youth, and staff.

Funding source is the Youth Empowerment Strategies for Success/Independent Living Program categorical fund.

EVENT: Fela!

DATE: May 3, 2013

AMOUNT: \$1,057.50

ITEM: Bus Rental, Tickets and Handling Fee

Sponsored by the Tumaini Program, this will promote a cultural event that will provide the Tumaini Program students exposure to a Broadway play and therefore, cultivating a higher level in our diverse society. Students, staff and faculty will travel from San Bernardino Valley College to the Ahmanson Theatre in Los Angeles, CA. Anticipated attendance will be 22 students, faculty and staff. Chaperones will be Kathy Kafela, Sandra Flowers-Blackman and Charles Murillo.

Funding sources are the Tumaini categorical fund and Tumaini general fund.

EVENT: Alpha Gamma Sigma Sock Hop

DATE: May 3, 2013

AMOUNT: \$1,100.00

ITEM: Refreshments, Decorations, Entertainment and Security

Sponsored by the Alpha Gamma Sigma, the Sock Hop will be a fifties themed dance. This event will be a social and fundraising event. Proceeds will benefit the AGS Club to provide additional events and scholarships. Tickets will be sold at \$8.00 per person or \$14.00 per couple. Entertainment and refreshments will be provided to the guests. Anticipated attendance is 200 students and one faculty advisor, Joe Notarangelo.

Funding source is the Alpha Gamma Sigma trust fund.

EVENT: High School Senior Visitation Day

DATE: May 3, 2013

AMOUNT: \$8,600.00

ITEM: Bus Rental and Refreshments

Sponsored by the Outreach & Recruitment Department, this event will promote more general awareness of SBVC programs and services. The High School Senior Visitation Day will include workshops and presentations. Anticipated attendance is approximately 1,000 students, presenters and faculty.

Funding source is the Outreach & Recruitment general fund.

EVENT: End of Year Ceremony

DATE: May 7, 2013

AMOUNT: \$1,587.08

ITEM: Refreshments, Awards and Decorations

Sponsored by the Tumaini Program, this event will be held to honor Tumaini Students for completing their first year in college. Anticipated attendance is 130 faculty, staff and family members. This item was originally sent for Board Approval on January 17, 2013. It is being amended to change the date from May 3, 2013 to May 7, 2013 as well as the amount of the refreshments has increased from \$1,196.65 to \$1,287.08.

Funding source is the Tumaini Program general fund.

EVENT: Foster Youth Workshop

DATE: June 27, 2013

AMOUNT: \$1,895.49

ITEM: Refreshments, Speaker and Materials

Sponsored by the Foster Youth Program, the proposed workshop will promote and facilitate the engagement of foster youth and caregivers in pursuing higher educational goals. Many foster youth experience a number of problems in education and child welfare systems that include instability, persistent lower education needs and cultural sensitivities. The proposed workshop seeks to address some of these issues by educating youths about their educational choices and how caregivers can assist these youths to achieve their goals. Anticipated attendance is 79 foster youth, foster parents, speaker, and staff members.

Funding source is the Youth Empowerment Strategies for Success/Independent Living Program (YESS/ILP) categorical fund.

CHC

EVENT: English Club End-of-Semester Meeting/Dinner

DATE: December 15, 2012

AMOUNT: \$148.46

ITEM: Refreshments

The English club met to discuss, set up, and plan events for the Spring semester and to review/celebrate accomplishments of the Fall semester. The club was not aware they needed pre-approval to provide refreshments.

Funding source is the English Club Account.

EVENT: Student Senate Advocacy Field Trip to Sacramento

DATE: March 18-21, 2013

AMOUNT: \$6,773.00

ITEM: Transportation, Hotel, Meals

Members of the CHC Student Senate will have an opportunity to advocate in meetings and meet with state legislatures regarding bills that will affect the education system.

Funding source is the Student Rep Fee.

EVENT: 2103 Student Senate Elections

DATE: April 23-24, 2013

AMOUNT: \$500.00

ITEM: Refreshments and supplies

Sponsored by the Associated Student Government, this event will be for CHC students to vote for the 2013/2014 Student Senate Officers and the Student Trustee.

Funding source is the Associated Student Body General fund 027.

EVENT: Yucaipa Valley Chamber of Commerce 21<sup>st</sup> Annual "State of the City" Luncheon

DATE: April 25, 2013

AMOUNT: \$300.00

ITEM: Gold Sponsorship

This annual luncheon addresses important issues impacting the City of Yucaipa. Attendance at the event will provide an opportunity to network with local elected officials and chamber members.

Funding source is the Marketing General fund.

EVENT: Club Advisor Luncheon

DATE: May 8, 2013

AMOUNT: \$700.00

ITEM: Refreshments

Sponsored by the Student Senate, a luncheon will be held for 2012-13 Club Advisors in recognition of their commitment and hard work.

Funding source is the Student Senate Trust Account 207.

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: April 11, 2013  
SUBJECT: Consideration of Approval of Surplus and Donation of Property to  
Rio Hondo Community College District

RECOMMENDATION

It is recommended that the Board of Trustees declare a 2002 Freightliner trailer has no value and approve the donation to Rio Hondo Community College District.

OVERVIEW

Education Code 81452 provides that the governing board may, by a unanimous vote, declare items of insignificant value as surplus and for the items to be removed from the District inventory without advertising for sale. The 2002 Freightliner trailer (VIN 1FUJA6CK33PM02536) was donated to the SBVC Technical Division to support the diesel instructional program. The trailer is obsolete for revised instruction due to new California Air Resource Board emission standards. Two rear driving axles and one front axle with brake assembly will be donated. The remaining body will be placed for auction.

ANALYSIS

Rio Hondo Community College District has inspected the trailer and will utilize the specified parts in its off-road diesel program. San Bernardino Valley College and Rio Hondo College have a long-standing cooperative relationship between faculty and complementary instructional programs. Continuing to cultivate this relationship will provide improved instruction to our students and additional alternative resources.

BOARD IMPERATIVE

- II. Learning Centered Institution for Student Access, Retention and Success.
- III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

No financial implications.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Dr. Glen Kuck, Interim President, SBVC  
**PREPARED BY:** Scott Stark, Interim Vice President of Administrative Services, SBVC  
**DATE:** April 11, 2013  
**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 fair rental for the San Bernardino County Probation Independent Living Program in partnership with San Bernardino Valley College to be held on Saturday, March 23, 2013.

### **OVERVIEW**

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

### **ANALYSIS**

County of San Bernardino Probation Independent Living Program is a federal and state funded, nationwide program designed to provide basic life skills, career exploration and job readiness preparation for foster teens. In this program, the eligible teens (16-21 years of age) will learn skills to prepare them to transition to adulthood and living on their own. They will be using 6 classrooms in the LA Building and the Greek Theatre for lunch.

### **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. Glen Kuck, Interim President, SBVC  
**PREPARED BY:** Scott Stark, Interim Vice President of Administrative Services, SBVC  
**DATE:** April 11, 2013  
**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 fair rental value for Aspiranet in partnership with San Bernardino Valley College to be held on Saturday, April 13, 2013.

### **OVERVIEW**

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

### **ANALYSIS**

Aspiranet's statewide network of innovative services connects community members through dedicated programs that touch the lives of children, parents, adults and seniors. Their 35 core family support programs offer a unique range of services based on supporting strengths and promoting success in individuals and families throughout California. Aspiranet will be using 10 classrooms in NH and CC 169-171 and the Campus Center outside Quad Area.

### **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: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: April 11, 2013  
SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached request for individual memberships.

OVERVIEW

Individual memberships related to job duties are submitted when institutional memberships are not available.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

CHC

EMPLOYEE: Karen Childers

DUES: Partnership for Philanthropic Planning & Inland Empire Planned Giving Roundtable

AMOUNT: \$200.00

This membership will provide quality education programming networking opportunities, advocacy, and tools and guidelines that set a standard of professional excellence for charitable gift planners. Funding source is the Title V grant.

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: April 11, 2013

SUBJECT: Consideration of Acceptance of Classified Retirements

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Nongnuch Meechubot, Secretary II, SBVC, James Kurkoske, Maintenance Technician, SBVC, Arnold Regalado, Storekeeper II, CHC, and Brian Mullgrav (disability retirement), Admissions & Records, SBVC

OVERVIEW

The classified employees on the following list have submitted letters of retirement.

ANALYSIS

The Human Resources Department has provided the employees acceptance of their retirement.

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

None.

## CLASSIFIED RETIREMENTS

Nongnuch Meechubot letter of intent to retire effective July 1, 2013, after 31 years of service to the District.

James Kurkoske letter of retirement effective April 5, 2013, after 13 years of service to the District.

Arnold Regalado letter of retirement effective March 19, 2013, after 34 years of service to the District.

Brian Mullgrav disability retirement effective May 10, 2013, after 25 years of service to the District.

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: April 11, 2013

SUBJECT: Consideration of Approval of Unpaid Leave of Absence for Classified  
Confidential Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve an unpaid leave of absence for Cheryl Burge, Human Resources Generalist, District.

OVERVIEW

Cheryl Burge is requesting a six-month extension of her current extended illness leave which was exhausted on March 11, 2013. The unpaid leave of absence would be effective March 12, 2013, and end on or before September 11, 2013.

ANALYSIS

Cheryl Burge has exhausted all available leaves and is requesting a six-month unpaid leave of absence per Education Code 88195.

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: Tanya Rogers  
Interim Vice Chancellor Human Resources & Employee Relations  
PREPARED BY: Tanya Rogers  
Interim Vice Chancellor Human Resources & Employee Relations  
DATE: April 11, 2013  
SUBJECT: Consideration of Approval of Placement of Classified Confidential  
Employee on the 39-Month Reemployment List

RECOMMENDATION

It is recommended that the Board of Trustees approve the placement of Cheryl Burge, Human Resources Generalist, District, on the 39-month reemployment list.

OVERVIEW

Cheryl Burge, Human Resources Generalist, District, placement on the 39-Month Reemployment list effective March 12, 2013.

ANALYSIS

The classified employee has exhausted all available leaves and is unable to return to work. Therefore, it is necessary to place her on the 39-month reemployment list.

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: Tanya Rogers  
Interim Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Tanya Rogers  
Interim Vice Chancellor, Human Resources & Employee Relations

DATE: April 11, 2013

SUBJECT: Consideration of Adoption of Resolution – Authorization of Layoff Due to Lack of Work and/or Lack of Funds Implementing Education Code Section 88017

RECOMMENDATION

It is recommended that the Board of Trustees adopt the resolution of authorization of layoff due to lack of work and/or lack of funds implementing Education Code Section 88017.

OVERVIEW

Adopt resolution for elimination of one (1) Project Analyst, 100% full time, Logistic Technology Grant, District, effective July 1, 2013, one (1) Administrative Secretary, Library, SBVC, 100% full time, effective July 1, 2013, and one (1) Multimedia Specialist, District, EduStream Grant, 47.5% of full time, effective July 1, 2013.

.ANALYSIS

Funding for the Logistic Technology and EduStream Grants, which are categorically funded grants, will end on June 30, 2013. As such, services being provided by the programs, will no longer be needed by the District. Due to the restructuring of the Library at SBVC, the classification of Administrative Secretary will no longer be needed by the District. Pursuant to California Education Code Section 88014, 88017, 88117 and 88127, the District must provide a 60-day notice to layoff the position due to lack of work or lack of funds.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

**BEFORE THE BOARD OF TRUSTEES  
OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
RESOLUTION  
AUTHORIZING LAYOFF DUE TO  
LACK OF WORK AND/OR LACK OF FUNDS  
IMPLEMENTING EDUCATION CODE SECTION 88017**

---

**WHEREAS**, due to the expiration of a specially funded program, lack of work and/or lack of funds, the Governing Board of the San Bernardino Community College District has determined that it will be necessary to layoff the following positions pursuant to the provisions of Education Code sections 88014, 88017, 88117 and 88127:

Project Analyst, District	100% full-time
Administrative Secretary, Library SBVC	100% full time
Multimedia Specialist, District	47.4% of full time

**NOW, THEREFORE, BE IT RESOLVED**, that as of July 1, 2013, the above mentioned services in the San Bernardino Community College District shall be discontinued to the extent described herein; and

**BE IT FURTHER RESOLVED**, that the number of classified employees shall be reduced by layoff as specified above pursuant to Education Code section 88127;

**BE IT FURTHER RESOLVED**, that the Chancellor is directed to give notice of layoff to the affected classified employees pursuant to Education Code section 88017;

**BE IT FURTHER RESOLVED**, that said layoff shall become effective July 1, 2013.

**BE IT FURTHER RESOLVED**, that the classified employees laid off pursuant to this resolution shall be eligible for reemployment pursuant to Education Code § 88127.

**PASSED AND ADOPTED** this 11 day of April, 2013 by the Governing Board of the San Bernardino Community College District of San Bernardino, California, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTENTIONS:

**GOVERNING BOARD OF THE SAN BERNARDINO  
COMMUNITY COLLEGE DISTRICT**

BY: \_\_\_\_\_  
Bruce Baron, Chancellor  
Secretary of the Governing Board



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: April 11, 2013

SUBJECT: Consideration of Adoption of Resolution to Recognize April as Sexual Assault Awareness Month

RECOMMENDATION

It is hereby recommended that the Board of Trustees adopt the attached Resolution and designate April 2013 as Sexual Assault Awareness Month.

OVERVIEW

The month of April 2013 has been designated as Sexual Assault Awareness Month by the United States Government.

ANALYSIS

The San Bernardino Community College District strongly supports the dedicated efforts of national, state, local partners, and every citizen in the belief that every segment of our society work together to better address and be part of the solution to end sexual violence.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

# **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

## **Resolution Recognizing the Month of April 2013 as Sexual Assault Awareness Month as Designated by the United States Government & the State of California**

**Whereas**, Sexual Assault Awareness Month is intended to draw attention to the fact that sexual violence remains an intolerable violent crime with public health implications for every member of the San Bernardino Community College District; and

**Whereas**, Rape, sexual assault, and sexual harassment impacts our campus community as seen by statistics indicating that 1 in 5 women will have experienced sexual assault by the time they complete college (Fisher, Cullen, & Turner, 2000); and

**Whereas**, We must work together to educate our District and community about what can be done to prevent sexual assault and how to support survivors; and

**Whereas**, the San Bernardino Community College District encourages every person to speak out when witnessing acts of violence however small; and

**Whereas**, With leadership, dedication, and encouragement, there is compelling evidence that we can be successful in reducing sexual violence at the San Bernardino Community College District through prevention education, increased awareness, and holding perpetrators who commit acts of violence responsible for their actions; and

**Whereas**, the San Bernardino Community College District strongly supports the dedicated efforts of national, state, and local partners, and of every citizen to actively engage in public and private efforts, including conversations about what sexual violence is, how to prevent it, how to help survivors connect with services, and how every segment of our society can work together to better address sexual violence.

### **NOW THEREFORE BE IT RESOLVED,**

That the San Bernardino Community College District joins anti-sexual violence advocates and support service programs in the belief that all San Bernardino Community College District members must be part of the solution to end sexual violence.

Along with the United States Government and State of California, I do hereby proclaim April as “Sexual Assault Awareness Month.”

Adopted at a regular meeting of the Board of Trustees of the San Bernardino Community College District at San Bernardino, California this 11<sup>th</sup> day of April, 2013.

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Bruce Baron, Secretary to the Board of Trustees

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: April 11, 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.

<b>San Bernardino Valley College – ADA/Signage</b>						
	<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	CO #1	1,365,776.00	34,333.00	2,048.00	1,402,157.00	0.15%
<b>San Bernardino Valley College – Business Building</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 #3	9,250,000.00	143,678.00	54,821.00	9,448,499.00	2.15%
<b>San Bernardino Valley College – Central Plant</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Plumbing, Piping & Construction	CO #5	10,878,000.00	312,979.00	-190,902.00	11,000,077.00	1.12%

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 -\$134,033.00 which is -0.367% 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 at this board meeting, increases the Bond Measure M construction contracts by \$1,402,236.25. The new overall Measure M change order percentage is 3.84%. 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 \$ 2,048.00

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: Chipping top of grade beam for administration building sewer line; providing temporary access for administration building; administration building water point of connection for drinking fountains installation; administration building sewer point of connection installation; rock hardscape placement at campus center.

### Accountability

This Change was not part of the original design scope because: Depth of existing concrete grade beam wasn't determined until field inspection; campus added temporary access for administration building; water point of connection and building point of connection was omitted on the drawings; rock hardscape placement at campus center was due to grade delta with existing concrete.

- 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>34,333.00</u>
Requested amendment amount		<u>-</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>2,048.00</u>
Requested Change Order amount	\$	<u>-</u>

This request is a change order and results in a revised contract amount of \$ 1,402,157.00

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 2,048.00  
0.15% of the contract amount.

<b>TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS</b>	<b><u>1,402,157.00</u></b>
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### Signatures

Bond Program Manager:

Diana Johnson

Diana Johnson  
(Signature)

3/20/13  
(Date)

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
Capital Facilities Program Management

4629A1-AU  
Project Number

ADA-CO1

**CHANGE ORDER**

Original Contract Amount: \$1,365,776.00  
 Amount of Previous Contract Amendments: \$34,333.00  
 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 change order includes additional scopes of work for the general contractor generated from unforeseen field conditions encountered and identified during construction operations and from District request. 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 159  
 Change Order No. ADA-CO1: Item 1.1 - 1.5

TOTAL COST of CHANGE ORDER ADA-CO1: \$2,048.00

Reason for Change:

- 1 Site Cost, Unforeseen Field Conditions
- 2 Site Cost, District Added or Deleted/Reduced Scope
- 3 Refer to attached CHANGE ORDER ADA-CO1 summary dated 3/6 /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>\$34,333.00</u>
The contract amount due to CO No. ADA-CO1 will be increased by:	<u>\$2,048.00</u>
The revised BASE Contract Sum:	<u>\$1,402,167.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$1,402,167.00</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$1,402,167.00</u>
The contract TIME due to CO No. ADA-CO1 will be unchanged by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Change Order is, therefore:	<u>15-May-13</u>

SBCCD Change Order No. ADA-CO1 Includes Item Number(s): 1.1 through 1.5

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.

	<u>Signature</u>	<u>Name (printed)</u>	<u>Date</u>
Architect:		<u>Richard Bienvenu - LPA</u>	<u>3/18/13</u>
Constr. Mgr.:		<u>Leilani Nunez - Kitchell/BRJ/Seville</u>	<u>3/18/13</u>
District:		<u>Mr. Charlie Ng, - Vice Chancellor Fiscal Services</u>	
Contractor:		<u>Gregg Strumpf - President - CS Legacy</u>	
		<u>Printed Name/Title</u>	

State of California - Division of the State Architect                      DSA Application No. 04-112488                      File No. 30-C2  
 Approved \_\_\_\_\_ per Principal Structural Engineer: \_\_\_\_\_

# CHANGE ORDER NO. ADA-CO1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	CCD#1 Chip Top of Grade Beam for ADSS Sewer Line. KBS PCO 6/CSL COR 16	A-2	100	\$0	\$241	\$241
Item 1.2	CCD#3 Provide Temporary Access for ADSS per Campus Request. KBS PCO 8/CSL COR 18	C-4	100	\$0	\$535	\$535
Item 1.3	RFI #26 ADSS Water POC for Drinking Fountains. KBS PCO 12/CSL COR 23	B-1	100	\$0	\$468	\$468
Item 1.4	RFI #20 ADSS South Sewer POC. KBS PCO 13/CSL COR 15	A-1	100	\$0	\$392	\$392
Item 1.5	Place Rock in Grade Step at Campus Center. KBS PCO #30/CSL COR #26.	A-2	100	\$0	\$412	\$412
<b>Subtotal</b>						<b>\$2,048</b>
<b>TOTAL CHANGE ORDER #ADA-CO1</b>						<b>\$2,048</b>

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



# 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 Amount \$ 54,821.00

Campus: San Bernardino Valley College Project: Business Building

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: Deletion of ceiling at room 110 at Business Building to allow placement of soundtrap; architectural supplemental instruction to provide under cabinet lighting; back charge to contractor for design team preparation of details and preparation of CCD for DSA approval; relocation of variable frequency drives and disconnect for air handling units 2 & 4; extension of 120 volt circuit; additional tile installation at all restroom locations; additional concrete scope of work for ADA areas, exploratory investigation and repair of existing 4" gate valves.

### Accountability

This Change was not part of the original design scope because: Drawings didn't depict deletion of ceiling tile to allow placement of soundtrap or provision of under cabinet lighting, installation of additional tile at all restroom locations to meet district requirements for accessibility flatwork; campus added additional concrete scope of work for ADA areas and campus requested exploratory investigation and repair of existing 4" gate valves.

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>143,678.00</u>
Requested Change Order amount	\$	<u>54,821.00</u>

This request is a change order and results in a revised contract amount of \$ 9,448,499.00

This change order is subject to the 10% rule. It results in a 0.59% change to the contract  
The cumulative amount of change orders for this contract equals 198,499.00  
2.15% of the contract amount.

<b>TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS</b>	<b>9,448,499.00</b>
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### Signatures

Bond Program Manager:

Diana Johnson

Diana Johnson  
(Signature)

3/20/13  
(Date)



42-37-31-2520  
Project Number

BBR-GC-CO3

**CHANGE ORDER**

Original Contract Amount: \$9,250,000.00  
 Amount of Previous Contract Amendments: \$0.00  
 Amount of Previous Change Orders: \$143,678.00

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>March 14, 2013</u>
Project Description:	<u>Business Building Renovation Project</u>	Contract No.:	<u>General Contractor</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.: Refer to attachments 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 program requirements and utility coordination with ongoing Bond Measure M projects 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. 161  
 Contract Change Order No. BBR-GC-CO3; Item 1.1 - 1.6.

TOTAL COST of CONTRACT CHANGE ORDER BBR-GC-CO3: \$64,821.00

Reason for Change:

- |   |   |                               |
|---|---|-------------------------------|
| 1 | Building Cost, Error and/or Omission                              | Contract Administrative Issue |
| 2 | Building Cost, Agency or Code Revision                            |                               |
| 2 | Building Cost, Unforeseen Field Condition                         |                               |
|   | Site Cost, Unforeseen Field Condition                             |                               |
|   | Site Cost, Error and/or Omission                                  |                               |
| 3 | Site Cost, District Added or Deleted/Reduced Scope                |                               |
|   | Refer to attached Change Order BBR-GC-CO3 summary dated 3/14/2013 |                               |

Initiator of Change:

- 1 Project Coordination

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 contract AMOUNT due to C.O. No. BBR-GC-CO3 will be increased by:	<u>\$64,821.00</u>
The revised BASE Contract Sum:	<u>\$9,304,821.00</u>
Net change by previous authorized Change Order(s):	<u>\$143,678.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$9,448,499.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$9,448,499.00</u>
The contract TIME due to C.O. No. BBR-GC-CO3 will be unchanged by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore:	<u>17-Jun-13</u>
SBCCD Change Order No. <u>BBR-GC-CO3</u> Includes Item Number(s):	<u>1.1 through 1.11</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
	Michael Stephens, DLR Group WWCOT	3.15.13
	Michael Velgas, Kitchel/VRJ/Saville	3/15/13
District:	Mr. Charlie Ng, Vice Chancellor Fiscal Services	
Contractor:	 Doug Wall, President - Doug Wall Construction, Inc.	3/14/13
Printed Name/Title		

**CHANGE ORDER NO. BBR-GC-CO3**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	Bulletin No. 18 - Delete ceiling at Room 110 to allow placement of ST-2 within Room 110 ceiling space. PCO 15	G-1	100	-\$299	\$0	(\$299)
Item 1.2	Architect Supplemental Instruction 004 - Provide under cabinet lighting. PCO 23	G-1	100	\$0	\$3,828	\$3,828
Item 1.3	Contractor backcharge for design team preparation of details, engineer and prepare a CCD for DSA approval. PCO 61	L-2	100	(\$3,680)	\$0	(\$3,680)
Item 1.4	Bulletin No. 33 -Relocate the variable frequency drives and provide a new disconnect for Air handling units 2 and 4. PCO 38	G-1	100	\$0	\$7,647	\$7,647
Item 1.5	Request for Information No. 203 - Extend 120 volt circuit 1B-25 to (3) smoke dampers in AV Equipment Room 101A. PCO 40	G-1	100	\$0	\$4,061	\$4,061
Item 1.6	Request for Information No. 218 - Furnish and install (3) light fixtures with photocell and motion sensors at stairs to basement. PCO 62	G-1	100	\$0	\$878	\$878
Item 1.7	Bulletin No. 35 - Provide wood grille ceiling anchorage at each clip for suspended ceiling system per DSA engineer. PCO 58	J-5	100	\$0	\$1,815	\$1,815
Item 1.8	Provide two (2) additional louvers at basement mechanical room. PCO 60	F-1	100	\$0	\$4,467	\$4,467
Item 1.9	Bulletin No. 31 - Provide and install additional tile at all restroom locations to meet district requirement for accessibility flatwork. PCO 39	G-1	100	\$0	\$14,484	\$14,484
Item 1.10	Additional concrete scope of work for ADA areas. PCO30	C-4	100	\$0	\$17,000	\$17,000
Item 1.11	Campus requested exploratory investigation and repair of existing 4" gate valves. PCO59	C-4	100	\$0	\$4,620	\$4,620
<b>Subtotal</b>						<b>\$54,821</b>
<b>TOTAL CONTRACT CHANGE ORDER # BBR-GC-CO3</b>						<b>\$54,821</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
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- 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

## Summary

701 South Mount Vernon, San Bernardino, CA 92410

Ph: 909.693.3160 – Fax: 909.889.9952

DATE: April 11, 2013

RE: San Bernardino Valley College (SBVC)  
Business Building Renovation Project  
Doug Wall Construction, Inc. Change Order 03 – Item 1.3

### **ITEM 1.3:**

Description: Contractor back charge for design team services  
Code: L-2, Contract Administrative Issue, Construction Manager Generated  
Amount: (\$3,680)

### **NARRATIVE:**

Contractor error during installation of north canopy footings required the A&E design team to develop detail modifications to structural steel base plates and bolt patterns. Design Team was instructed to design, engineer and prepare DSA Construction Change Directive in an effort to minimize impact to construction operations. Contractor agreed to payment of all design and re-inspection cost associated with this scope of work. Request for Information No. 162 was issued to provide revised column base plate details at north canopy footing.

