

San Bernardino Community College District  
Regular Meeting of the Board of Trustees  
114 S. Del Rosa Drive, San Bernardino, CA 92408  
Thursday, May 9, 2013 – 4:00 p.m. – Board Room

THE PUBLIC MEETING WILL BEGIN IMMEDIATELY  
AFTER THE CLOSED SESSION

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. 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. CONFERENCE WITH LEGAL COUNSEL  
EXISTING LITIGATION  
Pursuant to Government Code Section 54956.9  
Case Name Unspecified: To identify case would jeopardize service  
of process or existing litigation.
  - C. EMPLOYEE/DISCIPLINE/DISMISSAL/RELEASE
  - D. PUBLIC EMPLOYEE APPOINTMENT  
President, SBVC
3. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
4. CONVENE CLOSED SESSION
5. RECONVENE PUBLIC MEETING
6. REPORT OF ACTION IN CLOSED SESSION

7. INSTITUTIONAL PRESENTATIONS

- A. 2013 Project Achievement Award – CHC  
Awarded by the Construction Management Association of America  
Presented by Domingo Camarano, Kitchell CEM
- B. Online Classes  
Presented by Dr. Cheryl Marshall, President, CHC and  
Dr. Gloria Fisher, Interim President, SBVC

8. 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.

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.

9. APPROVAL OF MINUTES – April 25, 2013 (p.1)

10. REPORTS

- A. Board Members
- B. Student Trustees
- C. Chancellor

11. CONSENT AGENDA

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

A. INSTRUCTIONAL/STUDENT SERVICES

- 1. Consideration of Approval of Curriculum – SBVC (p.6)
- 2. Consideration of Approval of Curriculum – CHC (p.12)

B. HUMAN RESOURCES

1. Consideration of Approval of Classified Employees (p.20)
2. Consideration of Approval of Revised Retirement Date for Classified Employee (p.21)
3. Consideration of Approval of Increase in Contract for Classified Employee (p.22)
4. Consideration of Approval of Short-Term, Substitute and Professional Expert Employees (p.23)
5. Consideration of Approval of Adjunct and Substitute Academic Employees (p.29)
6. Consideration of Approval of Non-Instructional Pay (p.36)
7. Consideration of Approval to Ratify Unpaid Acute Bereavement Leave for Academic Employee (p.39)
8. Consideration of Approval of First to Second Year Probationary Status for Academic Employee (p.40)
9. Consideration of Approval of Management Appointment (p.41)
10. Consideration of Approval of Interim Management Appointment (p.42)
11. Consideration of Approval of Reassignment of Management Employee (p.43)
12. Consideration of Approval of Management Salary Adjustment (p.44)
13. Consideration of Approval of Retreat Rights for Management Employee (p.45)
14. Consideration of Approval of Rescission of Non-Renewal of Administrator Employment Contract (p.46)
15. Consideration of Revisions to Management Job Descriptions (p.47)
16. Consideration of Approval of New Management Job Descriptions (p.54)
17. Consideration of Approval of District Volunteers (p.58)

C. FISCAL SERVICES

1. Consideration of Approval of Routine Contracts and Agreements (p.60)
2. Consideration of Approval of Professional Services Contracts and Agreements (p.71)
3. Consideration of Approval of Budget Adjustments (p.73)
4. Consideration of Approval of Conference Attendance (p.85)
5. Consideration of Approval of District/College Expenses (p.90)
6. Consideration of Approval of Surplus Property and Authorize Disposal or Private Sale (p.98)
7. Consideration of Approval to Accept Donation – SBVC (p.101)
8. Consideration of Approval of Facility Use Fee Waivers (p.102)
9. Consideration of Approval of Individual Memberships (p.105)
10. Consideration of Approval of Community Services Summer High School Skills Program (p.107)

## 12. ACTION AGENDA

### A. INSTRUCTIONAL/STUDENT SERVICES

### B. HUMAN RESOURCES

1. Consideration of Approval to Accept Classified Retirements (p.108)
2. Consideration of Approval to Accept Academic Retirements (p.110)
3. Consideration of Approval of Unpaid Leave of Absence for Classified Employee (p.111)
4. Consideration of Approval of Placement of Classified Employee on 39-Month Reemployment List (p.112)
5. Consideration of Approval of Ratification of CSEA Tentative Agreement (p.113)
6. Consideration of Approval to Adopt Resolution to Recognize the Week of May 19-25, 2013 as Classified School Employee Week (p.115)