### **CONTRACTOR BACK CHARGE COST IMPACT:**

	<b>SBCCD Board Item</b>	<b>Board Approval</b>	<b>Cost/Credit</b>
<b><u>Doug Wall Construction</u></b>	DWC Change Order No. 03-Item No.1.3	4/11/13	(3,680)
<b><u>DLR Architecture</u></b>	DLR Amendment No. 06	3/14/13	\$3,550
<b><u>CHJ Special Testing</u></b>	Returned funding to soft cost contingency	N/A	\$130



# 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: Plumbing Piping & Construction, Inc. Amount \$ (190,000.00)

Campus: San Bernardino Valley College Project: Central Plant

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 and disposal of existing mechanical units from Administration, Student Services, Art Center, Liberal Arts, Physical Science, Auditorium and Planetarium; investigate gallons per minute (GPM) Pressures at Art Building; credit for unused ADA flatwork allowance; credit for unused unforeseen hazmat pipe removal; credit for unforeseen contaminated soil remediation; campus request for addition of asphalt and security fence revisions at Central Plant.

### Accountability

This Change was not part of the original design scope because: Contract had several allowances as part of the contract. These allowances were not expended and credit is being given back to the campus; campus requested addition of asphalt and security fencing; and removal and disposal of existing units.

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>03/15/12</u> in the amount of	\$ <u>10,878,000.00</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 \$ 10,878,000.00  
(Note: This revised contract amount basis for 10% rule)

Total Board approved change orders to date	\$ <u>312,979.00</u>
Requested Change Order amount	\$ <u>(190,902.00)</u>

This request is a change order and results in a revised contract amount of \$ 11,000,077.00

This change order is subject to the 10% rule. It results in a -1.75% change to the contract

The cumulative amount of change orders for this contract equals 122,077.00  
1.12% of the contract amount.

**TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS 11,000,077.00**

### Signatures

Bond Program Manager:

Diana Johnson

Diana Johnson  
(Signature)

3/20/13  
(Date)

4629A1  
Project Number

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

CUP-GC-COS

CHANGE ORDER

Original Contract Amount: \$10,878,000.00  
Amount of Previous Contract Amendments: \$0.00  
Amount of Previous Change Orders: \$312,979.00

School Name: San Bernardino Valley College Date: March 12, 2013  
Project Description: Central Plant Project Contract No.: General Contractor  
To (Contractor): Plumbing, Piping & Construction, Inc. Attn: Bill Collins

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 general contractor generated from unforeseen field conditions encountered and identified during construction operations, District Standards, utility coordination with on the Bond Measure M projects, District generated 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. 160  
Contract Change Order No. CUP-GC-COS: Item 1.1 - 1.6.

TOTAL COST of CONTRACT CHANGE ORDER CUP-GC-COS: -\$190,902.00

Reason for Change:

- 1 Site Cost, Unforeseen Field Condition
- 2 Site Cost, District Added or Deleted/Reduced Scope
- 3 Refer to attached Change Order CUP-GC-COS summary dated 3/12/2013

Initiator of Change:

- 1 District Generated Scope of Work
- 2 Contractor Generated

The original Base Contract Sum was:	\$10,878,000.00
Net change by previous authorized Contract Amendment(s):	\$0.00
The contract AMOUNT due to C.O. No. CUP-GC-COS will be decreased by:	-\$190,902.00
The revised BASE Contract Sum:	\$10,687,098.00
Net change by previous authorized Change Order(s):	\$312,979.00
The Contract Sum including previous authorized Change Orders:	\$11,000,077.00
The revised Contract Amount, including this Contract Change Order is, therefore:	\$11,000,077.00
The contract TIME due to C.O. No. CUP-GC-COS will be increased by:	16 calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore:	31-Mar-13
SBCCD Change Order No. CUP-GC-COS includes Item Number(s):	1.1 through 1.6

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

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
	Ivan Thomas, Engineer of Record	03/13/2013
	Michael Villegas, Project Manager	3/15/13
District:	Mr. Charlie Ng, Vice Chancellor Fiscal Services	
Contractor:	Bill Collins, Vice President	3/15/13

Printed Name/Title

State of California - Division of the State Architect DSA Application No. 04-111874 File No. 36-C2  
Approved \_\_\_\_\_ per Principal Structural Engineer: \_\_\_\_\_

**CHANGE ORDER NO. CUP-GC-CO5**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	Bulletin #9 - Campus Request for removal and disposal of existing units of Administration, Student Services, Art Center, Liberal Arts, Physical Science, Auditorium and Planetarium. KBS PCO No. 017	C-4	100	\$0	\$34,334	\$34,334
Item 1.2	CCD #6 - Investigate GPM Pressures at Art Building. KBS PCO No. 33	A-1	100	\$0	\$20,069	\$20,069
Item 1.3	Bid Allowance - Credit for unused ADA flatwork allowance funding. PCO No. 37	L-2	100	(\$199,005)	\$0	(\$199,005)
Item 1.4	Bid Allowance - Credit for unused unforeseen hazmat pipe removal allowance funding. PCO No. 37	L-2	100	(\$100,000)	\$0	(\$100,000)
Item 1.5	Bid Allowance - Credit for unused unforeseen contaminated soil remediation allowance funding. PCO No. 37	L-2	100	(\$50,000)	\$0	(\$50,000)
Item 1.6	Buletin No. 10 - Campus request for addition of asphalt and security fence revisions at Central Plant. PCO No. 29	C-4	100	\$0	\$103,700	\$103,700
<b>Subtotal</b>						<b>(\$190,902)</b>
<b>TOTAL CONTRACT CHANGE ORDER # CUP-GC-CO5</b>						<b>(\$190,902)</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

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: April 11, 2013  
SUBJECT: Consideration of Approval of Change Order #1 with Cousts Heating and Cooling, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve Change Order #1 to the Uniform Construction Cost Accounting Program contract with Cousts Heating and Cooling, Inc. in the amount of -\$4,073.00.

OVERVIEW

This deductive change order is to reconcile the unused portion for the additional piping and electrical allowance that was included in the contract for CHC's ninety-ton chiller relocation project.

ANALYSIS

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.

This change order reduces the overall contract by \$4,073.00. This brings the cost of the project from \$99,805.00 to \$95,732.00.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2012-2013 Budget for Measure M.

CHC Chiller Relo  
Project Number

CHC Chiller Relo

**CHANGE ORDER**

Original Contract Amount: **\$99,805.00**  
Amount of Previous Contract Amendments: **\$0.00**  
Amount of Previous Change Orders: **\$0.00**

School Name:	<u>Crafton Hills College</u>	Date:	<u>February 26, 2013</u>
Project Description:	<u>CHC 90 Ton Chiller Relocation Project</u>	Contract No.:	<u>PO#132850</u>
To (Contractor):	<u>Couts Heating and Cooling Inc.</u>	Attn:	<u>Bill Thomas</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 deductive change order is to reconcile the unused portion of the additional piping and electrical allowance that was included in the contract sum.

**Contract Change Order No. 1**

**TOTAL COST of CONTRACT CHANGE ORDER No. 1:** **(\$4,073.00)**

Reason for Change:

- 1 **Site Cost, Unforeseen Field Condition**
- 2 **Site Cost, Error And/or Omission**
- 4 **Building Cost, District Added or Deleted/Reduced Scope**
- 5 **Refer to attached Change Order CHC Chiller Relo summary dated 8/11/2011**

Initiator of Change:

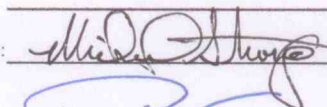
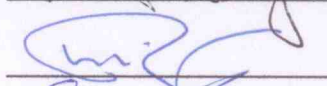
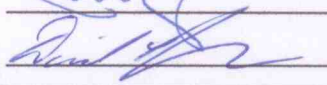
- 1 **Trade Contractor Request for Information**

The original Base Contract Sum was:	<u>\$99,805.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. 1 will be <b>increased</b> by:	<u>-\$4,073.00</u>
The revised BASE Contract Sum:	<u>\$95,732.00</u>
Net change by previous authorized Change Order(s)	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$95,732.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$95,732.00</u>
The contract TIME due to C.O. No. CHC Chiller Relo will be <b>unchanged</b> by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>27-Feb-13</u>
SBCCD Change Order No. <u>01</u> includes Item Number(s): <u>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
	Mike Strong, CHC Vice President Administrative Serv	<u>3/13/13</u>
	Mr. Charlie Ng, Vice Chancellor Fiscal Services	<u>3/13/13</u>
	Couts Heating and Cooling, Inc. <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. 1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	Reconcile unused portion of the additional piping and electrical allowance.					
		H-4	100	(\$4,073)	\$0	(\$4,073)
<b>Subtotal</b>						<b>(\$4,073)</b>
<b>TOTAL CONTRACT CHANGE ORDER # CHC Chiller Relo</b>						<b>(\$4,073)</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
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- 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
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- 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:** April 11, 2013

**SUBJECT:** Consideration of Approval of Amendment 001 to Snipes-Dye Associates Contract

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 001 to the Snipes-Dye Associates contract in the amount of \$6,600.00.

### **OVERVIEW**

On July 12, 2012, the Board of Trustees approved a contract with Snipes-Dye Associates for Storm Water Pollution Prevention Plan (SWPPP) services at Crafton Hills College. The development of the OE2 Building initial package has created the need for some additional work on the SWPPP to include parking lot I and another nearby area, as well as the creation of a separate erosion protection plan.

### **ANALYSIS**

The effect of this amendment will be an addition of \$6,600.00 to Snipes-Dye contract, resulting in a revised contract amount of \$49,600.00. 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: March 6, 2013

No - M CHC OE2 Bldg. 013

TO: Charlie Ng  
Vice Chancellor of Fiscal Services  
San Bernardino Community College District (SBCCD)

FROM: Geoff Bachanas **GB**  
Project Manager  
Kitchell/BRj/Seville

RE: Crafton Hills College (CHC)  
PROJECT #: OE2 Building  
Approval of Snipes-Dye Contract Amendment #1 (ASA #1)

**SCOPE:**

SBCCD approval for Snipes-Dye Associates to proceed with the Storm Water Pollution Prevention Plan (SWPPP) additional work relating to the addition of rough/mass grading to the OE2 Building initial package scope of work.

**NARRATIVE:**

The development of the OE2 Building initial package (which includes hazardous material abatement, demolition, electrical relocation and rough/mass grading) has created the need for some additional work relative to the OE2 Building SWPPP. Snipes-Dye Associates will be revising the SWPPP prepared for the OE2 Building project to include parking lot I and the stockpile site across Campus Drive and preparing a separate erosion protection plan and BMPs for the initial package for incorporation into the overall OE2 Building SWPPP.

**RECOMMENDATION:**

Kitchell/BRj/Seville recommends that SBCCD authorize Snipes-Dye Associates to proceed with ASA #1 in the amount of \$6,600.00. Upon approval, Kitchell/BRj/Seville will direct Snipes-Dye Associates to proceed with the additional work in an effort to expedite this additional scope of work. A formal Contract Amendment #1 will be prepared and forwarded to the April 11, 2013 SBCCD board meeting for final approval, Snipes-Dye Associates new contract amount with the approval of Contract Amendment #1 will be \$49,600.00.

**BUDGET INFORMATION/FISCAL IMPACT:**

OE2 Building Project - 5625

Info from Measure M Budget V2 02/28/13

Project Original Budget Amount:	\$ 24,163,646.94
Project Current Spent to date:	\$ 1,450,315.98
Project Current Estimate to Complete:	\$ 24,163,646.94
Project Memo Forecast Cost:	\$ 6,600.00
Project Change Amount:	\$ 0.00

Budget Line Item will be 5113.01 - Consultants

- |  |  |
|--|--|
| <input checked="" type="radio"/> I concur with this recommendation | <i>Diana Johnson</i> 3/12/13             |
| <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> 3/15/13 MS             |
| <input type="radio"/> I do not concur with this recommendation     | Charlie Ng, VC of Fiscal Services, SBCCD |

Attachments: Snipes-Dye Associates ASA #1 (1 page)

Cc: Diana Johnson; Sheila Nelson - Kitchell/BRj/Seville  
File

*cmg*  
3/6/13

*M*  
3/7/13

**CRAFTON HILLS COLLEGE  
SNIPES-DYE ASSOCIATES CONTRACT AMENDMENT: 001**

PROJECT: Crafton Hills College (CHC)  
11711 Sand Canyon Road  
Yucaipa, CA 92399

OWNER: San Bernardino Community College District (SBCCD)

TO: Snipes-Dye Associates  
8348 Center Drive, Suite G  
La Mesa, CA 91942

Brief Description:

The development of the OE2 Building initial package (which includes hazardous material abatement, demolition, electrical relocation and rough/mass grading) has created the need for some additional work relative to the OE2 Building SWPPP. Snipes-Dye Associates will be revising the SWPPP prepared for the OE2 Building project to include parking lot I and the stockpile site across Campus Drive and preparing a separate erosion protection plan and BMPs for the initial package for incorporation into the overall OE2 Building SWPPP.

Attachments:

- Snipes-Dye Associates ASA #1 (1 page)
- Kitchell/BRj/Seville project memo OE2 Bldg 013 (1-page)

Costs:

\$6,600.00 = Total amount of this Amendment

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The original Contract Sum	\$43,000.00
Net change by previous Amendments	\$0.00
The Contract Sum prior to this Amendment	\$43,000.00
The Contract Sum will be increased by this Amendment	\$6,600.00
The new Contract Sum including this Amendment	\$49,600.00

The Contract Schedule as of this Amendment will be unchanged.

---

By signing this Amendment the SBCCD authorizes Snipes-Dye Associates 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 Snipes-Dye Associates CHC contract with SBCCD.

Not valid until signed by all parties. Signature of Architect indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

Authorized:

CIVIL ENGINEER

ARCHITECT

Snipes-Dye Associates

PROGRAM MANAGER

Kitchell/BRj/Seville

OWNER

SBCCD

By: [Signature]

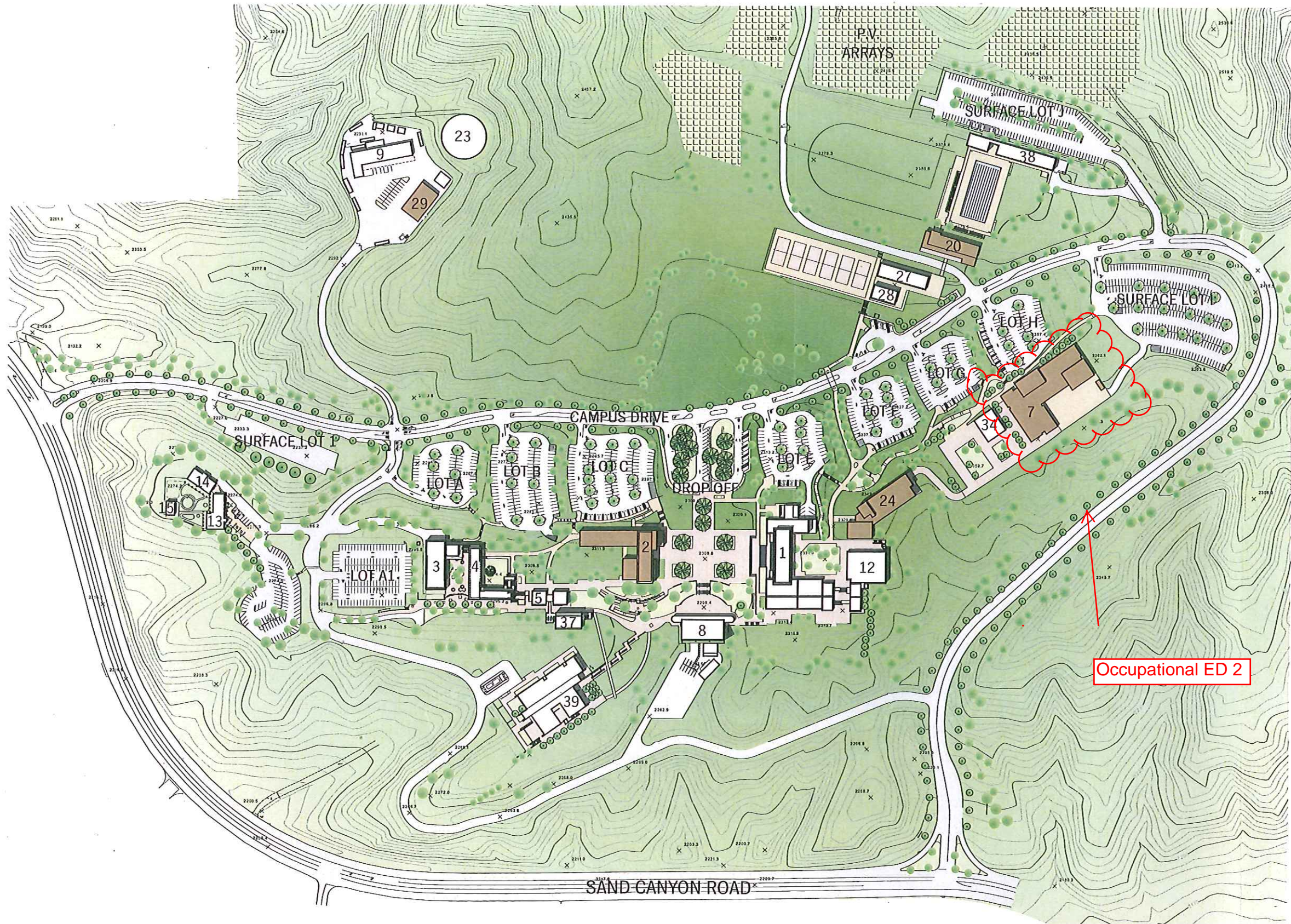
By: [Signature]

By: \_\_\_\_\_

DATE: 3/15/13

DATE: 3/25/13

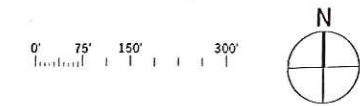
DATE: \_\_\_\_\_



- 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



## **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:** April 11, 2013  
**SUBJECT:** Consideration of Approval of Amendment 003 to Steinberg Architects Contract

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 003 to the Steinberg Architects contract in the amount of \$15,100.00.

### **OVERVIEW**

On December 8, 2011, the Board of Trustees approved a contract with Steinberg Architects for architectural services for the Occupation Education #2 (OE2) Building at Crafton Hills College. This amendment is for the additional design work associated with adding rough/mass grading to the scope of work, as well as additional structural engineering support for the project.

### **ANALYSIS**

The effect of this amendment will be an addition of \$15,100.00 to the Steinberg Architects contract, resulting in a revised contract amount of \$1,553,580.00. 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: March 4, 2013

No – M CHC OE2 Bldg. 011

TO: Charlie Ng  
Vice Chancellor of Fiscal Services  
San Bernardino Community College District (SBCCD)

FROM: Geoff Bachanas  
Project Manager  
Kitchell/BRj/Seville

RE: Crafton Hills College (CHC)  
PROJECT #: OE2 Building  
Approval of Steinberg Architects Contract Amendment #3 (ASA #4)

## SCOPE:

SBCCD approval for Steinberg Architects to proceed with the additional design work associated with the additional scope of work included in ASA #4 as part of the OE2 Building project. Additional design work is relating to the addition of rough/mass grading and some structural design to the initial package scope of work.

## NARRATIVE:

In working through logistics and analyzing the OE2 Building initial package it became apparent that adding the rough/mass grading to the scope of work would be beneficial. The main benefit is that the approximate 3,500 CY cut associated with the OE2 Building could be utilized for the upcoming New Science Building approximate 5,000 CY fill. By included this is the OE2 Building initial project and stockpiling it on campus costs associated with export and import of the approximate 3,500 CY of cut would be saved. Additional design costs are due to Steinberg Architects and the civil engineer. Also, through the final stages of development of the electrical relocation within the initial package scope it has been identified structural engineering support is needed for the electrical equipment pad and potentially any enclosure requirements. Structural engineering support was specifically excluded from the initial additional cost associated with the initial package previously approved with Contract Amendment 001.

Kitchell/BRj/Seville has obtained and negotiated a proposal from Steinberg Architects in the amount of \$15,100.00, see attached. In an effort to ensure SBCCD and CHC incur only necessary costs Kitchell/BRj/Seville and Steinberg Architects have agreed that the additional structural engineering support costs would be tracked as a time and material not-to-exceed amount in total and the additional costs for Steinberg Architects and the civil engineer associated with the bid phase and construction administration phase of this scope of work will be tracked as a time and material not-to-exceed amount.

## RECOMMENDATION:

Kitchell/BRj/Seville recommends that SBCCD authorize Steinberg Architects to proceed with ASA #4 in the amount of \$15,100.00. Upon approval, Kitchell/BRj/Seville will direct Steinberg Architects to proceed with the additional design work in an effort to expedite this additional scope of work. A formal Contract Amendment #3 will be prepared and forwarded to the April 11, 2013 SBCCD board meeting for final approval, which will. Steinberg Architects new contract amount with the approval of Contract Amendment #3 will be \$1,553,580.00.

**BUDGET INFORMATION/FISCAL IMPACT:**

*OE2 Building Project - 5625*

*Info from Measure M Budget V2 02/28/13*

Project Original Budget Amount: \$ 24,163,646.94

Project Current Spent to date: \$ 1,450,315.98

Project Current Estimate to Complete: \$ 24,163,646.94

Project Memo Forecast Cost: \$ 15,100.00

Project Change Amount: \$ 0.00

Budget Line Item will be 6210.10 - Architectural Fees

<input checked="" type="checkbox"/> I concur with this recommendation	<i>Diana Johnson</i> 3/5/13
<input type="checkbox"/> I do not concur with this recommendation	Diana Johnson, Program Manager, KBS

<input checked="" type="checkbox"/> I concur with this recommendation	<i>Charlie Ng</i> 3/12/13 MS 3/5/13
<input type="checkbox"/> I do not concur with this recommendation	Charlie Ng, VC of Fiscal Services, SBCCD

Attachments: Steinberg Architects ASA #4 (3 pages)

Cc: Diana Johnson; Sheila Nelson - Kitchell/BRj/Seville  
File



**CHC OE2 BUILDING  
STEINBERG ARCHITECT CONTRACT AMENDMENT: 003**

PROJECT: Crafton Hills College (CHC)  
11711 Sand Canyon Road  
Yucaipa, CA 92399

OWNER: San Bernardino Community College District (SBCCD)

TO: Steinberg Architects  
523 West 6<sup>th</sup> Street, Suite 245  
Los Angeles, CA 90014

Brief Description:

This amendment is for the additional design work associated with adding rough/mass grading to the OE2 Building initial package scope of work and needed structural engineering support for the initial package. In working through logistics and analyzing the OE2 Building initial package it became apparent that adding the rough/mass grading to the scope of work would be beneficial from an import/export perspective. Also, through the final stages of development of the electrical relocation within the initial package scope it has been identified structural engineering support is needed for the electrical equipment pad and potentially any enclosure requirements. In an effort to ensure SBCCD and CHC incur only necessary costs Kitchell/BRj/Seville and Steinberg Architects have agreed that the bid phase and construction administration phase of this scope of work will be tracked as a time and material not-to-exceed amount.