### C. FISCAL SERVICES

1. Consideration of Approval of Bond Measure M Construction Change Orders and Contract Amendments (p.117)
2. Consideration of Approval to Cancel Existing PMSM Architects Contract and Replace with three New Contracts for SSA, SCC, and PAC (p.124)
3. Consideration of Approval to Cancel Existing PMSM Architects Contract and Replace with two New Contracts for LADM and M&O (p.133)
4. Consideration of Approval to Award Bid and Contract to Tryco General Engineering, Inc. for the Grant Street Sewer Project – SBVC (p.140)
5. Consideration of Approval to Award Bid and Contract to The Richards Group for the Occupational Education 2 Building Demolition Initial Package Project – CHC (p.144)
6. Consideration of Approval of Amendment 007 to the P2S Engineering, Inc. Contract - SBVC (p.148)
7. Consideration of Approval of Revised Measure M Bond Project List – CHC (p.152)
8. Consideration of Approval to Amend the Terms of the Loan to KVCR (p.155)
9. Consideration of Approval of Interfund Borrowing and Adopt Resolution p.156)
10. Consideration of Approval of Board Policies 2175 Evaluation of the Chancellor, 3590 Energy Conservation and 7251 Management Evaluation (p.159)

13. INFORMATION ITEMS

- A. Summary of Bond Measure M Capital Improvement Program Change Orders and Amendments for Construction Contracts (p.163)
- B. Budget Report (p.177)
- C. Purchase Order Report (p.218)
- D. General Fund Cash Flow Analysis (p.230)
- E. Quarterly Investment Report (p.232)
- F. CCFS-320 Apportionment Attendance Report for FY 2013 Period 2 (p.234)
- G. Clery Act Compliance Report (p.238)
- H. Advancement in Rank – CHC (p. 240)
- I. MOU – CTA Health & Welfare Benefits (p.242)
- J. Administrative Procedures (p.245)  
2175 Evaluation of the Chancellor  
3590 Energy Conservation  
7250 Management Employees  
7251 Management Evaluation
- K. Applause Cards (p.273)

14. STAFF REPORTS

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

C. CTA

D. CSEA

15. ADJOURN – The next regular meeting of the Board of Trustees will be Thursday, May 30, 2013.

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

Minutes of the Regular Meeting of the Board of Trustees  
Thursday, April 25, 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  
Dr. Gloria Fisher, Interim President, SBVC  
Tanya Rogers, Interim Vice Chancellor Human Resources

Administrators Absent:

Charlie Ng, Vice Chancellor Fiscal Services

2. PLEDGE OF ALLEGIANCE

Trustee Ferracone led the Pledge of Allegiance.

3. PUBLIC COMMENT

None.

4. APPROVAL OF MINUTES

Trustee Longville moved, Trustee Zoumbos seconded, and the Board members voted as follows to approve the April 11, 2013 minutes:

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

NOES: None

ABSENT: Garcia (advisory), Hundley (advisory)

ABSTENTIONS: None

5. ACCJC BOARD TRAINING WORKSHOP

Chancellor Bruce Baron introduced Dr. Barbara Beno, President of the Accrediting Commission of Community and Junior Colleges, and Dr. Susan Clifford, Vice President of the Commission. The purpose of the workshop was to present the Governing Board's role and responsibilities in the accreditation process.

The purpose of regional accreditation is to provide quality assurance to the public, to students, to other institutions that an institution is achieving its stated mission, give credibility to degrees and credentials awarded to students and stimulate institutional improvement through evaluation, planning, implementation and evaluation again.

ACCJC conducts regular reviews of quality in six-year cycles through a comprehensive evaluation and monitors certain aspects of institutional quality, and informs the U.S. Department of Education, students and the public of the results. Evaluation reports and visits are done as needed. The accreditation process is designed to help institutions focus on helping students learn what they are supposed to learn, and to complete courses, certificates, degrees, and transfers to get jobs.

The process for a comprehensive review consists of an institutional self-evaluation, external evaluation by professional peers, the Commission evaluation, a decision on accredited status, and institutional improvement if needed.

The accreditation standards are:

- Standard I      Mission and Institutional Effectiveness.
- Standard II     Student Learning Programs and Services
- Standard III    Resources
- Standard IV    Leadership and Governance



Ideas embedded in the standards include:

- focusing on achieving institutional mission
- integrity and honesty in institutional policies and actions
- a focus on student outcomes, metrics and evidence used to assess institutional quality
- ongoing internal quality assurance practices
- continuous improvement for high performance

Institutions are expected to meet all accreditation standards at all times. If an institution is found to be non-compliant with the standards, federal regulations require accreditors to terminate accreditation if an institution has not complied in two years. The Commission works with institutions as they improve, and can extend the time allowed for “good cause”. Accreditation team recommendations and institutional plans for improvement can work together.

The commission requires the colleges to provide data on student learning outcomes.