Attachments:

- Steinberg Architects OE2 Bldg ASA #4 (3 pages)
- Kitchell/BRj/Seville project memo OE2 Bldg 011 (2 pages)

Costs:

**\$15,100.00** = Total amount of this Amendment

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The original Contract Sum	\$1,457,200.00
Net change by previous Amendments	\$81,280.00
The Contract Sum prior to this Amendment	\$1,538,480.00
The Contract Sum will be increased by this Amendment	\$15,100.00
The new Contract Sum including this Amendment	\$1,553,580.00

The Contract Schedule as of this Amendment will be unchanged.

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By signing this Amendment the SBCCD authorizes Steinberg Architects 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 Steinberg Architects OE2 Building project contract with SBCCD.

Not valid until signed by all parties. Signature of Architect indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

Authorized:

ARCHITECT  
Steinberg Architects

PROGRAM MANAGER  
Kitchell/BRj/Seville

OWNER  
SBCCD

By: 

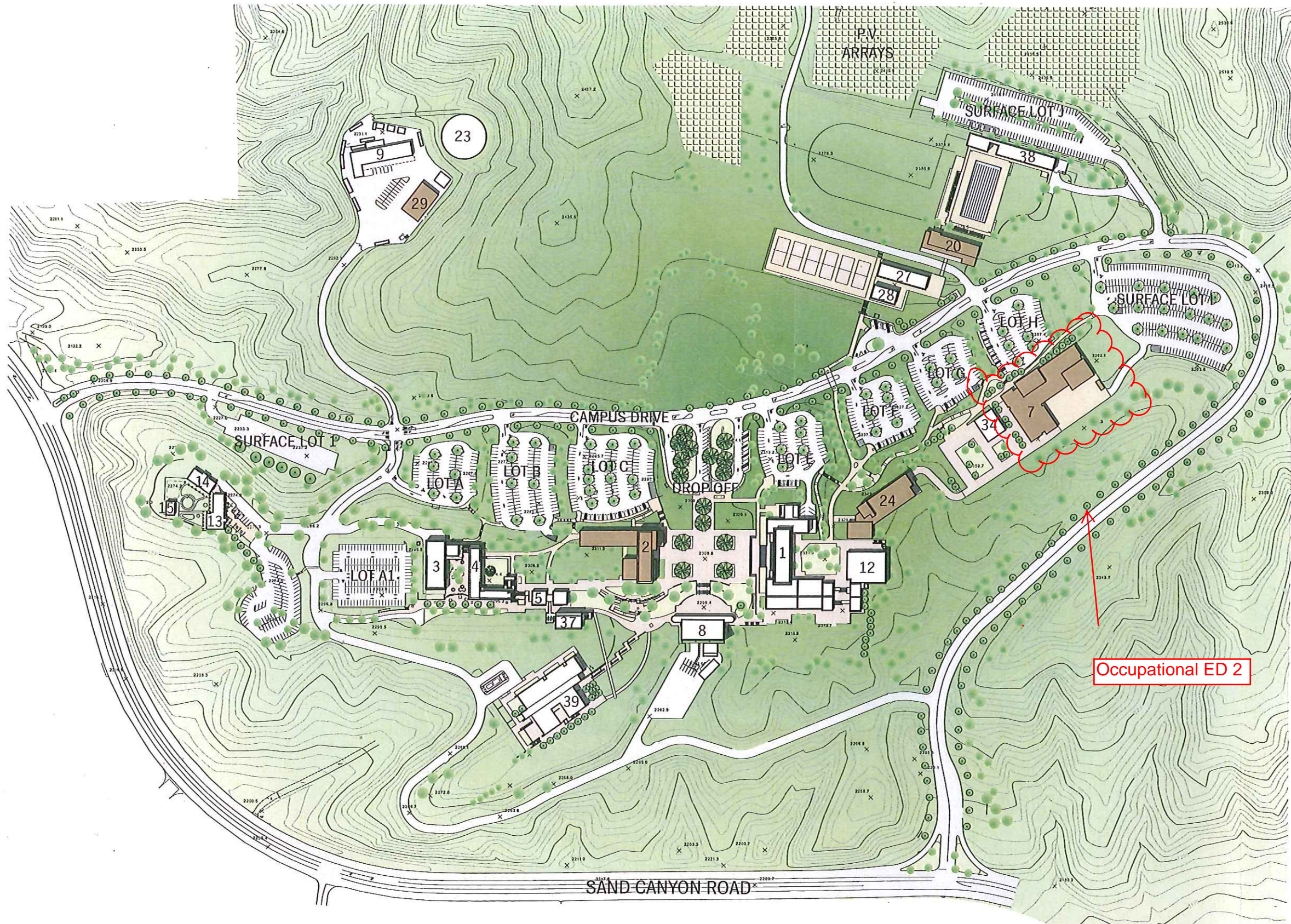
By: 

By: \_\_\_\_\_

DATE: 3/19/13

DATE: 3/25/13

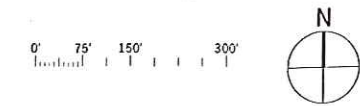
DATE: \_\_\_\_\_



- | 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 (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: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville  
DATE: April 11, 2013  
SUBJECT: Consideration of Approval to Cancel Existing PMSM Architects Contract and Replace with Two New Contracts – SSA, SCC, and PAC

RECOMMENDATION

It is recommended that the Board of Trustees:

- ◆ Approve Amendment 002 to cancel the existing PMSM contract for the **Student Services A, Student Center/Cafeteria, and Performing Arts Center** projects at Crafton Hills College in the amount of -\$583,250.01; and
- ◆ Approve a new contract with PMSM Architects for the **Student Services A** project in the amount of \$331,844.87; and
- ◆ Approve a new contract with PMSM Architects for the **Student Center/Cafeteria** project in the amount of \$78,324.18.

OVERVIEW

On July 12, 2012, the Board of Trustees approved a contract with PMSM Architects for architectural services for the Student Services A, Student Center/Cafeteria, and Performing Arts Center projects at Crafton Hills College. Due to the reprioritization of Measure M Capital Improvement Bond projects, the Student Services A scope of work will be increased to a full building renovation, the scope of the Student Center/Cafeteria partial renovation project will be decreased, and the Performing Arts Center project scope will be re-evaluated pending scope design and funding considerations.

This board item will cancel the current PMSM contract as of December 31, 2012, allowing the remaining fee to be reallocated to two new contracts – one for the Student Services A project, and one for the Student Center/Cafeteria project. A third contract for design work on the Performing Arts Center is planned for next fiscal year.

ANALYSIS

The effect of these changes reduces the original PMSM contract for the SSA, SCC and PAC projects by \$173,080.96, as indicated in the following table.

Project Scope	Original	Proposed			Total	Variance
	SSA & SCC Partial Renovation & PAC Renovation	SSA Full Building Renovation	SCC Partial Renovation	PAC Pending Scope Development		
Original PMSM Contract	\$ 723,661.00	\$ -	\$ -	\$ -	\$ 723,661.00	\$ (173,080.96)
Revised PMSM Contract	\$ 140,410.99	\$ 331,844.87	\$ 78,324.18	\$ -	\$ 550,580.04	

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 Rd., Yucaipa, CA 92399

# Project Memo

PH: 909-435-4159 FX: 909-794-8901

DATE: March 13, 2013

**No. 003 – M CHC PAC, SSA, SCC**

TO: Charlie Ng  
Vice Chancellor, Fiscal Services  
San Bernardino Community College District (SBCCD)

FROM: Kaliska Day  
Project Manager  
Kitchell/BRj/Seville

RE: Measure M Crafton Hills College:  
Cancellation of PMSM Contracts for PAC, SSA and SCC renovations.

## SCOPE:

Cancel PMSM Architects current contract for PAC, SSA, and SCC renovations.

## NARRATIVE:

Due to the re-prioritization of the Measure M Capital Improvement Bond projects, the Performing Arts Center (PAC) will be put on hold until further funding can be obtained, Student Services A (SSA) scope of work will be increased to be a full building renovation, and Student Center/ Cafeteria (College Center) (SCC) scope of work will be decreased for a partial renovation. This amendment will cancel the current contract held with PMSM Architects dated 7/13/2012. PMSM Architects have been paid to date for the work performed through 12/31/2012. The remaining fee will be removed from the current contract and reallocated to new contracts for each of the separate projects: SSA and SCC.

## RECOMMENDATION:

Kitchell/BRj/Seville recommends that SBCCD approve the Amendment #002 for PMSM Architects cancelling the current contract with the intention to issue new contracts to PMSM Architects for SSA and SCC.

## Budget Information:

### *SSA Renovation Project – 8222*

#### *Info from Measure M Budget V2- 02/28/2013-01rev*

Project Original Budget Amount:	\$ 3,618,052.71
Project Current Spent to date:	\$ 215,867.81
Project Current Estimate to Complete:	\$ 5,581,951.57
Project Memo Forecast Cost:	(\$ 181,625.00)
Project Change Amount:	(\$ 181,625.00)

*Budget Line Item 6220.10 – Architectural Fees*

### *PAC Renovation Project – 3581*

#### *Info from Measure M Budget V2- 02/28/2013-01rev*

Project Original Budget Amount:	\$ 4,603,198.70
Project Current Spent to date:	\$ 137,619.13
Project Current Estimate to Complete:	\$ 261,885.31
Project Memo Forecast Cost:	(\$ 251,608.01)
Project Change Amount:	(\$ 251,608.01)

*Budget Line Item 6220.10 – Architectural Fees*

### *SCC (College Center) Renovation Project – 8221*

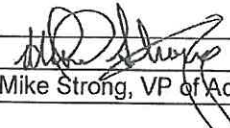
#### *Info from Measure M Budget V2- 02/28/2013-01rev*

Project Original Budget Amount:	\$ 3,118,990.76
Project Current Spent to date:	\$ 99,391.94
Project Current Estimate to Complete:	\$ 1,673,147.14
Project Memo Forecast Cost:	(\$ 150,017.00)
Project Change Amount:	(\$ 150,017.00)

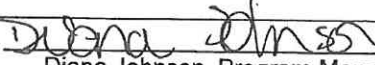
*Budget Line Item 6220.10 – Architectural Fees*

*AM*  
*3/13/13*

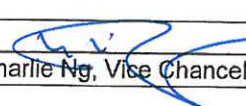
I concur with this recommendation  
 I do not concur with this recommendation

 3/19/13  
Mike Strong, VP of Admin Services, CHC

I concur with this recommendation  
 I do not concur with this recommendation

 3/18/13  
Diana Johnson, Program Manager, KBS

I concur with this recommendation  
 I do not concur with this recommendation

 3/25/13 MS 3/19/13  
Charlie Ng, Vice Chancellor, Fiscal Services

Attachments: PMSM Amendment #002  
Cc: File

**ARCHITECT CONTRACT AMENDMENT 002 TO  
AGREEMENT OF ARCHITECTURAL SERVICES CONTRACT  
DATED JULY 13<sup>TH</sup>, 2012**

**PROJECT:** Crafton Hill College (CHC): PAC, SSA, SCC (College Center) Renovations  
701 S. Mount Vernon Avenue  
San Bernardino, CA 92410

**OWNER:** San Bernardino Community College District (SBCCD)  
114 S. Del Rosa Avenue  
San Bernardino, CA 92408

**TO:** PMSM Architects,  
802 E. Cota Street, Suite A  
Santa Barbara, CA 93103

**Brief Description:**

Due to the re-prioritization of the Measure M Capital Improvement Bond projects, the Performing Arts Center (PAC) will be put on hold until further funding can be obtained, Student Services A (SSA) scope of work will be increased to be a full building renovation, and Student Center/ Cafeteria (College Center) (SCC) scope of work will be decreased for a partial renovation. This amendment will cancel the current contract held with PMSM Architects dated 7/13/2012. PMSM Architects have been paid to date for the work performed through 12/31/2012. The remaining fee will be removed from the current contract and reallocated to new contracts for each of the separate projects: SSA and SCC.

**Costs:**

**Deduct of \$583,250.01 = Total of this requested Architect Contract Amendment: 002**

Amount paid to date for design services are as follows:

<u>Performing Arts Center</u>	<u>\$ 54,324.09</u>
<u>Student Services A</u>	<u>\$ 39,586.33</u>
<u>Student Center/Cafeteria (College Center)</u>	<u>\$ 32,399.72</u>
<u>Laboratory/Administration</u>	<u>\$12,841.57</u>
<u>Maintenance &amp; Operations</u>	<u>\$ 1,259.28</u>

The original Contract Sum	\$693,661.00
Net change by previous Amendments	\$30,000.00
The Contract Sum prior to this Amendment	\$723,661.00
The Contract Sum will be decreased by this Amendment	\$583,250.01
The new Contract Sum including this Amendment	\$140,410.99

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 PMSM Architects 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 PMSM Architects architectural 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**  
PMSM Architects

**PROGRAM MANAGER**  
Kltchell CEM

**OWNER**  
SBCCD

By: *[Signature]*  
DATE: 3-18-13

By: *[Signature]*  
DATE: 3/25/13

By: \_\_\_\_\_  
DATE: \_\_\_\_\_

# Kitchell/BRJ/Seville

11711 Sand Canyon Rd., Yucaipa, CA 92399

# Project Memo

PH: 909-435-4159 FAX: 909-794-8901

DATE: March 13, 2013

No. 004 – M CHC, SSA

TO: Charlie Ng  
Vice Chancellor, Fiscal Services  
San Bernardino Community College District (SBCCD)

FROM: Kaliska Day  
Project Manager  
Kitchell/BRJ/Seville

RE: Measure M Renovation Projects at Crafton Hills College:  
SSA Renovation, Architectural Services Contract

**SCOPE:**

SBCCD approval to execute an architectural contract to PMSM Architects to provide architectural services for CHC renovation project: Student Services 'A' (SSA)

**NARRATIVE:**

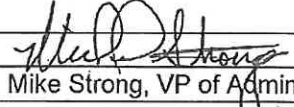
During the re-prioritization of the Measure M Capital Improvement Bond projects, Student Services 'A' (SSA) scope of work was increased to be a full building renovation. The original contract with PMSM Architects dated 7/13/2012 was cancelled because a new scope of work has been established. PMSM Architects has already been paid to date for the work performed through 12/31/2012. This new contract fee from PMSM Architects is based off of the new scope of work established.

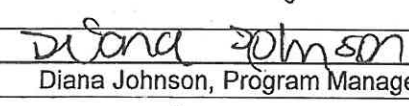
**RECOMMENDATION:**

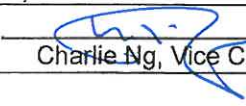
Kitchell/BRJ/Seville recommends approving the proposed Architectural fees of: \$331,844.87

**Budget Information:**

SSA Renovation Project – 8222  
Info from Measure M Budget V2- 02/28/2013-01rev  
Project Original Budget Amount: \$ 3,618,052.71  
Project Current Spent to date: \$ 215,867.81  
Project Current Estimate to Complete: \$ 5,581,951.57  
Project Memo Forecast Cost: \$ 331,844.87  
Project Change Amount: \$ 331,844.87  
Budget Line Item 6220.10 – Architectural Fees

<input checked="" type="radio"/> I concur with this recommendation		3/19/13
<input type="radio"/> I do not concur with this recommendation	Mike Strong, VP of Admin Services, OHC	

<input checked="" type="radio"/> I concur with this recommendation		3/19/13
<input type="radio"/> I do not concur with this recommendation	Diana Johnson, Program Manager, KBS	

<input checked="" type="radio"/> I concur with this recommendation		3/25/13
<input type="radio"/> I do not concur with this recommendation	Charlie Ng, Vice Chancellor, Fiscal Services	

Attachments: PMSM Proposal  
Cc: File

  
3/19/13





# Kitchell/BRj/Seville

11711 Sand Canyon Rd., Yucaipa, CA 92399

# Project Memo

PH: 909-435-4159 FAX: 909-794-8901

DATE: March 13, 2013

**No. 005 – M CHC, SCC**

TO: Charlie Ng  
Vice Chancellor, Fiscal Services  
San Bernardino Community College District (SBCCD)

FROM: Kaliska Day  
Project Manager  
Kitchell/BRj/Seville

RE: Measure M Renovation Projects at Crafton Hills College:  
SCC Renovation, Architectural Services Contract

**SCOPE:**

SBCCD approval to execute an architectural contract to PMSM Architects to provide architectural services for CHC renovation project: Student Center/Cafeteria (SCC)

**NARRATIVE:**

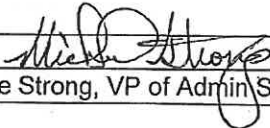
During the re-prioritization of the Measure M Capital Improvement Bond projects, Student Center/Cafeteria (SCC) scope of work was decreased to be a partial building renovation. The original contract with PMSM Architects dated 7/13/2012 was cancelled because a new scope of work has been established. PMSM Architects have been paid to date for the work performed through 12/31/2012. This new contract fee from PMSM Architects is based off of the new scope of work established.

**RECOMMENDATION:**

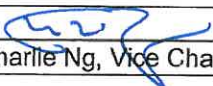
Kitchell/BRJ/Seville recommends approving the proposed Architectural fees of: \$ 78,324.18

**Budget Information:**

SCC Renovation Project – 8221  
Info from Measure M Budget V2- 02/28/2013-01rev  
Project Original Budget Amount: \$ 3,118,052.71  
Project Current Spent to date: \$ 99,391.94  
Project Current Estimate to Complete: \$ 1,673,147.14  
Project Memo Forecast Cost: \$ 78,324.18  
Project Change Amount: \$ 78,324.18  
Budget Line Item 6220.10 – Architectural Fees

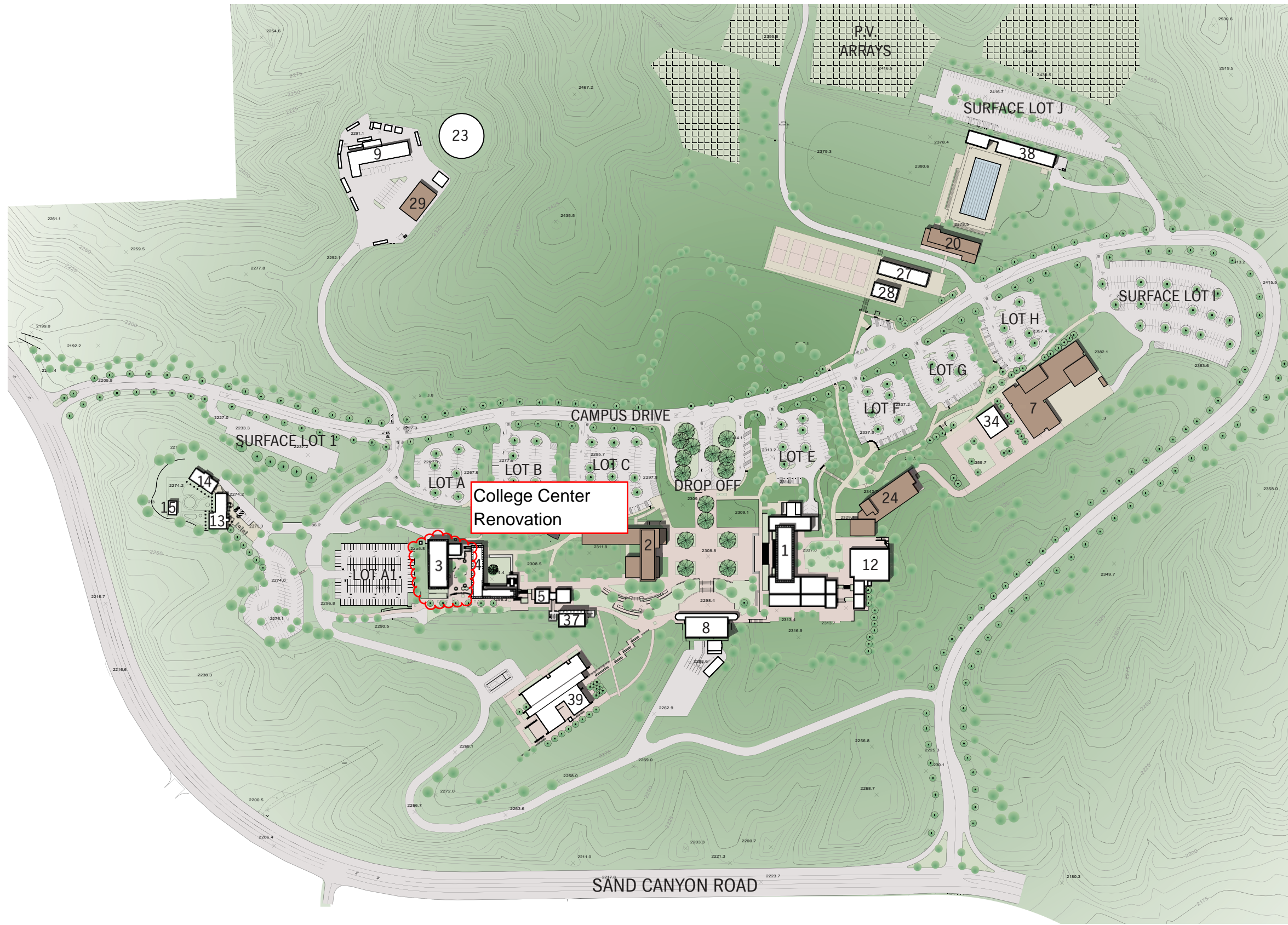
<input checked="" type="radio"/> I concur with this recommendation		3/19/13
<input type="radio"/> I do not concur with this recommendation	Mike Strong, VP of Admin Services, CHC	

<input checked="" type="radio"/> I concur with this recommendation		3/19/13
<input type="radio"/> I do not concur with this recommendation	Diana Johnson, Program Manager, KBS	

<input checked="" type="radio"/> I concur with this recommendation		3/25/13
<input type="radio"/> I do not concur with this recommendation	Charlie Ng, Vice Chancellor, Fiscal Services	

Attachments: PMSM Proposal  
Cc: File

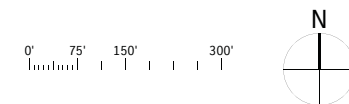
  
3/19/13



- | 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: April 11, 2013  
 SUBJECT: Consideration of Approval to Cancel Existing PMSM Architects Contract and Replace with Two New Contracts – LADM and M&O

RECOMMENDATION

It is recommended that the Board of Trustees:

- ◆ Approve Amendment 001 to cancel the existing PMSM contract for the **Laboratory/Administration (LADM)** and **Maintenance & Operations (M&O)** projects at Crafton Hills College in the amount of -\$896,000.00; and
- ◆ Approve a new contract with PMSM Architects for the **Laboratory/Administration** project in the amount of \$737,152.90; and
- ◆ Approve a new contract with PMSM Architects for the **Maintenance & Operations** project in the amount of \$49,012.50.

OVERVIEW

On November 15, 2012, the Board of Trustees approved a contract with PMSM Architects for architectural services for the Laboratory/Administration and Maintenance & Operations projects at Crafton Hills College. Due to a reprioritization of Measure M Capital Improvement Bond projects, the LADM project is being increased to a full building renovation, while the M&O project remains the same. This board item will cancel the current PMSM contract as of January 31, 2013, allowing the remaining fee to be reallocated to two new contracts – one for the LADM project, and one for the M&O project.

ANALYSIS

The effect of these changes reduces the original PMSM contract for the LADM and M&O projects by \$109,834.60, as indicated in the following table.

Project Scope	Original	Proposed			Variance
	LADM Partial Renovation and M&O Partial Renovation	LADM Full Building Renovation	M&O Partial Renovation (No Change)	Total	
Original PMSM Contract	\$ 1,024,000.00	\$ -	\$ -	\$ 1,024,000.00	} \$(109,834.60)
Revised PMSM Contract	\$ 128,000.00	\$ 737,152.90	\$ 49,012.50	\$ 914,165.40	

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 Rd., Yucaipa, CA 92399

# Project Memo

PH: 909-435-4169 FX: 909-794-8901

DATE: March 13, 2013

**No. 002 – M CHC LADM & M&O**

TO: Charlie Ng  
Vice Chancellor, Fiscal Services  
San Bernardino Community College District (SBCCD)

FROM: Kallska Day  
Project Manager  
Kitchell/BRj/Seville

RE: Measure M Crafton Hills College:  
Cancellation of PSM Contracts for LADM and M&O renovations.

### SCOPE:

Cancel PSM Architects current contract for LADM and M&O renovations.

### NARRATIVE:

Due to the re-prioritization of the Measure M Capital Improvement Bond projects, the Laboratory/Administration (LADM) scope of work will be increased to be a full building renovation, and Maintenance and Operations (M&O) scope of work will remain as previously approved. This amendment will cancel the current contract held with PSM Architects dated 11/15/2012. PSM Architects have been paid to date for the work performed through 1/31/2013. The remaining fee will be removed from the current contract and reallocated to new contracts for the separate projects: LADM and M&O.

### RECOMMENDATION:

Kitchell/BRj/Seville recommends that SBCCD approve the Amendment #001 for PSM Architects cancelling the current contract with the intention to issue new contracts to PSM Architects for LADM and M&O.

### Budget Information:

#### LADM Renovation Project – 4636

Info from Measure M Budget V2- 02/28/2013-01rev

Project Original Budget Amount:	\$ 15,466,107.15
Project Current Spent to date:	\$ 302,211.93
Project Current Estimate to Complete:	\$ 13,464,387.87
Project Memo Forecast Cost:	(\$ 851,987.50)
Project Change Amount:	(\$ 851,987.50)

Budget Line Item 6220.10 – Architectural Fees

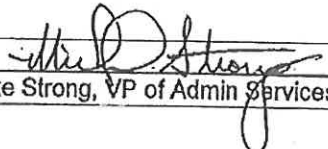
#### M&O Renovation Project – 9515

Info from Measure M Budget V2- 02/28/2013-01rev

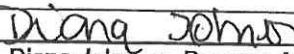
Project Original Budget Amount:	\$ 938,759.54
Project Current Spent to date:	\$ 8,805.02
Project Current Estimate to Complete:	\$ 917,897.40
Project Memo Forecast Cost:	(\$ 44,012.50)
Project Change Amount:	(\$ 44,012.50)

Budget Line Item 6220.10 – Architectural Fees

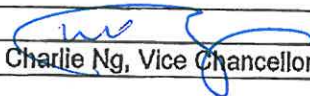
- I concur with this recommendation
- I do not concur with this recommendation

 3/20/13  
Mike Strong, VP of Admin Services, CHC

- I concur with this recommendation
- I do not concur with this recommendation

 3/25/13  
Diana Johnson, Program Manager, KBS

  
3/20/12

<input checked="" type="radio"/> I concur with this recommendation		3/24/13
<input type="radio"/> I do not concur with this recommendation	Charlie Ng, Vice Chancellor, Fiscal Services	

Attachments: PMSM Amendment #001  
Cc: File

**ARCHITECT CONTRACT AMENDMENT 001 TO  
AGREEMENT OF ARCHITECTURAL SERVICES CONTRACT  
DATED NOVEMBER 15<sup>TH</sup>, 2012**

PROJECT: Crafton Hill College (CHC): LADM and M&O Renovations  
701 S. Mount Vernon Avenue  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District (SBCCD)  
114 S. Del Rosa Avenue  
San Bernardino, CA 92408

TO: PMSM Architects.  
802 E. Cota Street, Suite A  
Santa Barbara, CA 93103

Brief Description:

Due to the re-prioritization of the Measure M Capital Improvement Bond projects, the Laboratory/Administration (LADM) scope of work will be increased to be a full building renovation, and Maintenance and Operations (M&O) scope of work will remain as previously approved. This amendment will cancel the current contract held with PMSM Architects dated 11/15/2012. PMSM Architects have been paid to date for the work performed through 1/31/2013. The remaining fee will be removed from the current contract and reallocated to new contracts for the separate projects: LADM and M&O.

Costs:

**Deduct of \$896,000.00** = Total of this requested Architect Contract Amendment: 001  
Amount paid to date for design services are as follows:

Laboratory/Administration	\$121,712.50
Maintenance & Operations	\$ 6,287.50

The original Contract Sum	\$1,024,000.00
Net change by previous Amendments	\$0.00
The Contract Sum prior to this Amendment	\$1,024,000.00
The Contract Sum will be decreased by this Amendment	\$896,000.00
The new Contract Sum including this Amendment	\$128,000.00

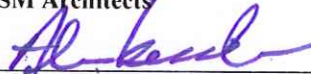
The Contract Schedule as of this Amendment will be **increased by:** 0 calendar days

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes PMSM Architects 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 PMSM Architects architectural 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**  
PMSM Architects

By:   
DATE: 3.20.13

**PROGRAM MANAGER**  
Kitchell CEM

By:   
DATE: 3/25/13

**OWNER**  
SBCCD

By: \_\_\_\_\_  
DATE: \_\_\_\_\_



# Kitchell/BRj/Seville

11711 Sand Canyon Rd., Yucaipa, CA 92399

# Project Memo

PH: 909-435-4159 FX: 909-794-8901

DATE: March 21, 2013

No. 003 - M CHC, LADM

TO: Charlie Ng  
Vice Chancellor, Fiscal Services  
San Bernardino Community College District (SBCCD)

FROM: Kaliska Day  
Project Manager  
Kitchell/BRj/Seville

RE: Measure M Crafton Hills College:  
LADM Renovation, Architectural Services Contract.

### SCOPE:

SBCCD approval to execute an architectural contract to PMSM Architects to provide architectural services for CHC renovation project Laboratory/Administration (LADM).

### NARRATIVE:

During the re-prioritization of the Measure M Capital Improvement Bond projects, Laboratory/Administration (LADM) scope of work was increased to be a full building renovation. The original contract with PMSM Architects dated 11/15/2012 was cancelled because a new scope of work has been established. PMSM Architects has already been paid to date for the work performed through 1/31/2013. This new contract fee from PMSM Architects is based off of the new scope of work established.

### RECOMMENDATION:

Kitchell/BRJ/Seville recommends approving the proposed Architectural fees of: \$737,152.90

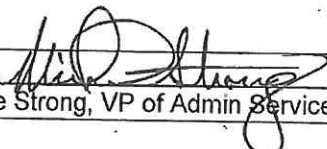
### Budget Information:

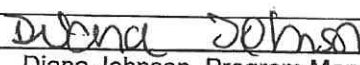
LADM Renovation Project - 4636

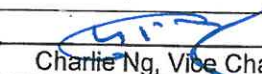
Info from Measure M Budget V2- 02/28/2013-01rev

Project Original Budget Amount:	\$ 15,468,107.15
Project Current Spent to date:	\$ 302,211.93
Project Current Estimate to Complete:	\$ 13,464,387.87
Project Memo Forecast Cost:	\$ 737,152.90
Project Change Amount:	\$ 737,152.90

Budget Line Item 6220.10 - Architectural Fees

<input checked="" type="radio"/> I concur with this recommendation		3/21/13
<input type="radio"/> I do not concur with this recommendation	Mike Strong, VP of Admin Services, CHC	

<input checked="" type="radio"/> I concur with this recommendation		3/25/13
<input type="radio"/> I do not concur with this recommendation	Diana Johnson, Program Manager, KBS	

<input checked="" type="radio"/> I concur with this recommendation		3/25/13
<input type="radio"/> I do not concur with this recommendation	Charlie Ng, Vice Chancellor, Fiscal Services	

Attachments: PMSM Proposal  
Cc: File

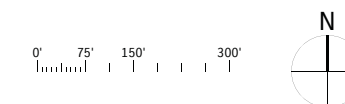
  
3/21/13



- | 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



# Kitchell/BRJ/Seville

11711 Sand Canyon Rd., Yucaipa, CA 92399

# Project Memo

PH: 909-435-4159 FX: 909-794-8901

DATE: March 13, 2013

No. 004 – M CHC, M&O

TO: Charlie Ng  
Vice Chancellor, Fiscal Services  
San Bernardino Community College District (SBCCD)

FROM: Kaliska Day  
Project Manager  
Kitchell/BRJ/Seville

RE: Measure M Crafton Hills College:  
M&O Renovation, Architectural Services Contract.

**SCOPE:**

SBCCD approval to execute an architectural contract to PMSM Architects to provide architectural services for CHC renovation project Maintenance and Operations (M&O).

**NARRATIVE:**

During the re-prioritization of the Measure M Capital Improvement Bond projects, Laboratory/Administration (LADM) scope of work was increased to be a full building renovation. The original contract with PMSM Architects dated 11/15/2012 was cancelled because a new scope of work was established. Maintenance and Operations (M&O) was included in this original contract and will now be issued a new contract separate from LADM.

**RECOMMENDATION:**

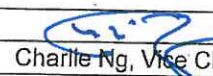
Kitchell/BRJ/Seville recommends approving the proposed Architectural fees of: \$ 49,012.50

**Budget Information:**

M&O Renovation Project – 9515  
Info from Measure M Budget V2- 02/28/2013-01rev  
Project Original Budget Amount: \$ 938,759.54  
Project Current Spent to date: \$ 8,805.02  
Project Current Estimate to Complete: \$ 917,897.40  
Project Memo Forecast Cost: \$ 49,012.50  
Project Change Amount: \$ 49,012.50  
Budget Line Item 6220.10 – Architectural Fees

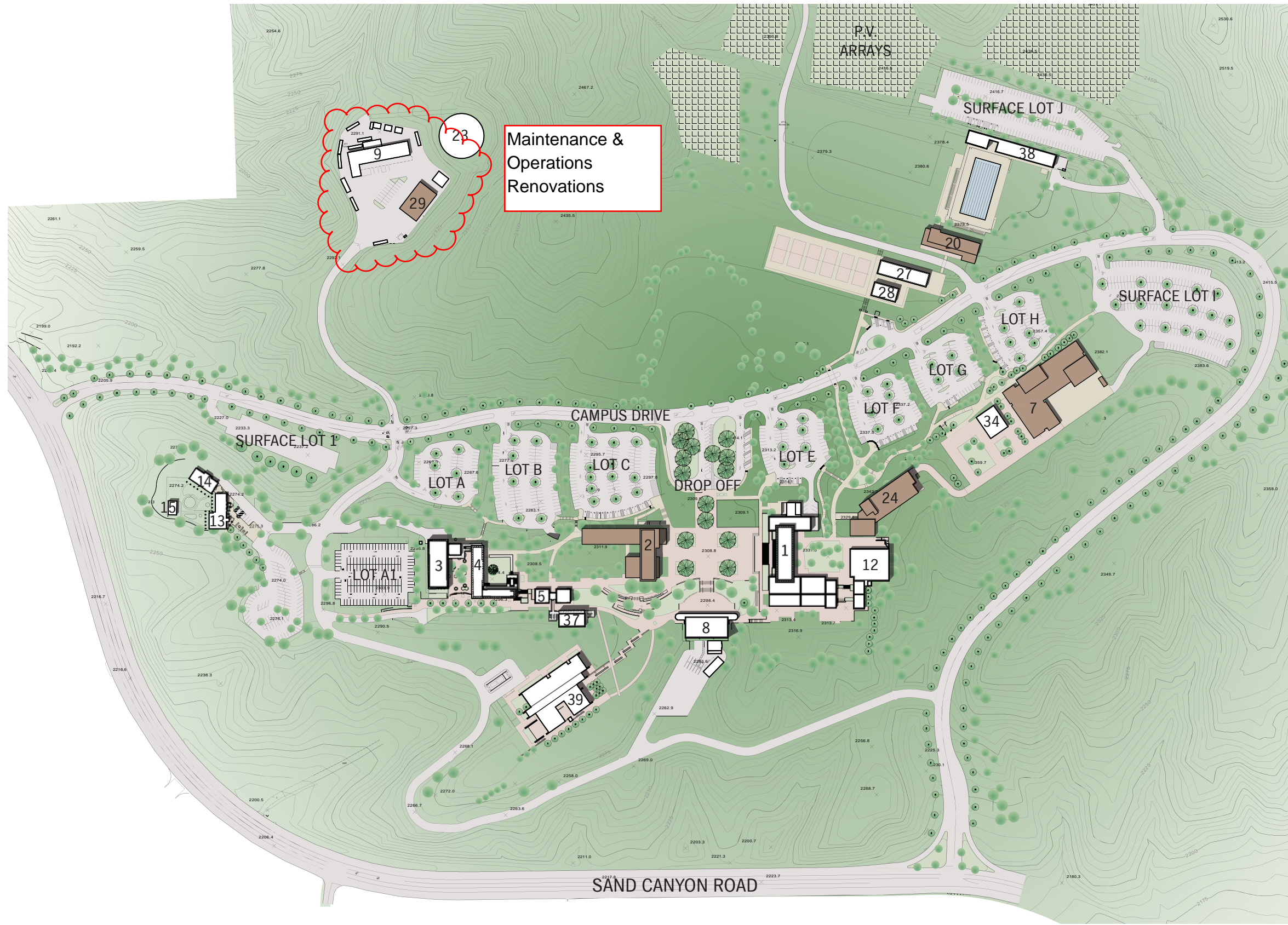
I concur with this recommendation  
 I do not concur with this recommendation  
 3/19/13  
Mike Strong, VP of Admin Services, CHC

I concur with this recommendation  
 I do not concur with this recommendation  
 3/18/13  
Diana Johnson, Program Manager, KBS

I concur with this recommendation  
 I do not concur with this recommendation  
 3/25/13  
Charlie Ng, Vice Chancellor, Fiscal Services

Attachments: PMSM Proposal  
Cc: File

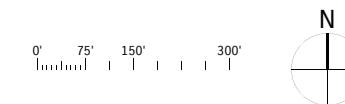
  
3/18/13



- | 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: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville  
DATE: April 11, 2013  
SUBJECT: Consideration of Approval of Revised Measure M Bond Project List for CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve revisions to the Measure M Bond Project List for CHC.

OVERVIEW

On July 8, 2010, the Board approved a revised Measure M Program Implementation Plan which contained project lists for both SBVC and CHC. These lists are to be reviewed and updated as needed. The most recent update to Crafton's list was approved by the board on September 12, 2012.

ANALYSIS

The attached, proposed Measure M Bond Project List reflects a reprioritization in the program without any change to the current budget of \$140,641,220.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention and Success
- III. Resource Management for Efficiency, Effectiveness and Excellence
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Approval of this item will accommodate the needs of the bond program with no financial impact to the program budget.



**Revised Measure M Bond Project List  
September 6, 2012**

<u>Measure M Bond Funded Projects<sup>1</sup></u>	<u>Budget</u>
1. Parking Lot, Access & Lighting	\$ 10,683,095
2. Science Portables/Swing Space	4,323,361
3. Solar Farm <sup>2</sup>	3,642,291
4. New Crafton Center	30,063,070
5. New Science Building	25,675,949
6. New Occupational Education Building 2	24,163,647
7. New Physical Education Buildings	6,717,259
8. Student Services A Seismic Upgrade & Renovation	3,780,706
9. Parking Structure (on hold-spent to date)	1,943,304
10. Wellness Pool (on hold-spent to date)	245,213
11. Performing Arts Center Seismic Upgrade & Renovation	4,618,355
12. College Center Seismic Retro Fit & Renovation	3,131,655
13. Maintenance & Operations Renovation	959,480
14. LADM Labs, Offices & Lecture Renovation	15,546,857
LADM Seismic Upgrade & Renovation	Included
15. Data Relocation/Central Plant	1,108,724
16. Program Support	<u>4,038,254</u>
Subtotal	\$140,461,220
 <u>Additional Projects (As Funds Become Available)</u>	
17. Parking Structure 1	\$ 28,233,245
18. Student Services B Renovation	1,479,569
19. Chemistry Renovation	4,629,757
20. Child Development Center 1 Parking & Roadway Entrance	207,430
21. Classroom Building Renovation	859,223
22. Occupational Education Building 1 Demolition	252,751
23. Gym Demolition	690,376
24. Wellness Pool	2,590,388
25. New Gym Wellness Center	30,313,247
26. Performing Arts Expansion	43,659,364
27. Athletic Fields	11,166,220
28. Campus Wide Landscaping`	19,978,312
29. New General Education Building (Humanities 1)	16,222,990
30. New Administration/Student Services Building	25,648,419
31. New Humanities Building 2	32,312,894
32. New Child Development Expansion	6,788,767
33. Community Building	25,712,838
34. New Parking Structure 2	<u>80,080,069</u>
Subtotal	\$330,825,859
Campus Total	<u>\$471,467,079</u>

Notes:

1. Projects to be updated annual based on the most current information.
2. \*Solar Farm Project Budget is \$7,142,291 – Measure P funded \$3,500,000.



**Revised Measure M Bond Project List  
April 11, 2013**

<u>Measure M Bond Funded Projects<sup>1</sup></u>	<u>Budget</u>
1. Parking Lot, Access & Lighting	\$ 10,683,095
2. Science Portables/Swing Space	4,323,361
3. Solar Farm <sup>2</sup>	3,642,291
4. New Crafton Center	30,063,070
5. New Science Building	25,675,949
6. New Occupational Education Building 2	24,163,647
7. New Physical Education Buildings	6,717,259
8. Student Services A Seismic Upgrade & Renovation	5,797,819
9. Parking Structure (on hold-spent to date)	1,943,304
10. Wellness Pool (on hold-spent to date)	245,213
11. College Center Seismic Retro Fit & Renovation	1,785,177
12. Maintenance & Operations Renovation	959,480
13. LADM Labs, Offices & Lecture Renovation	13,819,810
LADM Seismic Upgrade & Renovation	Included
14. Data Relocation/Central Plant	1,108,724
15. Critical Building Improvements – Occupational Education 1	672,051
16. Critical Building Improvements – Chemistry Health Science	553,444
17. Critical Building Improvements – Classrooms	302,698
18. Miscellaneous Bond Improvements	350,000
19. Performing Arts Center Programming, Seismic Upgrade & Renovation	3,796,574
20. Program Support	<u>4,038,254</u>
Subtotal	\$140,641,220
 <u>Additional Projects (As Funds Become Available)</u>	
21. Parking Structure 1	\$ 28,233,245
22. Student Services B Renovation	1,479,569
23. Chemistry Renovation	4,629,757
24. Child Development Center 1 Parking & Roadway Entrance	207,430
25. Classroom Building Renovation	859,223
26. Occupational Education Building 1 Demolition	252,751
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36. New Child Development Expansion	6,788,767
37. Community Building	25,712,838
38. New Parking Structure 2	<u>80,080,069</u>
Subtotal	\$330,825,859
Campus Total	<u>\$471,467,079</u>

Notes:

1. Projects to be updated annual based on the most current information.
2. \*Solar Farm Project Budget is \$7,142,291 – Measure P funded \$3,500,000.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
DATE: April 11, 2013  
SUBJECT: Consideration of Approval to Appoint Members to the Citizens Bond Oversight Committee (CBOC)

### RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Robert Erikson, Patrick Kirk Dorsey, and Robert Shields to the Citizens Bond Oversight Committee for a two-year term.

### OVERVIEW

The Citizens Bond Oversight Committee is comprised of at least seven members of the community, and serves the purpose of reviewing the expenditure of Bond Measures P and M funds.

- ◆ Mr. Erikson is seeking to join the committee as its senior citizen representative. He is a retired educator, having served as principal and assistant superintendent in various schools throughout California.
- ◆ Mr. Dorsey is a student at Crafton Hills College and would be joining the committee as a student representative. He is also currently serving on the District's budget committee.
- ◆ Mr. Shields is a student at San Bernardino Valley College and serves as its Associated Student Government President. He will act on the CBOC as a student representative.

### ANALYSIS

Approval of this recommendation will enable the CBOC to continue in an efficient and effective manner.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

### FINANCIAL IMPLICATIONS

This item carries no financial implications.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Steven J. Sutorus, Business Manager  
DATE: April 11, 2013  
SUBJECT: Consideration of Approval of Contract with Hay Group, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with Hay Group, Inc. for classification and compensation consulting services in the amount of \$197,500.00.

OVERVIEW

The District is required to conduct a classification and compensation study every five years per the collective bargaining agreement with the CSEA, with the last study being implemented July 1, 2007. Additionally, due to the prolonged economic recession and multiple years of state budget cuts, the District's pay and classification structures are not aligned in consideration of employee recruitment and retention, internal pay parity, and employee morale. Therefore, we are prepared to have this study include all employee classifications.

ANALYSIS

The District released Request for Proposal (RFP) 2013-02 and received the following responses:

<b>Proposer</b>	<b>Proposal Amount</b>
Hay Group, Inc.	\$197,500.00
Jacobsen, Betts & Company (dba JB Reward Systems)	Non-responsive

The District independently evaluated the cost of the required services and determined the market value to be approximately \$200,000. The proposal from Hay Group, Inc. is competitive to the market value and includes additional software licensing at no cost. The other bidder failed to meet the minimum requirements of the RFP.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: April 11, 2013

SUBJECT: Consideration of Approval to Adopt a Resolution Authorizing the Use of Selected Pass-Through Payments from Former Redevelopment Agencies

### RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution authorizing San Bernardino Community College District to use selected pass-through payments from former Redevelopment Agencies.

### OVERVIEW

District receives statutory pass-through payments per AB 1290 for one or more redevelopment project areas ("Projects") of each of the following RDAs: Big Bear Lake, Colton, Fontana, Grand Terrace, Highland, Loma Linda, Redlands, Rialto, San Bernardino, and Calimesa, as well as of the County of San Bernardino. AB1290 payments to District from these Projects are subject to potential statutory usage requirements found in Health and Safety Code ("HSC") Section 33607.5(a)(5), which requires determination by District's Board of Trustees in order to be expended for educational facilities located outside the Projects.

### ANALYSIS

District's redevelopment consultant, Public Economics, Inc. ("PEI"), has advised the District that statutory usage requirements apply if AB 1290 payments are used for "school facilities". Consequently, PEI is advising the District's Board of Trustees to make a determination that AB 1290 pass-through payments from a given project are "of benefit to the Project". Therefore, it is recommended that the Board of Trustees adopt a resolution authorizing the District to use selected pass-through payments from former Redevelopment Agencies.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

### FINANCIAL IMPLICATIONS

The approval of this board resolution will positively impact the general fund.

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
REGARDING USE OF AB 1290 PAYMENTS  
RECEIVED FROM REDEVELOPMENT AGENCIES

WHEREAS, each of the former redevelopment agencies of the cities of Big Bear Lake, Colton, Fontana, Grand Terrace, Highland, Loma Linda, Redlands, Rialto, San Bernardino, and Calimesa, as well as of the County of San Bernardino (collectively, former “RDAs”) have adopted or amended redevelopment plans for one or more redevelopment project areas (“Projects”) in a manner that requires subsequent ongoing payments to District per AB 1290 (“AB 1290 Payments”) pursuant to Health and Safety Code (“HSC”) Sections 33607.5, 33607.7, 33492.15 *et seq*; and

WHEREAS, pursuant to HSC Section 33607.5(a)(5) “local education agencies that use funds received pursuant to this section for school facilities shall spend these funds at schools that are: (A) within the Project area, (B) attended by students from the Project area, (C) attended by students generated by projects that are assisted directly by the redevelopment agency, *or* (D) determined by the governing board of [the] local education agency to be of benefit to the Project area” (emphasis added); and

WHEREAS, for school facilities the usage requirements in HSC Section 33607.5(a)(5) constitute alternative requirements, including (D) above, i.e., determination by the governing board of benefit to the Project, even in the absence of compliance with (A), (B), or (C); and

WHEREAS, the District is advised that usage requirements in HSC Section 33607.5(a)(5) may only apply to educational facilities that are school facilities attended by students, and may not apply to community college facilities, whether or not attended by students; and

WHEREAS, the District wishes to comply with the requirements of HSC Section 33607.5(a)(5), notwithstanding that these requirements may not apply to community college facilities;

Now, therefore, the San Bernardino Community College District Board of Trustees hereby finds that:

Section 1. District’s existing facilities (collectively “Existing District Sites”) serve students who live, work, or live and work, throughout the District, including in these Projects.