Trustees have two challenges: 1) mission directed leadership, and 2) high performance of the Board and institution. Setting standards of excellence and measuring performance linked to the district’s goals will help meet both challenges. To perform well trustees must be accountable as well as hold others accountable. The Board leads the college. The Board represents the entire community, establishing the mission and vision for the college and from the mission, staff develops the strategic goals and methods of achieving them. The final mission and vision must be approved by the Board. The Board must assure itself that the college goals are met.

Sample college planning documents that must fit together to help organize and direct college efforts include: the mission and vision of the college, the college’s strategic plan and educational master plan, the facilities master plan, a technology plan, annual budget, and unit and program plans.

The college plans roll up to the district plans and at the same time the chancellor is setting strategic goals to align with the college goals. The Board should regularly review institutional effectiveness data at multiple levels. The data should tell the district how well the mission is being achieved. The Board should consider plans for change in educational programs as it sets institutional plans and goals and annual and multiple year resource allocation plans.

The Governing Board is responsible for the quality, integrity and financial stability of the institution and for ensuring that the mission is being carried out and is achieved. The Governing Board is responsible for ensuring that the financial resources of the institution are used to provide a sound educational program. The Governing Board publishes its bylaws and keeps them current. The Board’s responsibility is to assure the wise use of resources to achieve its mission. The chief administrator is responsible for the effective operation of the institution.

College policies include periodically updating policies on a scheduled basis, testing policies by linking to the Mission, Strategic Plan, Budget and doing a “Sacred Cow” test, determining the “what” not the “how”, holding all accountable to approved college policies including Board members.

The Governing Board is informed and involved in the accreditation process. Responsibilities of the Governing Board include:

- a program for Board development and new member orientation.
- a self-evaluation and implementation process for assessing Board performance.
- a code of ethics that includes a clearly defined policy for dealing with behavior that violates the code.

Once the Board reaches a decision, it acts as a whole. It advocates for and defends the institution and protects it from undue influence or pressure. The governing Board has ultimate responsibility for educational quality, legal matters and financial integrity. The Governing Board has a program for Board development and new member orientation, and a mechanism for providing continuity of membership and staggered terms of office. To achieve high performance, trustees need to work as a team and critical to being a team is retaining a climate of trust and respect. The CEO is also part of the team. To achieve high performance, trustees must adhere to their role so that the CEO, President and others can perform their roles. Only the Board has any authority and not individual trustees.

The Governing Board has the responsibility for selecting and evaluating the CEO and delegates full responsibility and authority to the chief administrator to implement and administer Board policies without Board interference and holds the CEO accountable for the operation of the district.

Effective boards focus on student success, represent the entire community, support college leadership and develop a team culture, building trust and respect.

The Commission will examine the institution’s analysis of performance, using student achievement data, and will note both effective performance and areas in which improvement is needed. External evaluation teams will determine whether or not the institutional-set standards are appropriate.

The trustees had the opportunity to ask questions.

On behalf of the trustees, Dr. Singer thanked Drs. Beno and Clifford for their presentation.

6. ADJOURN

Dr. Singer adjourned the meeting at 7:05 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: May 9, 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**  
**May 9, 2013**

<b>MODIFY COURSE</b>
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COURSE ID	COURSE TITLE
HUMSV 183	ALCOHOL/DRUG: COUNSELING I

**Prerequisite:** HUMSV 181

**Corequisite:** HUMSV 197A and HUMSV 198A

**Departmental Advisories:** HUMSV 179, HUMSV 182, HUMSV 186, HUMSV 188 and HUMSV 190

**Catalog Description:** This course is designed for students seeking a certificate in Alcohol/Drug Studies. Included topics are the dynamics of the helping relationship, analysis and implications of common characteristics of substance dependent individuals, demonstration and practice of assessment, interviewing and referral techniques; and review of counseling skills and case management.

**Schedule Description:** Course topics include the dynamics of helping relationships, characteristics of substance dependent individuals, and counseling skills.

**Rationale:** Content review

**Effective:** FA14

COURSE ID	COURSE TITLE
HUMSV 184	ALCOHOL/DRUG: COUNSELING II

**Prerequisite:** HUMSV 183 and HUMSV 197A and HUMSV 198A

**Corequisite:** HUMSV 197B and HUMSV 198B

**Department Advisory:** None

**Catalog Description:** This course is designed for students seeking a certificate in Alcohol/Drug Studies, and includes practical implications and experience in various recovery and crisis intervention modalities; investigation of and experience in group dynamics; analysis and interpretation of critical aspects of counseling; analysis of the role of significant others in the recovery process; discussion of current treatment interventions; and the process of case management and record keeping.

**Schedule Description:** This course is designed for students seeking a certificate in Alcohol/Drug Studies, and includes practical implications and experience in various recovery and crisis intervention modalities.

**Rationale:** Content review

**Effective:** FA14

COURSE ID	COURSE TITLE
HUMSV 186	ALCOHOL/DRUGS IN THE FAMILY

**Catalog Description:** This course offers an overview of family dynamics associated with alcoholism and drug addiction; the impact of the diseases on family members; family oriented approaches to recovery; and the reintegration of the family into the community.

**Schedule Description:** This course offers an overview of family dynamics associated with alcoholism and drug addiction; the impact of the diseases on family members; family oriented approaches to recovery; and the reintegration of the family into the community. This course is approved for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing. Provider #01480 for 45 contact hours.

**Rationale:** Content review

**Effective:** FA14

Curriculum Meetings: 03-11-13; 04-01-13

Conjoint Meeting: 04-12-13

Board of Trustees Meeting: May 9, 2013

<b>MODIFY COURSE</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>HUMSV 189</b>	ALCOHOL/DRUG: PREVENTION AND INTERVENTION

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

**Catalog Description:** This course provides a comprehensive overview of theories and strategies for the prevention of and intervention with alcohol and drug abuse. Material presented provides an emphasis on promoting health and wellness through self-awareness, decision-making, and coping skills.

**Schedule Description:** This course provides a comprehensive overview of theories and strategies for the prevention and intervention with alcohol and drug abuse.

**Rationale:** Content review

**Effective:** FA14

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>HUMSV 190</b>	DRUGS: USE AND ABUSE

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

**Catalog Description:** This course provides a survey of the impact of drug use and abuse on the individual, on the family, and in our society. Included topics are: the history, pharmacology, and physiological impact of each drug category; laws related to drug abuse; and society's response to both drug use and abuse.

**Schedule Description:** This course provides a survey of the impact of drug use and abuse on the individual, on the family and in our society. Included topics are: the history, pharmacology, and physiological impact of each drug category; laws related to drug abuse; and society's response to both drug use and abuse.

**Rationale:** Content review

**Effective:** FA14

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>MATH 250</b>	SINGLE VARIABLE CALCULUS I

**Prerequisite:** MATH 151 or eligibility for MATH 250 as determined through the SBVC assessment process

**Catalog Description:** This is a first course in calculus, including limits, continuity, derivatives of algebraic and transcendental functions, applications of derivatives, antiderivatives, the Fundamental Theorem of Calculus, definite integrals and their applications.

**Schedule Description:** This is a first course in calculus, including limits, continuity, derivatives of algebraic and transcendental functions, applications of derivatives, antiderivatives, the Fundamental Theorem of Calculus, definite integrals and their applications.

**Equate: Continues to equate with CHC**

**Rationale:** Content review

**Effective:** FA14

Curriculum Meetings: 03-11-13; 04-01-13

Conjoint Meeting: 04-12-13

Board of Trustees Meeting: May 9, 2013

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>MATH 251</b>	<b>SINGLE VARIABLE CALCULUS II</b>

**Catalog Description:** This second course in calculus provides further application of definite integrals, differentiation and integration of transcendental functions, techniques of integration, L'Hopital's rule and improper integrals, infinite sequences and series, Taylor and power series, polar and parametric equations.

**Schedule Description:** This second course in calculus provides further application of definite integrals, differentiation and integration of transcendental functions, techniques of integration, L'Hopital's rule and improper integrals, infinite sequences and series, Taylor and power series, polar and parametric equations.

**Equate: Continues to equate with CHC**

**Rationale:** Content review

**Effective:** FA14

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>MATH 266</b>	<b>ORDINARY DIFFERENTIAL EQUATIONS</b>

**Units:** 4

**Lecture:** 4 contact hour(s) per week  
64 - 72 contact hours per semester

**Catalog Description:** The course is an introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including, series solutions, and singular points, Laplace transforms and linear systems.

**Schedule Description:** The course is an introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including, series solutions, and singular points, Laplace transforms and linear systems.

**Equate: Continues to equate with CHC**

**Rationale:** Content review

**Effective:** FA14

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>PSYTCH 085</b>	<b>PSYCHIATRIC TECHNOLOGY: NURSING SCIENCE</b>

**Catalog Description:** This course is the study of basic nursing science concepts and skills with emphasis on nursing care for pediatric, adult and geriatric clients with medical and surgical disorders. Application of theory to the care of physically ill clients in acute and long-term care agencies. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED THE PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE PSYCHIATRIC TECHNOLOGY PROGRAM.**

**Schedule Description:** This course is the study of basic nursing science concepts and skills with a focus on application to clients with medical and surgical disorders. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED THE PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE PSYCHIATRIC TECHNOLOGY PROGRAM.**