Section 2. In the future the District may, lease, acquire, and/or construct additional community college facilities at other District or non-District sites where the District offers community college programs (“Future District Sites”), which will be attended by at least some students who live, work, or live and work throughout the District, including in these Projects.

Section 3. Existing District Sites, plus any Future District Sites, are part of an integrated District master plan for community college facilities. Attendance and/or improvements at Existing District Sites or Future District Sites will impact, directly or indirectly, attendance and the need for improvements at all Existing or Future District Sites.

Hence, San Bernardino Community College District hereby determines that:

Section 4. AB 1290 Payments which the District is currently entitled to receive, or may be entitled

to receive in the future, from these Projects or any other Projects from which AB 1290 Payments are owed, may be used to pay for educational facilities at Existing District Sites or Future District Sites, whether or not attended by students, consistent with the requirements of Education Code (“EC”) Section 84751(d), including hard costs; soft costs (including consultant and legal costs); costs of fixtures, furnishings, and equipment; and/or related debt service, lease, or lease purchase payments.

Section 5. AB 1290 Payments received by the District from these Projects or any other Projects which are used for the purposes set forth in Section 4 are hereby determined to be of benefit to these Projects or any other Projects, consistent with the requirements of HSC Section 33607.5(a)(5).

APPROVED, ADOPTED AND SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_

Donald Singer, President

San Bernardino Community College District  
Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: April 11, 2013  
SUBJECT: Consideration of Approval of Board Policy 2060 Student Trustees

RECOMMENDATION

It is recommended that the Board of Trustees approve Board Policy 2060 Student Trustees.

OVERVIEW

On or before May 15 of each year, the Board of Trustees must reconfirm the following student trustee privileges:

- The privilege to receive compensation for meeting attendance at a level of \$100 per month.
- The privilege to make and second motions.
- The privilege to serve a term commencing of May 15.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

None.

3  
4 STUDENT TRUSTEES  
5

6 The Board shall include two (2) non-voting student members (one representing each college in  
7 the District). The term of office shall be one year commencing at the first Board meeting in June  
8 and terminating on the last Board meeting in May of each academic year. (In the event the Board  
9 of Trustees extends the privileges of the student trustees, the term shall begin on May 15 of each  
10 calendar year.)  
11

12 The student member shall be a resident of California at the time of nomination, and during the  
13 term of service, and shall be enrolled in and maintain a minimum of five (5) semester units in the  
14 District at the time of nomination and throughout the term of service. The student member is not  
15 required to give up employment with the District. The student shall maintain a 2.0 grade point  
16 average (GPA) during the term of office.  
17

18 The student members shall be chosen by the students enrolled in the district as follows:  
19

20 The student member shall be elected by all the students enrolled in the respective college in a  
21 general election held for that purpose. Normally an election will be held in the spring semester  
22 so that the office is filled by June 1. Special elections shall be held if the office becomes vacant  
23 by reason of the resignation or disqualification of an elected student member, or by any other  
24 reasons. Special elections shall be held within thirty (30) days after notice of the vacancy comes  
25 to the attention of the Chancellor provided the vacancy occurs in the first half of the term of  
26 office. The ASB may appoint for the remainder of the term when a vacancy occurs in the last  
27 half of the term of office. Candidates for the position may nominate themselves or be nominated  
28 by others by the filing of an application at their campus of residence certifying that the candidate  
29 is eligible for service under the criteria set forth in California law and these policies.

30 An election will be conducted at each college in accordance with the administrative procedures  
31 adopted by the college student elections, except that all members of the student body shall be  
32 permitted to vote for the student member. Each candidate from throughout the District who has  
33 qualified shall be listed on the ballot at each college. The successful candidate must receive a  
34 plurality of all votes cast.

35 The student member shall be seated with the Board and shall be recognized as a full member of  
36 the Board at meetings. The student member is entitled to participate in discussion of issues and  
37 receive all materials presented to members of the Board (except for closed session). The student  
38 member shall be entitled to any mileage allowance necessary to attend Board meetings to the  
39 same extent as publicly elected trustees.  
40

41 On or before May 15 of each year, the Board must reconfirm the following student trustee  
42 privileges:

- 43 • The privilege to receive compensation for meeting attendance at a level of \$100 per month.
- 44 • The privilege to make and second motions.
- 45 • The privilege to vote in an advisory capacity.
- 46 • The privilege to serve a term commencing on May 15.

47 If one or more of these privileges is granted, the term will commence on May 15 of each calendar  
48 year.

49 Reference:

50 Education Code § 72023.5



## **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:** April 11, 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 \$-134,033.00 which is -0.367% 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 \$1,402,236.25 which is only 3.84% 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 4/11/13 agenda)

April 11, 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	\$ 130,483.49	\$ -	\$ 24,429,154.44	0.54%
				\$ -	
<b>TOTAL for CONTRACT AMENDMENTS</b>	<b>\$ 36,517,897.45</b>	<b>\$ 533,284.49</b>	<b>\$ -</b>	<b>\$ 37,051,181.94</b>	<b>1.46%</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	\$ 585,801.76	\$ -	\$ 13,207,829.26	4.64%
SBVC-San Bernardino Valley College	\$ 24,429,154.44	\$ 417,183.00	\$ (134,033.00)	\$ 24,712,304.44	1.16%
<b>TOTAL for CHANGE ORDERS</b>	<b>\$ 37,051,181.94</b>	<b>\$ 1,002,984.76</b>	<b>\$ (134,033.00)</b>	<b>\$ 37,920,133.70</b>	<b>2.35%</b>

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**

April 11, 2013

(Including any contract amendments and change orders on the 04/11/13 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%
<b>TOTAL</b>	<b>\$ 12,219,226.50</b>	<b>\$ 402,801.00</b>	<b>\$ -</b>	<b>\$ 585,801.76</b>	<b>\$ -</b>	<b>\$ 13,207,829.26</b>	<b>4.64%</b>

**NO NEW CHANGE ORDERS**

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**PAL PROJECT**

April 11, 2013

(Including any contract amendments and change orders on the 04/11/13 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%
<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>

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**M S ANNEX**

April 11, 2013

(Including any contract amendments and change orders on the 04/11/13 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%
<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**

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**MPOE-DATA**

April 11, 2013

(Including any contract amendments and change orders on the 04/11/13 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%
<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**

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**LIBRARY DEMOLITION**

April 11, 2013

(Including any contract amendments and change orders on the 04/11/13 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%
<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**

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**SOLAR FARM**

April 11, 2013

(Including any contract amendments and change orders on the 04/11/13 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%
<b>TOTAL</b>	<b>\$ 2,700,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,678.76</b>	<b>\$ -</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.

San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**

April 11, 2013

(Including any contract amendments and change orders on the 04/11/13 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	\$ (190,902.00)	\$ 11,459,124.49	1.32%
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	\$ 54,821.00	\$ 9,918,358.95	2.10%
Site Signage	\$ 2,535,776.00	\$ 34,333.00	\$ -	\$ (20,502.00)	\$ 2,048.00	\$ 2,551,655.00	0.00%
	<b>\$ 24,298,670.95</b>	<b>\$ 130,483.49</b>	<b>\$ -</b>	<b>\$ 417,183.00</b>	<b>\$ (134,033.00)</b>	<b>\$ 24,712,304.44</b>	<b>1.16%</b>

**NO NEW CHANGE ORDERS**



San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**CENTRAL PLANT**

April 11, 2013

(Including any contract amendments and change orders on the 04/11/13 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	\$ (190,902.00)	\$ 11,000,077.00	1.12%
<b>TOTAL</b>	<b>\$ 11,226,300.00</b>	<b>\$ 83,941.49</b>	<b>\$ -</b>	<b>\$ 339,785.00</b>	<b>\$ (190,902.00)</b>	<b>\$ 11,459,124.49</b>	<b>1.32%</b>

San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**HVAC**

April 11, 2013

(Including any contract amendments and change orders on the 04/11/13 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%
				\$ -			
<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**







SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
DATE: April 11, 2013  
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 its review.

ANALYSIS

The attached Revenue and Expenditure Summary reflects activity for the 2013 fiscal year through April 1, 2013. It reflects summary information for all District funds, grouped by category within each fund.

As of April 1, the District was 67.1% through the fiscal year and had spent and encumbered about 67.7% of its budgeted general funds. These figures indicate a rate of spending in line with the budget.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.



## Budget Revenue & Expenditure Summary Year to Date 4/1/13

Revenues by Fund	Budget	YTD Revenues	% Received	% of Year
01 General Fund*	90,988,990	43,917,785	48.3	67.1
21 Bond Interest & Redemption	13,755,000	752,439	5.5	67.1
41 Capital Outlay Projects Fund	686,215	558,691	81.4	67.1
42 Bond Construction Fund	200,000	199,996	100.0	67.1
68 Retiree Benefit Fund	763,000	758,039	99.3	67.1
69 Employee Load Banking Trust Fund	450	180	40.0	67.1
72 Child Development Fund	2,247,010	1,532,799	68.2	67.1
73 Student Body Center Fee Fund	211,800	187,300	88.4	67.1
74 KVCR Fund	8,172,595	5,183,201	63.4	67.1
78 Self Insurance-Liability Fund	753,000	752,245	99.9	67.1
84 Workers Compensation Fund*	1,260,000	786,072	62.4	67.1

Expenses by Fund	Budget	YTD Expenses & Encumbrances	% Expensed & Encumbered	% of Year
01 General Fund*	97,431,925	65,977,685	67.7	67.1
21 Bond Interest & Redemption	24,670,888	13,715,201	55.6	67.1
41 Capital Outlay Projects Fund	10,180,475	1,976,548	19.4	67.1
42 Bond Construction Fund	67,389,023	35,600,191	52.8	67.1
68 Retiree Benefit Fund	2,411,699	1,278,911	53.0	67.1
69 Employee Load Banking Trust Fund	450	0	0.0	67.1
72 Child Development Fund*	2,444,369	1,489,941	61.0	67.1
73 Student Body Center Fee Fund	284,725	160,110	56.2	67.1
74 KVCR Fund	8,289,821	5,116,647	61.7	67.1
78 Self Insurance-Liability Fund	795,000	545,387	68.6	67.1
84 Workers Compensation Fund*	1,397,000	688,560	49.3	67.1

\*Regular patterns of activity throughout the year.

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	7,531,974.38	2,288,188.54	2,288,188.54	30.3	0.00	5,243,785.84	69.6
8600.00 STATE REVENUES	63,536,295.57	26,677,836.43	26,677,836.43	41.9	0.00	36,858,459.14	58.0
8800.00 LOCAL REVENUES	19,908,269.71	14,937,529.98	14,937,529.98	75.0	0.00	4,970,739.73	24.9
8900.00 OTHER FINANCING SOURCES	12,450.00	14,230.04	14,230.04	100.0	0.00	1,780.04-	.0
TOTAL: 8000	90,988,989.66	43,917,784.99	43,917,784.99	48.2	0.00	47,071,204.67	51.7
1100.00 CONTRACT CLASSROOM INST.	15,181,265.05	11,569,883.87	11,569,883.87	76.2	0.00	3,611,381.18	23.7
1200.00 CONTRACT CERT. ADMINISTRATORS	7,970,587.93	5,651,428.18	5,651,428.18	70.9	0.00	2,319,159.75	29.0
1300.00 INSTRUCTORS DAY/HOURLY	7,234,088.74	5,049,823.45	5,049,823.45	69.8	0.00	2,184,265.29	30.1
1400.00 NON-INSTRUCTION HOURLY CERT.	1,544,722.55	797,201.06	797,201.06	51.6	0.00	747,521.49	48.3
TOTAL: 1000	31,930,664.27	23,068,336.56	23,068,336.56	72.2	0.00	8,862,327.71	27.7
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	17,741,296.33	12,166,628.10	12,166,628.10	68.5	0.00	5,574,668.23	31.4
2200.00 INSTRUCTIONAL AIDS	1,233,539.00	890,199.64	890,199.64	72.1	0.00	343,339.36	27.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	2,426,727.02	1,213,901.52	1,213,901.52	50.0	0.00	1,212,825.50	49.9
2400.00 INST AIDES-HOURLY- DIR. INSTRU	1,402,876.46	626,447.24	626,447.24	44.6	0.00	776,429.22	55.3
TOTAL: 2000	22,804,438.81	14,897,176.50	14,897,176.50	65.3	0.00	7,907,262.31	34.6
3100.00 CERTIFICATED RETIREMENT	2,473,043.09	1,681,900.69	1,681,900.69	68.0	0.00	791,142.40	31.9
3200.00 CLASSIFIED RETIREMENT	2,296,460.17	1,631,187.13	1,631,187.13	71.0	0.00	665,273.04	28.9
3300.00 OASDHI /FICA	2,040,567.68	1,438,848.56	1,438,848.56	70.5	0.00	601,719.12	29.4
3400.00 HEALTH AND WELFARE BENEFITS	7,925,096.27	5,289,351.80	5,289,351.80	66.7	0.00	2,635,744.47	33.2
3500.00 STATE UNEMPLOYMENT INSURANCE	639,060.87	460,686.10	460,686.10	72.0	0.00	178,374.77	27.9
3600.00 WORKERS COMPENSATION INSURANCE	980,333.41	681,715.35	681,715.35	69.5	0.00	298,618.06	30.4
3900.00 OTHER BENEFITS	190,119.68	143,959.45	143,959.45	75.7	0.00	46,160.23	24.2
TOTAL: 3000	16,544,681.17	11,327,649.08	11,327,649.08	68.4	0.00	5,217,032.09	31.5
4100.00 TEXTBOOKS	37,971.29	2,187.50-	2,187.50-	.0	19,490.76	20,668.03	100.0
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	116,886.31	49,962.34	49,962.34	42.7	20,544.56	46,379.41	39.6
4300.00 INSTRUCTIONAL SUPPLIES	550,042.34	237,998.01	237,998.01	43.2	107,453.54	204,590.79	37.1
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	72,986.21	14,192.26	14,192.26	19.4	11,409.21	47,384.74	64.9
4500.00 NONINSTRUCTIONAL SUPPLIES	1,246,236.00	580,237.66	580,237.66	46.5	293,229.84	372,768.50	29.9
4700.00 FOOD SUPPLIES	31,143.00	6,231.92	6,231.92	20.0	23,411.08	1,500.00	4.8
TOTAL: 4000	2,055,265.15	886,434.69	886,434.69	43.1	475,538.99	693,291.47	33.7
5100.00 PERSON&CONSULTANT SVC-DIST USE	5,709,657.45	1,933,744.22	1,933,744.22	33.8	2,403,818.05	1,372,095.18	24.0
5200.00 TRAVEL & CONFERENCE EXPENSES	792,133.93	326,279.04	326,279.04	41.1	127,802.98	338,051.91	42.6
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	378,028.54	222,956.36	222,956.36	58.9	19,741.84	135,330.34	35.7
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	2,603,126.92	1,735,808.75	1,735,808.75	66.6	729,693.69	137,624.48	5.2
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	2,175,829.65	1,359,455.05	1,359,455.05	62.4	464,136.78	352,237.82	16.1
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	819,542.00	219,762.26	219,762.26	26.8	309,983.51	289,796.23	35.3
5800.00 OTHER OPERATING EXP-DIST. USE	6,255,329.63	1,361,360.97	1,361,360.97	21.7	141,731.50	4,752,237.16	75.9
5900.00 INTERPROGRAM CHARGES-DIST. USE	180.00	0.00	0.00	.0	0.00	180.00	100.0
TOTAL: 5000	18,869,828.12	7,284,318.65	7,284,318.65	38.6	4,196,908.35	7,388,601.12	39.1



Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	92,204,877.52	57,463,915.48	57,463,915.48	62.3	4,672,447.34	30,068,514.70	32.6
6100.00 SITES & IMPROVEMENTS-DIST. USE	75,747.00	2,589.00	2,589.00	3.4	920.00	72,238.00	95.3
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	87,778.26	0.00	0.00	.0	3,782.00	83,996.26	95.6
6300.00 LIBRARY BOOKS - EXPANSION	82,500.00	31,555.57	31,555.57	38.2	37,201.61	13,742.82	16.6
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,874,682.17	740,750.88	740,750.88	39.5	221,181.48	912,749.81	48.6
TOTAL: 6000	2,120,707.43	774,895.45	774,895.45	36.5	263,085.09	1,082,726.89	51.0
TOTAL: 1000-6999	94,325,584.95	58,238,810.93	58,238,810.93	61.7	4,935,532.43	31,151,241.59	33.0
7300.00 INTERFUND TRANSFERS	2,524,490.00	2,283,466.00	2,283,466.00	90.4	0.00	241,024.00	9.5
7500.00 OTHER OUTGO-STUDENT FIN AID	48,882.00	29,545.00	29,545.00	60.4	80.00	19,257.00	39.3
7600.00 OTHER STUDENT AID	532,968.44	329,347.81	329,347.81	61.7	160,903.22	42,717.41	8.0
TOTAL: 7000	3,106,340.44	2,642,358.81	2,642,358.81	85.0	160,983.22	302,998.41	9.7
TOTAL: 1000-7999	97,431,925.39	60,881,169.74	60,881,169.74	62.4	5,096,515.65	31,454,240.00	32.2

Fund: 01 GENERAL FUND

SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDING/	UNENCUMBERED	
SUMMARY BY OBJECT		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
TOTAL INCOME	(8000 - 8999)	90,988,989.66	43,917,784.99	43,917,784.99	48.2	0.00	47,071,204.67	51.7
TOTAL:	1000-5999	92,204,877.52	57,463,915.48	57,463,915.48	62.3	4,672,447.34	30,068,514.70	32.6
TOTAL:	1000-6999	94,325,584.95	58,238,810.93	58,238,810.93	61.7	4,935,532.43	31,151,241.59	33.0
TOTAL:	1000-7999	97,431,925.39	60,881,169.74	60,881,169.74	62.4	5,096,515.65	31,454,240.00	32.2
TOTAL EXPENSES	(1000 - 7999)	97,431,925.39	60,881,169.74	60,881,169.74	62.4	5,096,515.65	31,454,240.00	32.2

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	752,439.38	752,439.38	5.5	0.00	12,842,560.62	94.4
TOTAL: 8000	13,755,000.00	752,439.38	752,439.38	5.4	0.00	13,002,560.62	94.5
7100.00 DEBT RETIREMENT	24,670,888.00	13,715,200.96	13,715,200.96	55.5	0.00	10,955,687.04	44.4
TOTAL: 7000	24,670,888.00	13,715,200.96	13,715,200.96	55.5	0.00	10,955,687.04	44.4
TOTAL: 1000-7999	24,670,888.00	13,715,200.96	13,715,200.96	55.5	0.00	10,955,687.04	44.4

Fund: 21 BOND INTEREST AND REDEMPTION SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	13,755,000.00	752,439.38	752,439.38	5.4	0.00	13,002,560.62	94.5
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	13,715,200.96	13,715,200.96	55.5	0.00	10,955,687.04	44.4
TOTAL EXPENSES	(1000 - 7999)	24,670,888.00	13,715,200.96	13,715,200.96	55.5	0.00	10,955,687.04	44.4

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	71,091.15	71,091.15	100.0	0.00	0.00	.0
8800.00 LOCAL REVENUES	615,123.60	487,600.30	487,600.30	79.2	0.00	127,523.30	20.7
TOTAL: 8000	686,214.75	558,691.45	558,691.45	81.4	0.00	127,523.30	18.5
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	161.46	161.84	161.84	100.0	0.00	0.38-	0
4500.00 NONINSTRUCTIONAL SUPPLIES	39,741.00	1,606.14	1,606.14	4.0	12,100.52	26,034.34	65.5
TOTAL: 4000	39,902.46	1,767.98	1,767.98	4.4	12,100.52	26,033.96	65.2
5100.00 PERSON&CONSULTANT SVC-DI ST USE	70,000.00	22,636.95	22,636.95	32.3	2,363.05	45,000.00	64.2
5600.00 RENTS, LEASES&REPAIRS-DI ST. USE	159,851.74	22,703.73	22,703.73	14.2	90,280.18	46,867.83	29.3
5800.00 OTHER OPERATING EXP-DI ST. USE	93,629.53	16,912.86	16,912.86	18.0	8,947.26	67,769.41	72.3
TOTAL: 5000	323,481.27	62,253.54	62,253.54	19.2	101,590.49	159,637.24	49.3
TOTAL: 1000-5999	363,383.73	64,021.52	64,021.52	17.6	113,691.01	185,671.20	51.0
6100.00 SITES & IMPROVEMENTS-DI ST. USE	110,449.66	0.00	0.00	.0	0.00	110,449.66	100.0
6200.00 BUILDINGS&IMPROVEMENT-DI ST. USE	7,300,839.94	76,579.50	76,579.50	1.0	1,505.00	7,222,755.44	98.9
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,905,801.51	1,659,546.24	1,659,546.24	87.0	61,204.39	185,050.88	9.7
TOTAL: 6000	9,317,091.11	1,736,125.74	1,736,125.74	18.6	62,709.39	7,518,255.98	80.6
TOTAL: 1000-6999	9,680,474.84	1,800,147.26	1,800,147.26	18.5	176,400.40	7,703,927.18	79.5
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	10,180,474.84	1,800,147.26	1,800,147.26	17.6	176,400.40	8,203,927.18	80.5

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	686,214.75	558,691.45	558,691.45	81.4	0.00	127,523.30	18.5
TOTAL:	1000-5999	363,383.73	64,021.52	64,021.52	17.6	113,691.01	185,671.20	51.0
TOTAL:	1000-6999	9,680,474.84	1,800,147.26	1,800,147.26	18.5	176,400.40	7,703,927.18	79.5
TOTAL:	1000-7999	10,180,474.84	1,800,147.26	1,800,147.26	17.6	176,400.40	8,203,927.18	80.5
TOTAL EXPENSES	(1000 - 7999)	10,180,474.84	1,800,147.26	1,800,147.26	17.6	176,400.40	8,203,927.18	80.5

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	200,000.00	199,996.34	199,996.34	99.9	0.00	3.66	.0
TOTAL: 8000	200,000.00	199,996.34	199,996.34	99.9	0.00	3.66	.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	2,510.79	2,510.79	2,510.79	100.0	0.00	0.00	.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	510.00	411.00	411.00	80.5	0.00	99.00	19.4
TOTAL: 2000	3,020.79	2,921.79	2,921.79	96.7	0.00	99.00	3.2
3200.00 CLASSIFIED RETIREMENT	286.66	286.66	286.66	100.0	0.00	0.00	.0
3300.00 OASDHI/FICA	223.51	223.51	223.51	100.0	0.00	0.00	.0
3400.00 HEALTH AND WELFARE BENEFITS	310.24	310.24	310.24	100.0	0.00	0.00	.0
3500.00 STATE UNEMPLOYMENT INSURANCE	32.15	32.15	32.15	100.0	0.00	0.00	.0
3600.00 WORKERS COMPENSATION INSURANCE	34.65	34.65	34.65	100.0	0.00	0.00	.0
3900.00 OTHER BENEFITS	1.69	1.69	1.69	100.0	0.00	0.00	.0
TOTAL: 3000	888.90	888.90	888.90	100.0	0.00	0.00	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,242,600.00	178,705.80	178,705.80	14.3	753,614.57	310,279.63	24.9
5200.00 TRAVEL & CONFERENCE EXPENSES	600.00	476.48	476.48	79.4	50.85	72.67	12.1
5400.00 INSURANCES - DISTRICT USE	1,873,650.00	295,801.75	295,801.75	15.7	0.00	1,577,848.25	84.2
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	220,000.00	91,136.08	91,136.08	41.4	102,527.92	26,336.00	11.9
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	174,000.00	126,758.70	126,758.70	72.8	24,499.30	22,742.00	13.0
5800.00 OTHER OPERATING EXP-DIST. USE	826,350.00	6,350.00	6,350.00	.7	8,650.00	811,350.00	98.1
TOTAL: 5000	4,337,200.00	699,228.81	699,228.81	16.1	889,342.64	2,748,628.55	63.3
TOTAL: 1000-5999	4,341,109.69	703,039.50	703,039.50	16.1	889,342.64	2,748,727.55	63.3
6100.00 SITES & IMPROVEMENTS-DIST. USE	5,586,018.00	1,127,658.21	1,127,658.21	20.1	1,666,023.71	2,792,336.08	49.9
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	55,011,595.31	14,254,970.79	14,254,970.79	25.9	16,631,849.46	24,124,775.06	43.8
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	2,450,300.00	85.05	85.05	.0	327,221.78	2,122,993.17	86.6
TOTAL: 6000	63,047,913.31	15,382,714.05	15,382,714.05	24.3	18,625,094.95	29,040,104.31	46.0
TOTAL: 1000-6999	67,389,023.00	16,085,753.55	16,085,753.55	23.8	19,514,437.59	31,788,831.86	47.1

Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	200,000.00	199,996.34	199,996.34	99.9	0.00	3.66	.0
TOTAL:	1000-5999	4,341,109.69	703,039.50	703,039.50	16.1	889,342.64	2,748,727.55	63.3
TOTAL:	1000-6999	67,389,023.00	16,085,753.55	16,085,753.55	23.8	19,514,437.59	31,788,831.86	47.1
TOTAL:	1000-7999	67,389,023.00	16,085,753.55	16,085,753.55	23.8	19,514,437.59	31,788,831.86	47.1
TOTAL EXPENSES	(1000 - 7999)	67,389,023.00	16,085,753.55	16,085,753.55	23.8	19,514,437.59	31,788,831.86	47.1



BDX110  
 ALL FUNDS  
 72 San Bernardino Community Col

BEST NET CONSORTIUM  
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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	220.47	220.47	100.0	0.00	220.47-	.0
TOTAL: 8000	0.00	220.47	220.47	100.0	0.00	220.47-	.0

BDX110  
 ALL FUNDS  
 72 San Bernardino Community Col

BEST NET CONSORTIUM  
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Fund: 51 BOOKSTORE FUND

SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENED/	UNENCUMBERED	=====	
SUMMARY BY OBJECT		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%	=====
TOTAL INCOME	(8000 - 8999)	0.00	220.47	220.47	100.0	0.00	220.47-	.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	0.00	0.00	0.00	.0	0.00	0.00	.0	
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0	

Fund: 68 RETIREE BENEFIT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	13,000.00	8,039.41	8,039.41	61.8	0.00	4,960.59	38.1
8900.00 OTHER FINANCING SOURCES	750,000.00	750,000.00	750,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	763,000.00	758,039.41	758,039.41	99.3	0.00	4,960.59	.6
3400.00 HEALTH AND WELFARE BENEFITS	289,994.00	187,549.75	187,549.75	64.6	0.00	102,444.25	35.3
3500.00 STATE UNEMPLOYMENT INSURANCE	33.00	22.03	22.03	66.7	0.00	10.97	33.2
3900.00 OTHER BENEFITS	2,121,672.00	1,091,339.00	1,091,339.00	51.4	0.00	1,030,333.00	48.5
TOTAL: 3000	2,411,699.00	1,278,910.78	1,278,910.78	53.0	0.00	1,132,788.22	46.9
TOTAL: 1000-5999	2,411,699.00	1,278,910.78	1,278,910.78	53.0	0.00	1,132,788.22	46.9

Fund: 68 RETIREE BENEFIT FUND SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDED/	UNENCUMBERED	
=====		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
SUMMARY BY OBJECT								
=====		=====						
TOTAL INCOME	(8000 - 8999)	763,000.00	758,039.41	758,039.41	99.3	0.00	4,960.59	.6
TOTAL:	1000-5999	2,411,699.00	1,278,910.78	1,278,910.78	53.0	0.00	1,132,788.22	46.9
TOTAL:	1000-6999	2,411,699.00	1,278,910.78	1,278,910.78	53.0	0.00	1,132,788.22	46.9
TOTAL:	1000-7999	2,411,699.00	1,278,910.78	1,278,910.78	53.0	0.00	1,132,788.22	46.9
TOTAL EXPENSES	(1000 - 7999)	2,411,699.00	1,278,910.78	1,278,910.78	53.0	0.00	1,132,788.22	46.9

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	180.04	180.04	40.0	0.00	269.96	59.9
TOTAL: 8000	450.00	180.04	180.04	40.0	0.00	269.96	59.9
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/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	450.00	180.04	180.04	40.0	0.00	269.96	59.9
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		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8100.00 FEDERAL HEA REVENUES	146,820.00	94,220.55	94,220.55	64.1	0.00	52,599.45	35.8
8600.00 STATE REVENUES	1,797,410.00	1,279,988.19	1,279,988.19	71.2	0.00	517,421.81	28.7
8800.00 LOCAL REVENUES	242,374.00	98,184.73	98,184.73	40.5	0.00	144,189.27	59.4
8900.00 OTHER FINANCING SOURCES	60,406.00	60,406.00	60,406.00	100.0	0.00	0.00	.0
TOTAL: 8000	2,247,010.00	1,532,799.47	1,532,799.47	68.2	0.00	714,210.53	31.7
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,223,685.00	723,212.32	723,212.32	59.1	0.00	500,472.68	40.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	219,127.00	72,959.25	72,959.25	33.2	0.00	146,167.75	66.7
TOTAL: 2000	1,442,812.00	796,171.57	796,171.57	55.1	0.00	646,640.43	44.8
3100.00 CERTIFICATED RETIREMENT	16,709.00	12,376.24	12,376.24	74.0	0.00	4,332.76	25.9
3200.00 CLASSIFIED RETIREMENT	87,288.00	64,071.82	64,071.82	73.4	0.00	23,216.18	26.5
3300.00 OASDHI/FICA	73,589.00	44,446.34	44,446.34	60.3	0.00	29,142.66	39.6
3400.00 HEALTH AND WELFARE BENEFITS	439,771.00	265,735.62	265,735.62	60.4	0.00	174,035.38	39.5
3500.00 STATE UNEMPLOYMENT INSURANCE	12,677.00	7,980.45	7,980.45	62.9	0.00	4,696.55	37.0
3600.00 WORKERS COMPENSATION INSURANCE	57,000.00	39,750.00	39,750.00	69.7	0.00	17,250.00	30.2
3900.00 OTHER BENEFITS	5,192.00	3,748.14	3,748.14	72.1	0.00	1,443.86	27.8
TOTAL: 3000	692,226.00	438,108.61	438,108.61	63.2	0.00	254,117.39	36.7
4300.00 INSTRUCTIONAL SUPPLIES	45,200.00	18,833.75	18,833.75	41.6	26,199.72	166.53	.3
4500.00 NONINSTRUCTIONAL SUPPLIES	79,917.00	23,489.34	23,489.34	29.3	43,192.23	13,235.43	16.5
4700.00 FOOD SUPPLIES	88,000.00	63,191.79	63,191.79	71.8	16,530.68	8,277.53	9.4
TOTAL: 4000	213,117.00	105,514.88	105,514.88	49.5	85,922.63	21,679.49	10.1
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	10,530.00	4,252.15	4,252.15	40.3	1,643.40	4,634.45	44.0
5800.00 OTHER OPERATING EXP-DIST. USE	4,938.00	3,537.03	3,537.03	71.6	0.00	1,400.97	28.3
TOTAL: 5000	15,468.00	7,789.18	7,789.18	50.3	1,643.40	6,035.42	39.0
TOTAL: 1000-5999	2,363,623.00	1,347,584.24	1,347,584.24	57.0	87,566.03	928,472.73	39.2
6100.00 SITES & IMPROVEMENTS-DIST. USE	25,000.00	0.00	0.00	.0	0.00	25,000.00	100.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	55,746.00	12,890.85	12,890.85	23.1	41,900.33	954.82	1.7
TOTAL: 6000	80,746.00	12,890.85	12,890.85	15.9	41,900.33	25,954.82	32.1
TOTAL: 1000-6999	2,444,369.00	1,360,475.09	1,360,475.09	55.6	129,466.36	954,427.55	39.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,247,010.00	1,532,799.47	1,532,799.47	68.2	0.00	714,210.53	31.7
TOTAL:	1000-5999	2,363,623.00	1,347,584.24	1,347,584.24	57.0	87,566.03	928,472.73	39.2
TOTAL:	1000-6999	2,444,369.00	1,360,475.09	1,360,475.09	55.6	129,466.36	954,427.55	39.0
TOTAL:	1000-7999	2,444,369.00	1,360,475.09	1,360,475.09	55.6	129,466.36	954,427.55	39.0
TOTAL EXPENSES	(1000 - 7999)	2,444,369.00	1,360,475.09	1,360,475.09	55.6	129,466.36	954,427.55	39.0



Fund: 73 STUDENT BODY CENTER FEE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	211,800.00	187,299.95	187,299.95	88.4	0.00	24,500.05	11.5
TOTAL: 8000	211,800.00	187,299.95	187,299.95	88.4	0.00	24,500.05	11.5
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	82,374.00	61,173.50	61,173.50	74.2	0.00	21,200.50	25.7
2300.00 NON-INSTRUCTION HOURLY CLASS.	36,000.00	31,171.11	31,171.11	86.5	0.00	4,828.89	13.4
TOTAL: 2000	118,374.00	92,344.61	92,344.61	78.0	0.00	26,029.39	21.9
3200.00 CLASSIFIED RETIREMENT	9,405.00	6,984.21	6,984.21	74.2	0.00	2,420.79	25.7
3300.00 OASDHI/FICA	6,301.00	4,722.74	4,722.74	74.9	0.00	1,578.26	25.0
3400.00 HEALTH AND WELFARE BENEFITS	26,860.00	20,145.24	20,145.24	75.0	0.00	6,714.76	24.9
3500.00 STATE UNEMPLOYMENT INSURANCE	906.00	679.07	679.07	74.9	0.00	226.93	25.0
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	2,250.00	2,250.00	75.0	0.00	750.00	25.0
3900.00 OTHER BENEFITS	146.00	109.62	109.62	75.0	0.00	36.38	24.9
TOTAL: 3000	46,618.00	34,890.88	34,890.88	74.8	0.00	11,727.12	25.1
4500.00 NONINSTRUCTIONAL SUPPLIES	6,000.00	1,894.05	1,894.05	31.5	13.83	4,092.12	68.2
TOTAL: 4000	6,000.00	1,894.05	1,894.05	31.5	13.83	4,092.12	68.2
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	5,573.00	0.00	0.00	.0	2,327.03	3,245.97	58.2
5800.00 OTHER OPERATING EXP-DIST. USE	10,500.00	0.00	0.00	.0	0.00	10,500.00	100.0
TOTAL: 5000	17,573.00	0.00	0.00	.0	2,327.03	15,245.97	86.7
TOTAL: 1000-5999	188,565.00	129,129.54	129,129.54	68.4	2,340.86	57,094.60	30.2
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	69,060.00	20,851.08	20,851.08	30.1	7,788.17	40,420.75	58.5
TOTAL: 6000	69,060.00	20,851.08	20,851.08	30.1	7,788.17	40,420.75	58.5
TOTAL: 1000-6999	257,625.00	149,980.62	149,980.62	58.2	10,129.03	97,515.35	37.8
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	284,725.00	149,980.62	149,980.62	52.6	10,129.03	124,615.35	43.7

Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	211,800.00	187,299.95	187,299.95	88.4	0.00	24,500.05	11.5
TOTAL:	1000-5999	188,565.00	129,129.54	129,129.54	68.4	2,340.86	57,094.60	30.2
TOTAL:	1000-6999	257,625.00	149,980.62	149,980.62	58.2	10,129.03	97,515.35	37.8
TOTAL:	1000-7999	284,725.00	149,980.62	149,980.62	52.6	10,129.03	124,615.35	43.7
TOTAL EXPENSES	(1000 - 7999)	284,725.00	149,980.62	149,980.62	52.6	10,129.03	124,615.35	43.7

Fund: 74 KVCRR FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	29,409.00	29,409.00	29,409.00	.0	0.00	58,818.00	100.0
8800.00 LOCAL REVENUES	6,764,102.26	4,489,550.02	4,489,550.02	66.3	0.00	2,274,552.24	33.6
8900.00 OTHER FINANCING SOURCES	1,379,084.00	723,060.00	723,060.00	52.4	0.00	656,024.00	47.5
TOTAL: 8000	8,172,595.26	5,183,201.02	5,183,201.02	63.4	0.00	2,989,394.24	36.5
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,628,616.00	1,010,686.88	1,010,686.88	62.0	0.00	617,929.12	37.9
2300.00 NON-INSTRUCTION HOURLY CLASS.	821,000.00	396,634.41	396,634.41	48.3	0.00	424,365.59	51.6
TOTAL: 2000	2,449,616.00	1,407,321.29	1,407,321.29	57.4	0.00	1,042,294.71	42.5
3200.00 CLASSIFIED RETIREMENT	204,091.00	109,613.81	109,613.81	53.7	0.00	94,477.19	46.2
3300.00 OASDI/FICA	145,679.00	87,255.20	87,255.20	59.8	0.00	58,423.80	40.1
3400.00 HEALTH AND WELFARE BENEFITS	301,738.00	193,651.08	193,651.08	64.1	0.00	108,086.92	35.8
3500.00 STATE UNEMPLOYMENT INSURANCE	22,429.00	15,412.60	15,412.60	68.7	0.00	7,016.40	31.2
3600.00 WORKERS COMPENSATION INSURANCE	39,000.00	24,000.00	24,000.00	61.5	0.00	15,000.00	38.4
3900.00 OTHER BENEFITS	10,975.00	6,419.28	6,419.28	58.4	0.00	4,555.72	41.5
TOTAL: 3000	723,912.00	436,351.97	436,351.97	60.2	0.00	287,560.03	39.7
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	200.00	46.89	46.89	23.4	0.00	153.11	76.5
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	2,500.00	328.97	328.97	13.1	600.00	1,571.03	62.8
4500.00 NONINSTRUCTIONAL SUPPLIES	70,120.00	25,604.53	25,604.53	36.5	14,919.62	29,595.85	42.2
TOTAL: 4000	72,820.00	25,980.39	25,980.39	35.6	15,519.62	31,319.99	43.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	743,358.46	344,020.62	344,020.62	46.2	160,411.02	238,926.82	32.1
5200.00 TRAVEL & CONFERENCE EXPENSES	49,200.00	16,366.47	16,366.47	33.2	2,883.99	29,949.54	60.8
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	166,532.12	100,233.76	100,233.76	60.1	29,073.58	37,224.78	22.3
5400.00 INSURANCES - DISTRICT USE	8,000.00	6,485.00	6,485.00	81.0	0.00	1,515.00	18.9
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	252,815.00	148,967.86	148,967.86	58.9	72,462.95	31,384.19	12.4
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	171,343.14	67,147.13	67,147.13	39.1	52,845.22	51,350.79	29.9
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	136,250.00	54,852.45	54,852.45	40.2	45,527.50	35,870.05	26.3
5800.00 OTHER OPERATING EXP-DIST. USE	2,955,209.00	1,681,041.32	1,681,041.32	56.8	420,412.48	853,755.20	28.8
TOTAL: 5000	4,482,707.72	2,419,114.61	2,419,114.61	53.9	783,616.74	1,279,976.37	28.5
TOTAL: 1000-5999	7,729,055.72	4,288,768.26	4,288,768.26	55.4	799,136.36	2,641,151.10	34.1
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	194,765.00	20,697.32	20,697.32	10.6	8,044.68	166,023.00	85.2
TOTAL: 6000	194,765.00	20,697.32	20,697.32	10.6	8,044.68	166,023.00	85.2
TOTAL: 1000-6999	7,923,820.72	4,309,465.58	4,309,465.58	54.3	807,181.04	2,807,174.10	35.4
7300.00 INTERFUND TRANSFERS	366,000.00	0.00	0.00	.0	0.00	366,000.00	100.0
TOTAL: 7000	366,000.00	0.00	0.00	.0	0.00	366,000.00	100.0
TOTAL: 1000-7999	8,289,820.72	4,309,465.58	4,309,465.58	51.9	807,181.04	3,173,174.10	38.2

Fund: 74 KVCR FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	8,172,595.26	5,183,201.02	5,183,201.02	63.4	0.00	2,989,394.24	36.5
TOTAL:	1000-5999	7,729,055.72	4,288,768.26	4,288,768.26	55.4	799,136.36	2,641,151.10	34.1
TOTAL:	1000-6999	7,923,820.72	4,309,465.58	4,309,465.58	54.3	807,181.04	2,807,174.10	35.4
TOTAL:	1000-7999	8,289,820.72	4,309,465.58	4,309,465.58	51.9	807,181.04	3,173,174.10	38.2
TOTAL EXPENSES	(1000 - 7999)	8,289,820.72	4,309,465.58	4,309,465.58	51.9	807,181.04	3,173,174.10	38.2

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Fund: 76 \*\*\* NOT ON FILE \*\*\*

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	12,478.19	12,478.19	100.0	0.00	12,478.19-	.0
TOTAL: 8000	0.00	12,478.19	12,478.19	100.0	0.00	12,478.19-	.0

Fund: 76 \*\*\* NOT ON FILE \*\*\* SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	12,478.19	12,478.19	100.0	0.00	12,478.19-	.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	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

Fund: 78 SELF INSURANCE-LIABILITY&PRO

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	3,000.00	2,245.11	2,245.11	74.8	0.00	754.89	25.1
8900.00 OTHER FINANCING SOURCES	750,000.00	750,000.00	750,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	753,000.00	752,245.11	752,245.11	99.8	0.00	754.89	.1
5100.00 PERSON&CONSULTANT SVC-DIST USE	20,000.00	3,245.41	3,245.41	16.2	6,754.59	10,000.00	50.0
5400.00 INSURANCES - DISTRICT USE	600,000.00	510,299.00	510,299.00	85.0	88.00	89,613.00	14.9
5800.00 OTHER OPERATING EXP-DIST. USE	150,000.00	7,260.15	7,260.15	4.8	17,739.85	125,000.00	83.3
TOTAL: 5000	770,000.00	520,804.56	520,804.56	67.6	24,582.44	224,613.00	29.1
TOTAL: 1000-5999	770,000.00	520,804.56	520,804.56	67.6	24,582.44	224,613.00	29.1
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	520,804.56	520,804.56	65.5	24,582.44	249,613.00	31.3

Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	753,000.00	752,245.11	752,245.11	99.8	0.00	754.89	.1
TOTAL:	1000-5999	770,000.00	520,804.56	520,804.56	67.6	24,582.44	224,613.00	29.1
TOTAL:	1000-6999	770,000.00	520,804.56	520,804.56	67.6	24,582.44	224,613.00	29.1
TOTAL:	1000-7999	795,000.00	520,804.56	520,804.56	65.5	24,582.44	249,613.00	31.3
TOTAL EXPENSES	(1000 - 7999)	795,000.00	520,804.56	520,804.56	65.5	24,582.44	249,613.00	31.3



Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,260,000.00	786,071.77	786,071.77	62.3	0.00	473,928.23	37.6
TOTAL: 8000	1,260,000.00	786,071.77	786,071.77	62.3	0.00	473,928.23	37.6
5100.00 PERSON&CONSULTANT SVC-DIST USE	160,000.00	121,613.00	121,613.00	76.0	0.00	38,387.00	23.9
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	430,777.94	430,777.94	70.9	14,429.70	161,792.36	26.6
TOTAL: 5000	897,000.00	669,129.94	669,129.94	74.5	19,429.70	208,440.36	23.2
TOTAL: 1000-5999	897,000.00	669,129.94	669,129.94	74.5	19,429.70	208,440.36	23.2
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	669,129.94	669,129.94	47.8	19,429.70	708,440.36	50.7

Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,260,000.00	786,071.77	786,071.77	62.3	0.00	473,928.23	37.6
TOTAL:	1000-5999	897,000.00	669,129.94	669,129.94	74.5	19,429.70	208,440.36	23.2
TOTAL:	1000-6999	897,000.00	669,129.94	669,129.94	74.5	19,429.70	208,440.36	23.2
TOTAL:	1000-7999	1,397,000.00	669,129.94	669,129.94	47.8	19,429.70	708,440.36	50.7
TOTAL EXPENSES	(1000 - 7999)	1,397,000.00	669,129.94	669,129.94	47.8	19,429.70	708,440.36	50.7

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	45,500.00	29,585.00	29,585.00	65.0	0.00	15,915.00	34.9
8600.00 STATE REVENUES	1,291,984.00	557,543.55	557,543.55	43.1	0.00	734,440.45	56.8
8800.00 LOCAL REVENUES	834,509.96	579,199.66	579,199.66	69.4	0.00	255,310.30	30.5
TOTAL: 8000	2,171,993.96	1,166,328.21	1,166,328.21	53.6	0.00	1,005,665.75	46.3
1100.00 CONTRACT CLASSROOM INST.	10,450,801.35	7,962,595.11	7,962,595.11	76.1	0.00	2,488,206.24	23.8
1200.00 CONTRACT CERT. ADMINI STRATORS	3,136,469.00	2,320,812.45	2,320,812.45	73.9	0.00	815,656.55	26.0
1300.00 INSTRUCTORS DAY/HOURLY	5,299,358.00	3,754,722.76	3,754,722.76	70.8	0.00	1,544,635.24	29.1
1400.00 NON-INSTRUCTION HOURLY CERT.	503,201.88	246,695.62	246,695.62	49.0	0.00	256,506.26	50.9
TOTAL: 1000	19,389,830.23	14,284,825.94	14,284,825.94	73.6	0.00	5,105,004.29	26.3
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	6,010,793.44	4,560,309.00	4,560,309.00	75.8	0.00	1,450,484.44	24.1
2200.00 INSTRUCTIONAL AIDS	751,256.00	543,493.95	543,493.95	72.3	0.00	207,762.05	27.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	280,033.09	121,321.38	121,321.38	43.3	0.00	158,711.71	56.6
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	325,285.56	110,636.66	110,636.66	34.0	0.00	214,648.90	65.9
TOTAL: 2000	7,367,368.09	5,335,760.99	5,335,760.99	72.4	0.00	2,031,607.10	27.5
3100.00 CERTIFICATED RETIREMENT	1,548,602.25	1,055,437.69	1,055,437.69	68.1	0.00	493,164.56	31.8
3200.00 CLASSIFIED RETIREMENT	854,319.70	644,466.96	644,466.96	75.4	0.00	209,852.74	24.5
3300.00 OASDHI /FICA	859,905.08	630,927.56	630,927.56	73.3	0.00	228,977.52	26.6
3400.00 HEALTH AND WELFARE BENEFITS	3,723,488.00	2,686,301.15	2,686,301.15	72.1	0.00	1,037,186.85	27.8
3500.00 STATE UNEMPLOYMENT INSURANCE	295,418.26	213,159.37	213,159.37	72.1	0.00	82,258.89	27.8
3600.00 WORKERS COMPENSATION INSURANCE	477,334.00	342,993.89	342,993.89	71.8	0.00	134,340.11	28.1
3900.00 OTHER BENEFITS	91,944.54	66,988.71	66,988.71	72.8	0.00	24,955.83	27.1
TOTAL: 3000	7,851,011.83	5,640,275.33	5,640,275.33	71.8	0.00	2,210,736.50	28.1
4100.00 TEXTBOOKS	215.00	10,000.00-	10,000.00-	.0	10,000.00	215.00	100.0
4200.00 BOOK, MAGAZINE&PERIOD-DI ST. USE	54,783.71	19,814.33	19,814.33	36.1	14,351.54	20,617.84	37.6
4300.00 INSTRUCTI ONAL SUPPLIES	69,437.77	34,218.13	34,218.13	49.2	14,277.63	20,942.01	30.1
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	12,131.00	64.92	64.92	.5	2,344.28	9,721.80	80.1
4500.00 NONI NSTRUCTI ONAL SUPPLIES	413,909.44	204,365.27	204,365.27	49.3	126,303.15	83,241.02	20.1
4700.00 FOOD SUPPLIES	3,243.00	804.46	804.46	24.8	1,438.54	1,000.00	30.8
TOTAL: 4000	553,719.92	249,267.11	249,267.11	45.0	168,715.14	135,737.67	24.5
5100.00 PERSON&CONSULTANT SVC-DI ST USE	816,413.37	49,448.39-	49,448.39-	.0	544,590.73	321,271.03	100.0
5200.00 TRAVEL & CONFERENCE EXPENSES	106,281.02	35,472.41	35,472.41	33.3	16,971.65	53,836.96	50.6
5300.00 POST/DUES/MEMBERSHI PS-DI ST. USE	135,858.00	72,530.57	72,530.57	53.3	2,993.76	60,333.67	44.4
5400.00 INSURANCES - DI STRI CT USE	1,000.00	0.00	0.00	.0	0.00	1,000.00	100.0
5500.00 UTI LI TIES & HOUSEKEEP-DI ST. USE	1,595,118.44	1,136,627.10	1,136,627.10	71.2	368,201.50	90,289.84	5.6
5600.00 RENTS, LEASES&REPAI RS-DI ST. USE	642,149.47	320,045.92	320,045.92	49.8	210,256.20	111,847.35	17.4
5800.00 OTHER OPERATI NG EXP-DI ST. USE	1,497,111.87	112,062.21	112,062.21	7.4	55,889.43	1,329,160.23	88.7
5900.00 INTERPROGRAM CHARGES-DI ST. USE	180.00	0.00	0.00	.0	0.00	180.00	100.0
TOTAL: 5000	4,794,112.17	1,627,289.82	1,627,289.82	33.9	1,198,903.27	1,967,919.08	41.0
TOTAL: 1000-5999	39,956,042.24	27,137,419.19	27,137,419.19	67.9	1,367,618.41	11,451,004.64	28.6