**Rationale:** Content review

**Effective:** FA14

Curriculum Meetings: 03-11-13; 04-01-13

Conjoint Meeting: 04-12-13

Board of Trustees Meeting: May 9, 2013

<b>MODIFY COURSE</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>PSYTCH 086</b>	<b>INTRODUCTION TO PSYCHIATRIC TECHNOLOGY: BEHAVIOURAL SCIENCE</b>

**Catalog Description:** This course is a study of psychiatric mental disorders with emphasis on causes, clinical manifestations, diagnosis, interventions and treatments. Included is the application of mental health theory to the basic nursing care of clients in acute, long-term care, and state mental health institutional settings. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE PSYCHIATRIC TECHNOLOGY PROGRAM.**

**Schedule Description:** This course is a study of psychiatric mental disorders. Included is the application of mental health theory to the basic nursing care of clients in acute, long-term care, and state mental health institutional settings. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE PSYCHIATRIC TECHNOLOGY PROGRAM.**

**Rationale:** Content review

**Effective:** FA14

Curriculum Meetings: 03-11-13; 04-01-13

Conjoint Meeting: 04-12-13

Board of Trustees Meeting: May 9, 2013



## MODIFY CERTIFICATE

### Alcohol/Drug Studies Certificate

This certificate is designed to provide students with career preparation at the vocational certificate level in the field of substance abuse intervention and counseling for those preparing for careers in alcohol/drug counseling or other related human or social services fields.

**REQUIRED COURSES:**

		<b>Units</b>
HUMSV 179	Legal/Ethical Issues in Human Services	3
HUMSV 181	Alcohol/Drug Studies: Introduction	3
HUMSV 182	Alcohol/Drug: Program Modalities	3
HUMSV 186	Alcohol/Drugs in the Family	3
HUMSV 188	Alcohol/Drug: Medical Aspects	3
HUMSV 190	Drugs: Use and Abuse	3

**CHOOSE ONE OF THE FOLLOWING COURSES:**

		<b>Units</b>
HUMSV 167	Crisis Intervention	3
HUMSV 170	Introduction to Human Services	3
HUMSV 172	Group and Family Dynamics	3
HUMSV 173	Helping and Interpersonal Skills	3
HUMSV 189	Alcohol/Drug: Prevention and Intervention	3

**REQUIRED FIELD WORK COURSES:** Prior to field work courses, students must complete HUMSV 181. Prior to field work, it is recommended that students complete three courses from: HUMSV 179, 182, 186, 188, and 190.

**THE FOLLOWING THREE COURSES ARE TO BE TAKEN CONCURRENTLY:**

		<b>Units</b>
HUMSV 183	Alcohol/Drug: Counseling I	3
HUMSV 197A	Alcohol/Drug: Intern Seminar I	1
HUMSV 198A	Alcohol/Drug: Field Work I	2

**THE FOLLOWING THREE COURSES ARE TO BE TAKEN CONCURRENTLY:**

		<b>Units</b>
HUMSV 184	Alcohol/Drug: Counseling II	3
HUMSV 197B	Alcohol/Drug: Intern Seminar II	1
HUMSV 198B	Alcohol/Drug: Field Work II	2

**REQUIRED GENERAL EDUCATION COURSES:**

		<b>Units</b>
COMMST 100	Elements of Public Speaking	3
	<b>or</b>	
COMMST 100H	Elements of Public Speaking - <b>Honors</b>	3
ENGL 015	Preparation for College Writing	4
	<b>or</b>	
ENGL 101	Freshman Composition	4
	<b>or</b>	
ENGL 101H	Freshman Composition- <b>Honors</b>	4
PSYCH 100	General Psychology	3
	<b>or</b>	
PSYCH 100H	General Psychology - <b>Honors</b>	3
SOC 100	Introduction to Sociology	3
	<b>or</b>	
SOC 100H	Introduction to Sociology - <b>Honors</b>	3

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**Total Units** **46**

This is a Gainful Employment Program

**Rationale:** Content review

**Effective:** FA14

Curriculum Meetings: 03-11-13; 04-01-13

Conjoint Meeting: 04-12-13

Board of Trustees Meeting: May 9, 2013

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: May 9, 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**  
**May 9, 2013**

**CHC GENERAL EDUCATION**

**A. Natural Sciences**

ADD:            ASTRON 150H  
                  BIOL 130H  
                  GEOG 111H  
                  PHYSIC 250, 251, 252

**B. Social and Behavioral Sciences**

ADD:            ANTHRO 102H, 106H  
                  POLIT 100H

DELETE:        HIST 164  
                  PSYCH 112, 113, 116, 150

**C. Humanities and Fine Arts**

ADD:            FRENCH 103, 104  
                  RELIG 100H

DELETE:        HIST 164

**D3. Quantitative Reasoning**

ADD:            CSCI 200  
                  MATH 200

**E. Health and Wellness**

ADD:            HEALTH 263H

**F1. Diversity and Multiculturalism**

ADD:            FRENCH 103, 104

DELETE:        PSYCH 116, 150

**F2. American Heritage**

ADD:            POLIT 100H

**Effective: FA13**

**Rationale:** Curriculum update

## IGETC (CSU and UC General Education)

**Legend:**  
N = Not Approved

### ONLINE SERVICES FOR CURRICULUM AND ARTICULATION REVIEW IGETC Decisions For Campus

Page 1 of 5  
29 March 2013

Institution Name	Course Name	Course Title	Cross Listed Courses	Area Proposed	Area Accepted	Date Accepted	Date Removed	Notes
Crafton Hills College	ANTHRO 102H	Cultural Anthropology - Honors		4A	4A	F12		
	ANTHRO 106H	Biological Anthropology - Honors		4A 5B	4A 5B	F12 F12		
	ASTRON 150H	Introduction to Astronomy - Honors		5A	5A	F12		
	BIOL 130H	Cell and Molecular Biology - Honors		5B 5C	5B 5C	F12 F12		This course is approved for IGETC Area 5B and 5C. It is requested that outlines delineate and separate the lecture and lab content to assist reviewers in making appropriate determinations.

**Legend:**  
N = Not Approved

### ONLINE SERVICES FOR CURRICULUM AND ARTICULATION REVIEW IGETC Decisions For Campus

Page 2 of 5  
29 March 2013

Institution Name	Course Name	Course Title	Cross Listed Courses	Area Proposed	Area Accepted	Date Accepted	Date Removed	Notes
	CSCI 200	Discrete Structures	MATH 200	2A	2A	F12		
	FRENCH 103	College French III		3B	3B	F12		This course is approved as proposed. The campus is requested to submit outlines with the topics written in English.
			6A	6A	F12			
	FRENCH 104	College French IV		3B	3B	F12		This course is approved as proposed. The campus is requested to submit outlines with the topics written in English.
			6A	6A	F12			
	GEOG 111H	Physical Geography Laboratory - Honors		5C	5C	F12		This stand-alone laboratory course is accepted in IGETC Area 5C because it is associated with the corequisite IGETC 5A lecture course. It is denied for IGETC Area 5A.
			5A	NO				

Curriculum Meeting: 04/22/13  
 Conjoint Meeting: 04/23/13  
 Board of Trustees Meeting: 05/09/13  
 3 of 8

Legend:  
N = Not Approved

ONLINE SERVICES FOR CURRICULUM AND ARTICULATION REVIEW

IGETC Decisions For Campus

Page 3 of 5  
29 March 2013

Institution Name	Course Name	Course Title	Cross Listed Courses	Area Proposed	Area Accepted	Date Accepted	Date Removed	Notes
	GEOL 150H	Geology and the Environment - Honors		5A	5A	F12		
	PHYSIC 250	College Physics I		5A 5C	5A 5C	F12 F12		Laboratory activities should be listed separately and clearly distinguished from lecture topics in the course outline.
	PHYSIC 251	College Physics II		5A 5C	5A 5C	F12 F12		Laboratory activities should be listed separately and clearly distinguished from lecture topics in the course outline.
	PHYSIC 252	College Physics III		5A 5C	5A 5C	F12 F12		Laboratory activities should be listed separately and clearly distinguished from lecture topics in the course outline.

Legend:  
N = Not Approved

ONLINE SERVICES FOR CURRICULUM AND ARTICULATION REVIEW

IGETC Decisions For Campus

Page 4 of 5  
29 March 2013

Institution Name	Course Name	Course Title	Cross Listed Courses	Area Proposed	Area Accepted	Date Accepted	Date Removed	Notes
	POLIT 100H	American Politics - Honors		4H	4H	F12		This course is accepted in IGETC Area 4H, as proposed.
	RELIG 100H	Introduction to Religious Studies - Honors		3B	3B	F12		

**GE Breadth (CSU only)**

Curriculum Meeting: 04/22/13  
 Conjoint Meeting: 04/23/13  
 Board of Trustees Meeting: 05/09/13  
 4 of 8