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	17,383.73	17,383.73	28.9	32,953.25	9,663.02	16.1
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	373,885.76	246,638.65	246,638.65	65.9	8,875.52	118,371.59	31.6
TOTAL: 6000	433,885.76	264,022.38	264,022.38	60.8	41,828.77	128,034.61	29.5
TOTAL: 1000-6999	40,389,928.00	27,401,441.57	27,401,441.57	67.8	1,409,447.18	11,579,039.25	28.6
7300.00 INTERFUND TRANSFERS	60,406.00	60,406.00	60,406.00	100.0	0.00	0.00	.0
TOTAL: 7000	60,406.00	60,406.00	60,406.00	100.0	0.00	0.00	.0
TOTAL: 1000-7999	40,450,334.00	27,461,847.57	27,461,847.57	67.8	1,409,447.18	11,579,039.25	28.6

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,171,993.96	1,166,328.21	1,166,328.21	53.6	0.00	1,005,665.75	46.3
TOTAL:	1000-5999	39,956,042.24	27,137,419.19	27,137,419.19	67.9	1,367,618.41	11,451,004.64	28.6
TOTAL:	1000-6999	40,389,928.00	27,401,441.57	27,401,441.57	67.8	1,409,447.18	11,579,039.25	28.6
TOTAL:	1000-7999	40,450,334.00	27,461,847.57	27,461,847.57	67.8	1,409,447.18	11,579,039.25	28.6
TOTAL EXPENSES	(1000 - 7999)	40,450,334.00	27,461,847.57	27,461,847.57	67.8	1,409,447.18	11,579,039.25	28.6

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	473.09	473.09	1.8	0.00	25,412.91	98.1
8900.00 OTHER FINANCING SOURCES	60,406.00	60,406.00	60,406.00	100.0	0.00	0.00	.0
TOTAL: 8000	86,292.00	60,879.09	60,879.09	70.5	0.00	25,412.91	29.4
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

=====		WORKING	EXPENDED/RECEIVED			PENDING/	UNENCUMBERED	
=====		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
SUMMARY BY OBJECT		=====						
=====		=====						
TOTAL INCOME	(8000 - 8999)	86,292.00	60,879.09	60,879.09	70.5	0.00	25,412.91	29.4
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 CURRENT	YEAR TO DATE	%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	21,860.00	7,390.00	7,390.00	33.8	0.00	14,470.00	66.1
8600.00 STATE REVENUES	550,476.00	328,381.86	328,381.86	59.6	0.00	222,094.14	40.3
8800.00 LOCAL REVENUES	491,686.95	224,152.61	224,152.61	45.5	0.00	267,534.34	54.4
8900.00 OTHER FINANCING SOURCES	0.00	5,792.75	5,792.75	100.0	0.00	5,792.75-	.0
TOTAL: 8000	1,064,022.95	565,717.22	565,717.22	53.1	0.00	498,305.73	46.8
1100.00 CONTRACT CLASSROOM INST.	4,624,813.90	3,552,817.88	3,552,817.88	76.8	0.00	1,071,996.02	23.1
1200.00 CONTRACT CERT. ADMINISTRATORS	2,301,184.00	1,665,334.99	1,665,334.99	72.3	0.00	635,849.01	27.6
1300.00 INSTRUCTORS DAY/HOURLY	1,861,989.00	1,292,303.40	1,292,303.40	69.4	0.00	569,685.60	30.5
1400.00 NON-INSTRUCTION HOURLY CERT.	123,263.00	51,868.69	51,868.69	42.0	0.00	71,394.31	57.9
TOTAL: 1000	8,911,249.90	6,562,324.96	6,562,324.96	73.6	0.00	2,348,924.94	26.3
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,309,197.97	2,473,200.81	2,473,200.81	74.7	0.00	835,997.16	25.2
2200.00 INSTRUCTIONAL AIDS	482,283.00	346,705.69	346,705.69	71.8	0.00	135,577.31	28.1
2300.00 NON-INSTRUCTION HOURLY CLASS.	204,780.48	121,733.43	121,733.43	59.4	0.00	83,047.05	40.5
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	379,844.00	222,026.58	222,026.58	58.4	0.00	157,817.42	41.5
TOTAL: 2000	4,376,105.45	3,163,666.51	3,163,666.51	72.2	0.00	1,212,438.94	27.7
3100.00 CERTIFICATED RETIREMENT	690,180.00	485,732.48	485,732.48	70.3	0.00	204,447.52	29.6
3200.00 CLASSIFIED RETIREMENT	512,724.49	359,762.32	359,762.32	70.1	0.00	152,962.17	29.8
3300.00 OASDHI /FICA	464,150.00	331,925.26	331,925.26	71.5	0.00	132,224.74	28.4
3400.00 HEALTH AND WELFARE BENEFITS	1,937,310.49	1,289,393.41	1,289,393.41	66.5	0.00	647,917.08	33.4
3500.00 STATE UNEMPLOYMENT INSURANCE	147,510.17	105,653.00	105,653.00	71.6	0.00	41,857.17	28.3
3600.00 WORKERS COMPENSATION INSURANCE	248,159.00	173,564.06	173,564.06	69.9	0.00	74,594.94	30.0
3900.00 OTHER BENEFITS	51,860.00	42,820.00	42,820.00	82.5	0.00	9,040.00	17.4
TOTAL: 3000	4,051,894.15	2,788,850.53	2,788,850.53	68.8	0.00	1,263,043.62	31.1
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	6,745.00	615.35	615.35	9.1	0.00	6,129.65	90.8
4300.00 INSTRUCTIONAL SUPPLIES	51,563.94	26,410.53	26,410.53	51.2	5,873.89	19,279.52	37.3
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	2,455.00	186.27	186.27	7.5	95.19	2,173.54	88.5
4500.00 NONINSTRUCTIONAL SUPPLIES	150,725.23	71,046.89	71,046.89	47.1	50,618.25	29,060.09	19.2
4700.00 FOOD SUPPLIES	500.00	0.00	0.00	.0	0.00	500.00	100.0
TOTAL: 4000	211,989.17	98,259.04	98,259.04	46.3	56,587.33	57,142.80	26.9
5100.00 PERSON&CONSULTANT SVC-DIST USE	64,428.00	24,065.44	24,065.44	37.3	9,585.69	30,776.87	47.7
5200.00 TRAVEL & CONFERENCE EXPENSES	49,743.51	32,150.31	32,150.31	64.6	3,047.39	14,545.81	29.2
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	48,750.00	36,320.09	36,320.09	74.5	3,398.65	9,031.26	18.5
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	526,359.00	382,042.47	382,042.47	72.5	137,192.45	7,124.08	1.3
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	355,252.40	184,845.93	184,845.93	52.0	101,557.90	68,848.57	19.3
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	3,000.00	2,000.00	2,000.00	66.6	1,000.00	0.00	.0
5800.00 OTHER OPERATING EXP-DIST. USE	752,140.50	51,783.84	51,783.84	6.8	5,986.30	694,370.36	92.3
TOTAL: 5000	1,799,673.41	713,208.08	713,208.08	39.6	261,768.38	824,696.95	45.8
TOTAL: 1000-5999	19,350,912.08	13,326,309.12	13,326,309.12	68.8	318,355.71	5,706,247.25	29.4



Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
6300.00 LIBRARY BOOKS - EXPANSION	10,000.00	4,171.84	4,171.84	41.7	4,248.36	1,579.80	15.7
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	35,619.87	9,069.86	9,069.86	25.4	7,231.30	19,318.71	54.2
TOTAL: 6000	45,619.87	13,241.70	13,241.70	29.0	11,479.66	20,898.51	45.8
TOTAL: 1000-6999	19,396,531.95	13,339,550.82	13,339,550.82	68.7	329,835.37	5,727,145.76	29.5

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,064,022.95	565,717.22	565,717.22	53.1	0.00	498,305.73	46.8
TOTAL:	1000-5999	19,350,912.08	13,326,309.12	13,326,309.12	68.8	318,355.71	5,706,247.25	29.4
TOTAL:	1000-6999	19,396,531.95	13,339,550.82	13,339,550.82	68.7	329,835.37	5,727,145.76	29.5
TOTAL:	1000-7999	19,396,531.95	13,339,550.82	13,339,550.82	68.7	329,835.37	5,727,145.76	29.5
TOTAL EXPENSES	(1000 - 7999)	19,396,531.95	13,339,550.82	13,339,550.82	68.7	329,835.37	5,727,145.76	29.5

BDX110  
 CHC UNRESTRICTED  
 72 San Bernardino Community Col

BEST NET CONSORTIUM  
 BUDGET SUMMARY REPORT  
 07/01/2012 TO 04/01/2013

#J209

04/01/2013

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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	220.47	220.47	100.0	0.00	220.47-	.0
TOTAL: 8000	0.00	220.47	220.47	100.0	0.00	220.47-	.0

Fund: 51 BOOKSTORE FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	220.47	220.47	100.0	0.00	220.47-	.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	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	3,000.00	295.91	295.91	9.8	0.00	2,704.09	90.1
TOTAL: 8000	3,000.00	295.91	295.91	9.8	0.00	2,704.09	90.1
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/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	3,000.00	295.91	295.91	9.8	0.00	2,704.09	90.1
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: April 11, 2013  
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 February 25, 2013 to March 17, 2013 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**  
**April 11, 2013**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
133534	STAPLES	Equipment	\$ 3,437.54
133535	MEADOWS MEDICAL SUPPLY	Equipment	\$ 2,714.60
133536	VWR SCIENTIFIC PRODUCTS	Instructional Supplies	\$ 1,859.06
133537	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 128.00
133538	SBVC BOOKSTORE	Non-instructional Supplies	\$ 300.00
133539	REVOLVING CASH	Other Expenses & Fees	\$ 2,184.00
133540	KISHIMOTO ARCHITECTURE	Site Improvements	\$ 808.41
133541	WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	\$ 1,727.57
133542	INLAND EMPIRE TOURS & TRANSPOR	Bus Rentals	\$ 1,070.00
133543	COLTON UNIFIED SCHOOL DISTRICT	Bus Rentals	\$ 320.00
133544	SAN BERNARDINO UNIFIED SCHOOL	Bus Rentals	\$ 980.00
133545	AIRGAS USA LLC	Instructional Supplies	\$ 70.50
133546	SAN BERNARDINO CITY USD	Bus Rentals	\$ 480.00
133547	AMAZON.COM	Instructional Supplies	\$ 70.04
133548	INLAND COMPUTER SYSTEMS	Repairs & Maintenance	\$ 189.00
133549	STAPLES	Non-instructional Supplies	\$ 304.45
133550	MARKET BASED SOLUTIONS	Other Expenses & Fees	\$ 3,408.00
133551	NLNAC	Other Expenses & Fees	\$ 7,515.00
133552	REVOLVING CASH	Other Expenses & Fees	\$ 104.00
133553	ORIGINAL TACO GIRLS & COURT ST	Other Expenses & Fees	\$ 275.00
133554	REVOLVING CASH	Officials	\$ 100.00
133555	SEHI COMPUTER PRODUCTS INC	Non-instructional Supplies	\$ 1,026.82
133556	STAPLES	Non-instructional Supplies	\$ 203.82
133557	STAPLES	Non-instructional Supplies	\$ 334.29
133558	KELLY PAPER COMPANY	Non-instructional Supplies	\$ 6,048.00
133559	SPICERS PAPER INC	Non-instructional Supplies	\$ 3,238.70
133560	STAPLES	Non-instructional Supplies	\$ 346.46
133561	SPICERS PAPER INC	Non-instructional Supplies	\$ 2,816.10
133562	KNOWLAND INC	New Buildings	\$ 6,048.00
133563	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$ 53.20
133564	MERIT OIL CO	Instructional Supplies	\$ 523.77
133565	COLTON TRUCK SUPPLY	Instructional Supplies	\$ 772.67
133566	CAROLINA BIOLOGICAL SUPPLY CO	Insrructional Supplies	\$ 12,876.43
133567	PLAZA II COMPLETE AUTO REPAIR	Equipment	\$ 3,522.96
133568	SNAP-ON INDUSTRIAL	Equipment	\$ 16,738.53
133569	COLTON TRUCK SUPPLY	Equipment	\$ 2,292.58
133570	POCKET NURSE	Equipment	\$ 10,070.20
133571	POCKET NURSE	Equipment	\$ 5,815.55
133572	STAPLES	Equipment	\$ 7,314.69
133573	TRANE US INC	Equipment	\$ 866.68
133574	DISTRIBUTION MANAGEMENT ASSOC	Dues & Memberships	\$ 975.00
133575	SOUSA, JUANITA	Conference	\$ 996.00
133576	MUSKAVITCH, JOHN	Conference	\$ 709.00
133577	MUSKAVITCH, JOHN	Conference	\$ 584.00
133578	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 1,236.42
133579	DEPARTMENT OF PESTICIDE	Conference	\$ 50.00
133580	GREENBERG, SANDRA	Conference	\$ 1,440.00
133581	GREENBERG, SANDRA	Conference	\$ 1,550.00



**Purchase Order Board Report**  
**April 11, 2013**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
133582	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 550.00
133583	ARROWHEAD MECHANICAL INC	Building Improvements	\$ 1,584.44
133584	REVOLVING CASH	Athletic Entry Fee	\$ 400.00
133585	GRAPHIC SOLUTION, THE	Advertising	\$ 1,356.75
133586	AIRGAS USA LLC	Repair & Maintenance	\$ 2,727.85
133587	SBVC FOOD SERVICES	Refreshments	\$ 107.95
133588	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 50.00
133589	COLTON TRUCK SUPPLY	Non-instructional Supplies	\$ 90.10
133590	TROXELL COMMUNICATIONS INC	Non-instructional Supplies	\$ 7,745.98
133591	STAPLES	Non-instructional Supplies	\$ 275.58
133592	STAPLES	Non Instructional Supplies	\$ 548.79
133593	GIACONA, JUDY	Mileage Reimbursement	\$ 33.32
133594	WALTERRY INSURANCE BROKERS	Liability Insurance	\$ 6,582.28
133595	STAPLES	IT Equipment	\$ 1,213.14
133596	AMAZON.COM	IT Equipment	\$ 1,144.58
133597	NORTHERN AUTO PARTS	Instructional supplies	\$ 829.33
133598	B&H PHOTO VIDEO	Equipment	\$ 3,495.33
133599	TROXELL COMMUNICATIONS INC	Equipment	\$ 2,668.68
133600	TURNER, RAYMOND W	Consultants & Other Services	\$ 150.00
133601	ETD CREATIVE SERVICES	Consultants & Other Services	\$ 600.00
133602	BLACKWIND PRODUCTIONS	Consultants & other Services	\$ 4,180.00
133603	RP GROUP, THE	Conference	\$ 9,000.00
133604	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 793.91
133605	SINGER, DONALD L	Conference	\$ 2,074.43
133606	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 476.50
133607	SAN BERNARDINO COUNTY SUPT	Conference	\$ 10.00
133608	PLUMBING PIPING & CONST INC	Repairs and Maintenance	\$ 38,827.70
133609	CHANG, ANDREW	Conference	\$ 50.00
133610	BURGESS MOVING & STORAGE	Non Instructional Supplies	\$ 189.00
133611	STAPLES	Non-instructional Supplies	\$ 234.75
133612	REVOLVING CASH	Officials	\$ 360.00
133613	REVOLVING CASH	Officials	\$ 100.00
133614	REVOLVING CASH	Officials	\$ 360.00
133615	REVOLVING CASH	Other Expenses	\$ 128.00
133616	MORALES, CARRITA	Conference	\$ 996.00
133617	SBVC BOOKSTORE	Classroom Textbooks	\$ 10,000.00
133618	HERFF JONES	Rentals	\$ 3,410.00
133619	HEGDE, RAJU	Other Expenses & Fees	\$ 207.34
133620	KINDER CARE LEARNING CENTERS	Other Student Aid	\$ 2,000.00
133621	COMPUTERLAND OF SILICON VALLEY	Computer Systems Maintenance Agmts	\$ 2,625.00
133622	PARTY PLUS RENTALS INC	Rentals	\$ 1,918.35
133623	GOMEZ, ED	Advertising	\$ 500.00
133624	YOUTH EMPLOYMENT DEVELOPMENT	Advertising	\$ 1,000.00
133625	NATIONAL CENTER FOR AMERICAN	Rentals	\$ 2,398.00
133626	BLANQUET, FRANCISCO	Mileage Reimbursement	\$ 12.88
133627	TACO VILLAGE	Other Expenses & Fees	\$ 3,000.00
133628	CLANCY, DR EDWARD	Consultants & Other Services	\$ 1,900.00
133629	MCLAREN, MERIDYTH	Conference	\$ 451.06

**Purchase Order Board Report**  
**April 11, 2013**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
133630	ALLIANCE OF HSI EDUCATORS	Conference	\$ 225.00
133631	BRIGGS, STEPHANIE	Conference	\$ 200.00
133632	TACO VILLAGE	Other Expenses & Fees	\$ 1,500.00
133633	CRAFTON HILLS COLLEGE	Other Student Aid	\$ 650.00
133634	CRAFTON HILLS COLLEGE	Other Student Aid	\$ 120.00
133635	SAIO POWWOW	Dues & Memberships	\$ 25.00
133636	SAIO POWWOW	Rentals	\$ 100.00
133637	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$ 300.00
133638	DENVER MARCH POWWOW INC	Advertising	\$ 5,000.00
133639	PUBLIC MEDIA PARTNERSHIPS INC	Consultants & Other Services	\$ 4,686.25
133640	INLAND COMPUTER SYSTEMS	Repairs & Maintenance	\$ 125.00
133641	ART IS DEAD ENTERTAINMENT	Consultants & Other Services	\$ 4,180.00
133642	XALTISKA MULTIMEDIA	Consultants & Other Services	\$ 4,180.00
133643	SPECTRA	Contract Services	\$ 13,530.00
133644	NEHIYAWETAN 3 PRODUCTIONS INC	Broadcast Program Rights	\$ 15,000.00
133645	BLANK, KEVIN E.	Repairs & Maintenance	\$ 910.00
133646	ZINN, WENDY	Conference	\$ 875.00
133647	MARQUIS, JEANNE	Mileage Reimbursement	\$ 58.11
133648	KHALSA, SANT	Consultants & Other Services	\$ 200.00
133649	WAXLER, DEBRA	Consultants & Other Services	\$ 500.00
133650	DAN LYMAN CONSTRUCTION	Repairs & Maintenance	\$ 668.40
133651	CISOA	Conference	\$ 1,275.00
133652	CISOA	Conference	\$ 1,275.00
133653	JACKSON, DAWN	Consultants & Other Services	\$ 4,500.00
133654	ROONEY, KRISTIN E	Consultants & Other Services	\$ 500.00
133655	INTERIOR OFFICE SOLUTIONS	Repairs & Maintenance	\$ 1,000.00
133656	KGA ENGINEERING	Consultants & Other Services	\$ 1,608.75
133657	KGA ENGINEERING	Consultants & Other Services	\$ 1,256.25
133658	AMAYA, TERESA	Consultants & Other Services	\$ 9,000.00
133659	HILTON HOTEL - SAN BERNARDINO	Rentals	\$ 250.00
133660	COMM PRE TECH	Repairs & Maintenance	\$ 2,786.82
133661	RDM ELECTRIC CO INC	New Buildings	\$ 65,700.00
133662	DALKE & SONS CONSTRUCTION INC	Building Improvement	\$ 141,480.00
133663	JONES, JOANN	Conference	\$ 289.00
133664	UNITED SITE SERVICES	Rentals	\$ 1,334.60
133665	PREMIERE SOUND	Rentals	\$ 4,104.00
133666	GRAINGER INC, W W	Non-instructional Supplies	\$ 4,000.00
133667	GARZA, DIANA	Non-instructional Supplies	\$ 30.84
133668	COMMUNITY PLAYTHINGS	Equipment	\$ 2,500.20
133669	FMS PRODUCTIONS	Media	\$ 3,000.00
133670	HEALTH EDCO	Equipment	\$ 1,057.33
133671	NAPA AUTO PARTS	Instructional Supplies	\$ 527.96
133672	CALIFORNIA SCIENCE CENTER	Other Expenses & Fees	\$ 261.25
133673	CASAS	Instructional Supplies	\$ 165.20
133674	DISH FACTORY INC, THE	Equipment	\$ 2,885.76
133675	STAPLES	Non-instructional Supplies	\$ 211.66
133676	BAUDVILLE	Other Expenses & Fees	\$ 1,332.12
133677	GRAINGER INC, W W	Instructional Supplies	\$ 142.54

**Purchase Order Board Report**  
**April 11, 2013**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
133678	CM SCHOOL SUPPLY CO	Equipment	\$ 3,693.04
133679	LAKESHORE LEARNING MATERIALS	Equipment	\$ 7,194.96
133680	STAPLES	Non-instructional Supplies	\$ 153.44
133681	ACCUCUT	Equipment	\$ 639.90
133682	COMMUNITY PLAYTHINGS	Equipment	\$ 2,316.60
133683	TROXELL COMMUNICATIONS INC	IT Equipment	\$ 41,367.24
133684	NDT SYSTEMS INC	Instructional Supplies	\$ 226.80
133685	MPM PRODUCTS INC	Instructional Supplies	\$ 1,337.68
133686	STAPLES	Instructional Supplies	\$ 432.66
133687	INDUSTRIAL BLADE & PRODUCTS CO	Instructional Supplies	\$ 836.28
133688	IRLEN INSTITUTE	Instructional Supplies	\$ 92.95
133689	BEST BUY GOV LLC	IT Equipment	\$ 8,789.00
133690	NASCO WEST	Non-instructional Supplies	\$ 121.56
133691	PRESSMANS PRIDE	Non-instructional Supplies	\$ 764.64
133692	STAPLES	Non-instructional Supplies	\$ 145.65
133693	MOORE MEDICAL CORPORATION	Non-instructional Supplies	\$ 1,053.26
133694	AS HANGING SYSTEMS	Non-instructional Supplies	\$ 386.36
133695	INMARK	Non-instructional Supplies	\$ 110.32
133696	CUTTING EDGE GRINDING & SUPPLY	Non-instructional Supplies	\$ 487.08
133697	FLINN SCIENTIFIC INC	Instructional Supplies	\$ 953.19
133698	EDMUND SCIENTIFIC'S	Instructional Supplies	\$ 71.18
133699	BRAMBLEBERRY SOAP SUPPLIES	Instructional Supplies	\$ 192.42
133700	KELLY PAPER COMPANY	Non-instructional Supplies	\$ 483.84
133701	STAPLES	Non-instructional Supplies	\$ 162.91
133702	CRAFTS MEDIA LLC	Other Expenses & Fees	\$ 2,000.00
133703	HOOR GLASS & MIRROR INC	Building Improvements	\$ 1,296.00
133704	CONSTANT CONTACT INC	Contract Services	\$ 1,302.00
133705	ETD CREATIVE SERVICES	Consultants & Other Services	\$ 880.00
133706	BLANQUET, FRANCISCO	Mileage Reimbursement	\$ 73.11
133707	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 304.98
133708	BLANQUET, FRANCISCO	Conference	\$ 110.88
133709	US BANK CORPORATE PMT SYSTEMS	Refreshments	\$ 845.92
133710	REVOLVING CASH	Conference	\$ 159.14
133711	US BANK CORPORATE PMT SYSTEMS	Dues & Memberships	\$ 1,999.00
133712	SQUIRES LUMBER COMPANY INC	Maintenance Supplies	\$ 2,460.00
133713	GIACONA, JUDY	Conference	\$ 632.54
133714	B&H PHOTO VIDEO	Equipment	\$ 9,561.72
133715	STAPLES	Non-instructional Supplies	\$ 250.71
133716	CHANNING BETE COMPANY	Non-instructional Supplies	\$ 141.26
133717	CPR SAVERS & FIRST AID SUPPLY	Non-instructional Supplies	\$ 812.83
133718	BEST BUY GOV LLC	IT Equipment	\$ 1,987.16
133719	HARDY DIAGNOSTICS	Instructional Supplies	\$ 154.05
133720	STAPLES	Non-instructional Supplies	\$ 129.49
133721	CENTER FOR HEALTHCARE EDUCATIO	Non-instructional Supplies	\$ 129.60
133722	KELLY PAPER COMPANY	Non-instructional Supplies	\$ 312.77
133723	SPICERS PAPER INC	Non-instructional Supplies	\$ 933.39
133724	COUNCIL FOR RESOURCE DEVELOP	Conference	\$ 95.00
133725	COUNCIL FOR RESOURCE DEVELOP	Conference	\$ 375.00