Legend:  
N = Not Approved

**ONLINE SERVICES FOR CURRICULUM AND ARTICULATION REVIEW**  
**CSU General Education - Breadth Decisions**

Page 1 of 4  
29 March 2013

Institution Name	Course Name	Course Title	Cross Listed Courses	Area Proposed	Area Accepted	Date Accepted	Date Removed	Notes
Crafton Hills College	ANTHRO 102H	Cultural Anthropology - Honors		D1	D1	F12		
	ANTHRO 106H	Biological Anthropology - Honors		B2 D1	B2 D1	F12 F12		
	ASTRON 150H	Introduction to Astronomy - Honors		B1	B1	F12		
	BIOL 130H	Cell and Molecular Biology - Honors		B2 B3	B2 B3	F12 F12		This course is approved for CSU GE Area B2 and B3. It is requested that outlines delineate and separate the lecture and lab content to assist reviewers in making appropriate determinations.
	CSCI 200	Discrete Structures	MATH 200	B4	B4	F12		

Legend:  
N = Not Approved

## ONLINE SERVICES FOR CURRICULUM AND ARTICULATION REVIEW

### CSU General Education - Breadth Decisions

Page 2 of 4  
29 March 2013

Institution Name	Course Name	Course Title	Cross Listed Courses	Area Proposed	Area Accepted	Date Accepted	Date Removed	Notes
Crafton Hills College	FRENCH 103	College French III		C2	C2	F12		This course is approved as proposed. The campus is requested to submit outlines with the topics written in English.
	FRENCH 104	College French IV		C2	C2	F12		This course is approved as proposed. The campus is requested to submit outlines with the topics written in English.
	GEOG 111H	Physical Geography Laboratory - Honors		B3 B1	B3 NO	F12		This stand-alone laboratory course is accepted in CSU GE Area B3 because it is associated with the corequisite CSU GE Area B1 lecture course. It is denied for CSU GE Area B1.
	GEOL 150H	Geology and the Environment - Honors		B1	B1	F12		
	HEALTH 263H	Nutrition and Health - Honors		E	NO			As described in this outline, the course does not integrate psychological, sociological, and physiological content to a sufficient extent to qualify for CSU GE Area E.

Legend:  
N = Not Approved

**ONLINE SERVICES FOR CURRICULUM AND ARTICULATION REVIEW**  
**CSU General Education - Breadth Decisions**

Page 3 of 4  
29 March 2013

Institution Name	Course Name	Course Title	Cross Listed Courses	Area Proposed	Area Accepted	Date Accepted	Date Removed	Notes
Crafton Hills College	PE 200	Introduction to Kinesiology		E	E	F12		
	PHYSIC 250	College Physics I		B1	B1	F12		Laboratory activities should be listed separately and clearly distinguished from lecture topics in the course outline.
				B3	B3	F12		
	PHYSIC 251	College Physics II		B1	B1	F12		Laboratory activities should be listed separately and clearly distinguished from lecture topics in the course outline.
				B3	B3	F12		
PHYSIC 252	College Physics III		B1	B1	F12		Laboratory activities should be listed separately and clearly distinguished from lecture topics in the course outline.	
			B3	B3	F12			
POLIT 100H	American Politics - Honors		D8	D8	F12		This course is accepted in CSU GE Area D8, as proposed.	

Legend:  
N = Not Approved

**ONLINE SERVICES FOR CURRICULUM AND ARTICULATION REVIEW**  
**CSU General Education - Breadth Decisions**

Page 4 of 4  
29 March 2013

Institution Name	Course Name	Course Title	Cross Listed Courses	Area Proposed	Area Accepted	Date Accepted	Date Removed	Notes
Crafton Hills College	RELIG 100H	Introduction to Religious Studies - Honors		C2	C2	F12		



## American Institutions (CSU only)

Legend:  
N = Not Approved

### ONLINE SERVICES FOR CURRICULUM AND ARTICULATION REVIEW CSU American Institution Decisions For Campus

Page 1 of 2  
29 March 2013

Institution Name	Course Name	Course Title	Area Proposed	Area Accepted	Date Accepted	Date Removed	Notes
Crafton Hills College	POLIT 100H	American Politics - Honors	US-3 US-2	NO US-2		F12	This course does not address the topics for the U.S. Constitution as required for US-2. This course does not address the California constitution nor the nature and processes of California state and local governments. There is no cited book to cover California governmental structure. The campus is urged to review CSU EO 1061 to understand the criteria.

#### ONLINE SERVICES FOR CURRICULUM AND ARTICULATION REVIEW 2012-2013 off-OSCAR Review Reports to Community College Campuses

Institution	Course	Area/Term Proposed	Submission Date	Area Accepted	Term Accepted	Notes
Crafton Hills	SPEECH 120	3A, C1/F13	1/22/2013	3A C1	N N	This course is not accepted for CSU GE Area C1 or IGETC Area 3A. This outline indicates a strong focus on technical and performance skills. It does not appear to contribute to a broader contextual understanding of how the arts are connected to cultural and social issues.
Crafton Hills	SPEECH 120H	3A, C1/F13	1/22/2013	3A C1	N N	This course is not accepted for CSU GE Area C1 or IGETC Area 3A. This outline indicates a strong focus on technical and performance skills. It does not appear to contribute to a broader contextual understanding how the arts are connected to cultural and social issues.