**Purchase Order Board Report**  
**April 11, 2013**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
133726	BRYSON, KENNETH	Conference	\$ 754.00
133727	FRANKLIN, BRADLEY	Conference	\$ 754.00
133728	BELL, REYNALDO	Conference	\$ 754.00
133729	CONTRERAS, AMBER	Conference	\$ 754.00
133730	MENCHACA, PATRICIA	Conference	\$ 115.48
133731	ORIGINAL TACO GIRLS & COURT ST	Conference	\$ 280.00
133732	TRI-ANIM HEALTH SERVICES	Equipment	\$ 5,970.12
133733	SNAP-ON INDUSTRIAL	Equipment	\$ 2,198.83
133734	STAPLES	Non-instructional Supplies	\$ 549.29
133735	SNAP-ON INDUSTRIAL	Equipment	\$ 1,507.86
133736	WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	\$ 7,240.06
133737	TRIARCH INC	Instructional Supplies	\$ 4,326.93
133738	SAN BERNARDINO COUNTY FIRE DEP	Instructional Supplies	\$ 592.80
133739	TROXELL COMMUNICATIONS INC	IT Equipment	\$ 10,671.05
133740	AUDIO VISUAL INNOVATIONS INC	IT Equipment	\$ 7,899.43
133741	LEHMAN, VERONICA	Mileage Reimbursement	\$ 74.28
133742	AMAZON.COM	Non-instructional Supplies	\$ 409.16
133743	US BANK CORPORATE PMT SYSTEMS	Advertising	\$ 500.00
133744	REVOLVING CASH	Other Expenses & Fees	\$ 104.00
133745	REVOLVING CASH	Other Expenses & Fees	\$ 128.00
133746	SBVC FOOD SERVICES	Other Expenses & Fees	\$ 702.56
133747	AMERI CHEN INC	Reference Books	\$ 131.04
133748	HOLIDAY INN EXPRESS	Rentals	\$ 1,025.00
133749	FAILSAFE TESTING	Repairs & Maintenance	\$ 1,567.95
133750	SHALIMAR INC	Bus Rentals	\$ 1,047.38
133751	FAT GREEK RESTAURANT, THE	Conference	\$ 325.00
133752	TAMAYO, CHRIS	Conference	\$ 26.18
133753	BONNET, BLAKE	Conference	\$ 49.04
133754	ZINN, WENDY	Conference	\$ 275.00
133755	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 2,259.00
133756	STRONG, RANDY	Consultants & Other Services	\$ 1,500.00
133757	UNIVERSITY ENTERPRISES CORP	Consultants & Other Services	\$ 246,386.00
133758	INLAND EMPIRE ECONOMIC PARTNER	Dues & Memberships	\$ 5,000.00
133759	SNAP-ON INDUSTRIAL	Equipment	\$ 3,584.89
133760	STAPLES	Equipment	\$ 2,576.53
133761	NIMCO INC	Instructional Supplies	\$ 937.55
133762	KAPLAN SCHOOL SUPPLY CORP	Instructional Supplies	\$ 2,227.68
133763	PATTON SALES CORP	Instructional supplies	\$ 1,332.72
133764	INDUSTRIAL METAL SUPPLY CO	Instructional Supplies	\$ 2,067.93
133765	HARBOR FREIGHT TOOLS CO	Instructional supplies	\$ 333.05
133766	GRIZZLY INDUSTRIAL INC	Instructional Supplies	\$ 657.18
133767	ENCO	Instructional Supplies	\$ 2,985.41
133768	ENCO	Instructional Supplies	\$ 624.49
133769	STAPLES	Non-instructional Supplies	\$ 122.69
133770	STAPLES	Non-instructional Supplies	\$ 246.99
133771	STAPLES	Non-instructional Supplies	\$ 243.10
133772	STAPLES	Non-instructional Supplies	\$ 259.48
133773	STAPLES	Non-Instructional Supplies	\$ 377.30

**Purchase Order Board Report**  
**April 11, 2013**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
133774	POSITIVE PROMOTIONS INC	Other Expenses & Fees	\$ 552.30
133775	ALL STAR ENGRAVING	Other Expenses & Fees	\$ 172.80
133776	SBVC FOOD SERVICES	Refreshments	\$ 1,045.56
133777	PASADENA CENTER OPERATING CO	Rentals	\$ 16,562.07
133778	SIGNATURE PARTY RENTALS	Rentals	\$ 14,978.57
133779	SUMMERS, LINDA L	Repairs & Maintenance	\$ 1,288.00
133780	PACIFIC INDUSTRIAL ELECTRIC	Site Improvements	\$ 2,653.43
Total Purchase Orders: 247		Total Encumbrances:	<u>\$ 1,002,025.77</u>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
DATE: April 11, 2013  
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.

Attached is the General Fund monthly cash flow analysis for the District. The General Fund cash balance as of March 31, 2013 is \$13,254,868. It includes a \$4,975,000 constitutional advance, which is scheduled to be repaid this April.

ANALYSIS

The District's cash balance is sufficient to continue operations through June 30, 2013.

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	35,264	37,353	23,983	22,076	19,792	20,735	16,737	14,961	10,475	13,255	7,318		
Receipts														
Federal	12	105	177	-61	599	644	2	21	774	469	402	1,860	335	5,341
State	417	4,245	3,891	2,151	3,285	7,653	1,218	2,720	1,478	1,784	1,309	14,800	16,035	60,986
State Deferrals	13,750	1,738		2,132										17,620
Local		2,953	317	9	1,932	4,563	2,081	2,281	1,063	3,286	382	575	1,280	20,721
Temporary Borrowings	9,950									10,000				19,950
Inc Transfer & Sale of Assets		9				5								14
Accounts Receivable/Accruals	2,679	1,080	331	639	573	59	24	-190	169	110				5,475
Total Receipts	26,810	10,130	4,716	4,870	6,390	12,924	3,325	4,832	3,483	15,650	2,093	17,235	17,651	130,108
Disbursements														
Academic Salaries		918	2,737	2,859	2,873	2,914	2,985	2,669	2,878	2,850	2,850	2,850	1,075	30,459
Classified Salaries	1,477	1,400	1,626	1,749	1,875	1,924	1,747	1,560	1,761	1,825	1,825	1,830	200	20,798
Benefits	695	1,081	1,283	1,308	1,300	1,324	1,298	1,257	1,277	1,300	1,300	1,300	115	14,839
Supplies & Materials	21	147	60	119	105	82	129	84	109	180	180	160	154	1,529
Other Operating Exp	398	1,337	1,087	879	776	579	742	789	744	1,418	1,515	713	2,783	13,760
Capital Outlay	1	32	31	77	114	89	67	272	117	207	220	250	204	1,680
Other Outgo	750	78	92	278	979	83	114	96	170	115	140	115		3,011
Loan Repayment			10,000			4,975				4,975				19,950
Accounts Payable/Accruals	2,245	3,048	1,170	-492	653	11	241	-120	913					7,668
Total Disbursements	5,587	8,041	18,086	6,776	8,674	11,982	7,323	6,608	7,969	12,870	8,030	7,217	4,531	113,694
Ending Cash Balance	35,264	37,353	23,983	22,076	19,792	20,735	16,737	14,961	10,475	13,255	7,318	17,336		

\*Rounded to the nearest 1,000.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Pierre Galvez, Interim Police Chief  
**DATE:** April 11, 2013  
**SUBJECT:** District Clery Act Compliance Report

### **RECOMMENDATION**

This item is for information only. No action is required.

### **OVERVIEW**

Postsecondary educational institutions (institutions) that participate in student aid programs under Title IV of the federal Higher Education Act of 1965, as amended, are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) to create an annual security report by October 1 of each year. This security report must contain required crime statistics of the institution as well as certain security policy disclosures. When institutions do not comply with the Clery Act, they inhibit the ability of students and others to make informed decisions about campus security. Further, the U.S. Department of Education can impose financial penalties of up to \$27,500 per violation against noncompliant institutions.

### **ANALYSIS**

Monthly Report of Clery Crimes for March (See attached)

### **BOARD IMPERATIVE**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None





**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
CLERY ACT CRIMES  
MARCH 2013**

<b>Case #</b>	<b>Reported</b>	<b>Reportable Clery Crimes</b>	<b>Location</b>	<b>Date (s)</b>	<b>Time (s)</b>	<b>Disposition</b>
<b>CRAFTON HILLS</b>						

**No Clery Crimes**

**DISTRICT**

**No Clery Crimes**

**VALLEY**

13-112	3/5/13	Burglary	Technical Bldg	3/5/13	11:23am	Arrested
13-113	3/5/13	Grand Theft Auto	Grant Street	3/5/13	12:54pm	Report Taken
13-121	3/7/13	Grand Theft Auto	Swap Meet Lot	3/7/13	7:00pm	Report Taken
	3/12/13	Smoking Marijuana	Esperanza	3/12/13	12:26pm	Advised
13-117	3/14/13	Grand Theft Auto	Physical Sci Bldg	3/6/13	9:59am	Arrested
13-140	3/20/13	Smoking Marijuana	1010 Grant St.	3/20/13	6:00pm	Cited
13-141	3/20/13	Vehicle Burglary	Fairview	3/20/13	7:00pm	Report Taken
	3/28/13	Robbery/Assault Alert	College Drive	3/28/13	9:00am	SBPD to Handle

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Dr. Glen Kuck, Interim President, SBVC *GR 03/20/13*  
**PREPARED BY:** Dr. Glen Kuck, Interim President, SBVC  
**DATE:** April 11, 2013  
**SUBJECT:** Advancement in Rank - SBVC

**RECOMMENDATION**

This item is for information only and no action is required.

**OVERVIEW**

In accordance with the SBVC Advancement in Rank Policy, the faculty members listed on the attached memo have received advancement in rank.

**ANALYSIS**

**BOARD IMPERATIVE**

**FINANCIAL IMPLICATIONS**

None.



San Bernardino  
Valley College

# MEMORANDUM

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**TO:** Dr. Glen Kuck, Interim President *D. Fisher for D. Kuck 3-26-13*  
**FROM:** Dr. Jeremiah A. Gilbert, Academic Senate President *JAG*  
**Date:** April 11, 2013  
**Re:** Advancement in Academic Rank

---

Per the SBCCD Administrative Procedure 7210, the Advancement in Rank committee was convened to consider nominations for advancement. The committee was comprised of six faculty (Ailsa Aguilar-Kitibutr, Diane Dusick, Celia Huston, Joel Lamore, Romana Pires, and David Smith) and one manager (Haragewen Kinde).

We recommend the following faculty advance from Assistant Professor to Associate Professor:

- Manuela (Mandi) Batalo, Arts
- Dirkson Lee, English
- Mathew (Matie) Scully, Music, Theatre Arts & Dance

We recommend the following faculty have achieved the title of Professor Emeritus:

- Frank P. Peterson, Administration of Justice
- Edward J. Szumski, Electronics

Please forward this as information to the SBCCD 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: April 11, 2013

SUBJECT: MOU – CSEA Alternative Work Schedule Summer 2013

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The Four-Ten Alternate Work Schedule for Summer 2013 will begin on June 3, 2013 and end on August 2, 2013.

ANALYSIS

The District & Association met and the parties entered into a MOU on March 29, 2013, for the Alternative Summer 2013 Work Schedule.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
AND  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
CHAPTER 291**

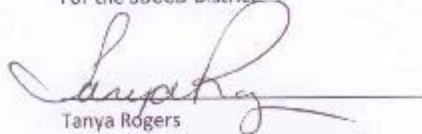
This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter 291 (hereinafter, Association).

The District and the Association agree to the following regarding the 4/10 Alternate Work Schedule for the period June 3, 2013 through August 2, 2013.

- 1) All bargaining unit members will participate in the 4/10 Alternate Work Schedule except for those employed in the following departments:
  - a. Child Development Centers at CHC and Valley
  - b. KVCR
  - c. College Police Officers
- 2) The 4/10 workweek will be Monday through Thursday.
- 3) During the week of July 4, 2013 unit members will receive ten (10) hours of holiday pay for the holiday and work three (3) ten (10) hour days.
- 4) Individual unit members may opt to work eight (8) hours per day and use two (2) hours of vacation per day, consistent with Article 19.7.
- 5) District Administration shall inform their staff no later than May 13, 2013 of the starting and ending shifts during the summer.

Dated this March 29, 2013.

For the SBCCD District



Tanya Rogers  
Interim Vice Chancellor, Human Resources  
& Employee Relations

For CSEA, Chapter 291



Colleen Gamboa  
President, CSEA Chapter 291



Denise Evans,  
CSEA Labor, Relations Representative

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: April 11, 2013  
SUBJECT: Administrative Procedures  
5030 Fees  
5033 Refunds

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The SBCCD is constantly reviewing its Board Policies and Administrative Procedures to ensure compliance with Title 5, California Education Code and current district/college needs.

ANALYSIS

The attached Administrative Procedures have been modified and are being forwarded for information only.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

None.

3  
4 FEES

5  
6 **A. Associated Students Discount Sticker**

- 7 \$7.50 - CHC  
8 \$7.50 - SBVC  
9 \$4.00 - Replacement for lost card

10  
11 **B. Breakage/Lost Property Fee**

12 Replacement cost of item(s) broken or lost

13  
14 **C. Campus Center Fee**

15 **\$1.00/unit (not to exceed \$10 per fiscal year)**

16  
17 **D. Capital Outlay Fee for Students on a Visa**

18 **\$41.00/unit**

19  
20 **G.E. Catalog**

21 \$6.00 - purchased on campus

22  
23 **D.F. Credit by Examination**

24 \$20.00 plus class unit fee

25  
26 **E.G. Document Fee Handling**

27 \$40.00 per hour for personnel time to find, retrieve, copy and re-file requested documents;  
28 minimum charge of 1 hour  
29 \$0.15 per side copy cost  
30 Fees must be paid prior to document release

31  
32 **H. Enrollment Fee**

33 **\$46.00/unit – California Resident**  
34 **\$162.00/unit – Non-California Resident**

35  
36 **F.I. Insufficient Funds Check**

37 \$15.00

38  
39 **J. International Student Application**

40 **\$25.00 (nonrefundable)**

41  
42 **G.K. Key Deposit/Replacement**

43 \$15.00 plus cost of rekeying if needed (metal/electronic key)

44  
45 **H.L. Learning Center Reproduction Fees, SBVC**

46 \$0.20 - Laser printout: text, black and white printer  
47 \$0.50 - Laser printout: graphics, black and white printer (over ½ page)  
48 \$1.00 - Laser printout: graphics and/or text, color  
49 \$2.00 - Scan text or graphics to disk, per scan

50  
51 **I.M. Library Fines – SBVC/CHC**

52 \$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value  
53 \$0.25 - Reserve Books/Multimedia: per hour to a maximum of the replacement value of the  
54 reserve materials; after 14 days, bill \$5 fine plus the replacement value  
55 \$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value  
56 \$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals  
57 \$2.00 - replacement for lost library card

58	<b><u>J.N.</u></b>	<b>Parking Permit Fees</b> (students, faculty, and staff)
59		\$75.00 - annual permit
60		\$30.00 - one semester (\$20 BOGG student)
61		\$15.00 - summer session
62		\$2.00 - daily
63		
64	<b><u>K.O.</u></b>	<b>Parking Violation Fees</b>
65		\$ 50.00 - illegal parking
66		\$ 50.00 - decal violation
67		\$275.00 - handicap violation
68		
69	<b><u>L.P.</u></b>	<b>Refund Processing Charge</b>
70		A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00 per
71		student per semester as defined in the Fee Refund Policy.
72		
73	<b><u>M.Q.</u></b>	<b>Replacement – Diploma/Certificate</b>
74		<b>\$10.00</b>
75		
76	<b><u>N.</u></b>	<b><u>Replacement of Student Class Program</u></b>
77		<b><u>\$1.00 - if purchased on campus</u></b>
78		
79	<b><u>O.R.</u></b>	<b>Schedule of Classes</b>
80		\$3.00 - mailed in U.S. only
81		
82	<b><u>P.S.</u></b>	<b>Student Health and Accident Insurance</b>
83		\$19.00 - per semester (includes \$1.50 accident insurance)
84		\$16.00 - summer session (includes \$1.50 accident insurance)
85		\$1.50 - accident insurance only
86		
87	<b><u>T.</u></b>	<b><u>Student Representation</u></b>
88		<b><u>\$1.00</u></b>
89		
90	<b><u>Q.</u></b>	<b><u>Subpoenas</u></b>
91		<b><u>\$15.00</u></b>
92		
93	<b><u>R.U.</u></b>	<b>Supplemental Health Services Fee</b>
94		\$10.00 - TB skin test (one-step test)
95		\$10.00 - TB skin test (two-step test)
96		At cost - All Vaccines
97		\$25.00 - Physical Exams
98		\$50.00 - DMV Physical Exams
99		At cost - Prescription medications
100		At cost - In-house Lab Tests
101		At cost - Lab Test sent to external lab
102		At cost - Optional Medical Procedures
103		At cost - Optional Medical Supplies
104		\$ 8.00 - Vision screening (Titmus vision tester)
105		<b><u>\$ 5.00 (50 minutes) - Psychotherapy</u></b>
106		\$ 2.00 per item - Duplication of medical records
107		\$10.00 - Hearing Screening (Audiometer)
108		At cost - Birth Control Pills
109		
110	<b><u>S.V.</u></b>	<b>Testing Fees</b>
111		\$200.00 - Paramedic National Registry Testing
112		\$ 25.00 - Retest per skill
113		\$ 5.00 - CPR card
114		



115 Repeat course from Career Tech Department  
116 0.5 units - \$12.00  
117 1.0 units - \$23.00  
118 2.0 units - \$46.00  
119 3.0 units - \$70.00  
120

**T.W. Transcripts/Verification of Enrollment**

122 No cost - First two transcripts  
123 \$10.00 - Additional transcripts  
124 \$8.00 - 24-hour requests for transcripts  
125 \$20.00 - Immediate requests for transcripts  
126 \$5.00 plus cost - Online transcripts  
127

**U.X. Transportation Fee**

129 Students registering for Spring or Fall semester to pay:  
130 \$7.50 for 6 or more credits  
131 \$7.00 for less than 6 credits  
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3  
4 REFUNDS

5  
6 **A. Designated Fees**

7  
8 This regulation covers the following fees:

- 9  
10 1. Enrollment fee  
11  
12 2. Nonresident tuition  
13  
14 3. Parking fee  
15  
16 4. Health fee  
17  
18 5. Accident Insurance fee  
19  
20 6. Student Services Card fee  
21  
22 7. Student Center fee  
23  
24 8. ~~SBVC~~ Student Representation Fee  
25  
26 **9. Capital Outlay Fee**  
27  
28 **10. Student Transportation Fee**

29  
30 **B. Conditions**

- 31  
32 ~~1. Refund requests must be initiated and signed by the student utilizing the~~  
33 ~~District refund form.~~  
34  
35 2. If a refund is requested for ~~the~~ parking or student services card fees, the parking  
36 decal or the student services card must be attached to the refund request.  
37

38 **C. Military Service Exception**

39  
40 If a student who is a member of an active or reserve military service receives orders  
41 compelling a withdrawal from courses, the District shall, upon petition **and a copy of**  
42 **received orders** of the affected student, refund the entire enrollment fee unless academic  
43 credit is awarded.  
44

45 **D. Refund Schedule**

46  
47 This refund schedule applies to all fees listed in Paragraph **A**, above.

- 48  
49 1. Fees collected in error  
50  
51 Fees collected in error will be refunded in their entirety.  
52  
53 2. Class cancelled by the college  
54

55 If a class is cancelled by the college, enrollment and/or non-resident tuition fees will  
56 be refunded in their entirety. If that cancellation results in a student's withdrawal  
57 from the college, refunds of the appropriate fees listed in Paragraph "A" will apply.  
58

59 3. Withdrawal from the College

60  
61 a. Enrollment Fee/Nonresident Tuition

62  
63 If a student withdraws during the first two weeks of a full-term class or  
64 during the first 10% of a short-term class, enrollment fees or nonresident  
65 tuition fees will be refunded.  
66

67 b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card  
68 Fee, Student Center Fee, Student Representation Fee, **Capital Outlay**  
69 **Fee, Student Transportation Fee**

70  
71 In order to be eligible for a refund, a student must withdraw prior to the first  
72 day of the term for a full-term class or prior to the first day of instruction for a  
73 short-term class.  
74

75 4. Unit Reduction

76  
77 If a change of program within the first two weeks of a full-term class or during the  
78 first 10% of a short-term class results in a reduction in the number of units taken, the  
79 enrollment fee or non-resident fee will be refunded at the per unit cost of the  
80 reduction.  
81

82 5. A student who withdraws from a class or the college after the second week of  
83 instruction for a full-term class or the first 10% of a short-term class is not eligible for  
84 any refund.  
85

86 **E. Refund Processing Fee**

87  
88 A charge of \$10 will be collected for each refund transaction not to exceed \$10 per student  
89 per semester, except for cancelled classes or over-payment.  
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: April 11, 2013  
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

Alex-Schiel, Valerie  
Anderson, Renise  
Baber, Corrina  
Bethke, Ryan  
Clark, Tamala  
Dean, Rebecca  
Diaz, Marvellee  
Dominquez, Oxchil  
Gonzales, Michael  
Gutierrez, Albert  
Hector, Leticia  
Hunter, JoAlice  
Luna, Linda  
Mason, Jerry  
Moncada, Rosita  
Morrison, Tracy  
Pasillas, Karol  
Race, Steve  
Sanchez, Andrew  
Williams, Nicole

## CHC

Aycock, Larry  
Barra, Vicki  
Bedoya, Rosemary  
Bidney, Cynthia  
Brown, Destinique  
Castillo, Kimberly  
Cervantes, Stephanie  
Chavira, Rejoice  
Cole, Michelle  
Cummings, Lou'Rie  
Dial, Troy  
Douthit, Milly  
Felix, Amanda  
Garcia, Maria  
Gist, John  
Gutierrez, Jose  
Hansen-Barnes, Rosemary  
Henson, Heather  
Bruner-Jones, Sherri  
Jimenez, Liane  
Langenfeld, Elizabeth  
Leshner, Nick  
Marrujo, Monique  
Matthews, Damaris

McAtee, Robert  
Morales, Carrita  
Mudgett, Ben  
Muniz, Susan  
Muskavitch, John  
Orta, Rebecca  
Overturf, Kristen  
Paddock, Ericka  
Ramirez, Fermin  
Laura Record, Laura  
Sandra Roberts, Sandra  
Rodriguez, Nati  
Rush, Steve  
Simpson, Floyd  
Sousa, Juanita  
Tinoco, Michelle  
Thomas, Aeriana  
Townsend, Jonathan  
Vasquez, Violeta  
Alejandra Ventura  
Williams, Barbara  
Williams, Miriam  
Wilson, Kathy