**Effective: FA13**

**Rationale:** Courses recommended for approval in California's patterns of general education in the CSU and UC systems

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: May 9, 2013

SUBJECT: Consideration of Approval of Classified Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Jennifer Rodrick, Secretary II, Criminal Justice Department, SBVC.

OVERVIEW

Jennifer Rodrick, Secretary II, SBVC, full-time, 12-month position, Classified Salary Schedule, Range 33, Step A, \$2,961.00 per month, effective May 28, 2013. Replacing Amanda Moody.

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: May 9, 2013

SUBJECT: Consideration of Approval of Revised Retirement Date for Classified Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised retirement date for Brian Mullgrav, Admissions & Records Specialist, SBVC.

OVERVIEW

Brian Mullgrav, Admissions & Records Specialist, SBVC, disability retirement effective March 27, 2013. Last day of employment was March 26, 2013.

ANALYSIS

Brian Mullgrav, previously submitted his letter of retirement with an effective date of May 9, 2013. Since that time he received notification from CalPERS that his application for disability retirement was approved effective March 27, 2013.

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: May 9, 2013

SUBJECT: Consideration of Approval of Increase in Contract for Classified Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the increase in contract for Monique Marrujo, Student Services Technician I, CHC.

OVERVIEW

Monique Marrujo, Student Services Technician I, CHC, full-time position, Classified Salary Schedule, Range 30, Step A, \$2750 per month effective April 1, 2013.

ANALYSIS

Monique Marrujo is a Student Services Technician I, in the Office of EOPS/CARE at CHC working .475% of full time. The college recommended that her contract be increased to full-time (100%) effective April 1, 2013.

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: May 9, 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**

**May 9, 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>
Alves, Elmano M	Professional Development Center	DIST	Workforce Development/ PDC Trainer	5/13/13	6/30/13	\$75.00
Annema, Steven H	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/1/13	6/30/13	\$40.00
Beck, John W	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/1/13	6/30/13	\$40.00
Cervantes, Marta L	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/1/13	6/30/13	\$40.00
Chamberlin, Dana A	Disabled Student Programs & Services	SBVC	Interpreting / Transliterating Level III	5/10/13	6/30/13	\$18.00
Collins, Katie Lynn	Disabled Student Programs & Services	SBVC	Interpreting / Transliterating Level III	5/10/13	6/30/13	\$18.00
Conway, Thomas W	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/1/13	6/30/13	\$40.00
Crawford, Helen M	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/1/13	6/30/13	\$40.00
Denlinger, Adam	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/1/13	6/30/13	\$40.00
Elliott-Hora, Mary E	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/1/13	6/30/13	\$40.00
Groff, Rick	Fire Technology Program	CHC	Fire Tech Specialist/ Tactical Officer/ Safety Officer	5/31/13	6/30/13	\$30 / \$23 / \$22.50

Henry, Dennis C	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/1/13	6/30/13	\$40.00
Hlemstra, Rachel A	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/1/13	6/30/13	\$40.00
Konrad, Josef	Fire Technology Program	CHC	Fire Tech Specialist/ Tactical Officer/ Safety Officer	5/10/13	6/30/13	\$30 / \$23 / \$22.50
Kwinn, Tamara M	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/1/13	6/30/13	\$40.00
Lizama, Dennisse	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/1/13	6/30/13	\$40.00
Long, Brandie	Public Safety & Emergency Services	CHC	Lab Instr / Primary Instr / EMS Specialist	5/10/13	6/30/13	\$20 / \$25 / \$30.00
Martin, Lisa Michele	Counseling	CHC	Counseling Trainee	5/13/13	6/30/13	\$12.00
McKee-Stickel, Jennifer C	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/1/13	6/30/13	\$40.00
Moreno, Christine	KVCR	DIST	TV Closed Captioning	5/10/13	6/30/13	\$12.00
Nottingham, Amy L	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/1/13	6/30/13	\$40.00
Pilz, Anke	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/1/13	6/30/13	\$40.00
Rehage, Rachael A	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/1/13	6/30/13	\$40.00
Sander, Lisa S	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/1/13	6/30/13	\$40.00
Smith, Nathan A	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/1/13	6/30/13	\$40.00

Solometo, Richard	Fire Technology Program	CHC	Fire Tech Specialist/ Tactical Officer/ Safety Officer	5/31/13	6/30/13	\$30 / \$23 / \$22.50
Turner, Nancy J	Disabled Student Programs & Services	SBVC	Interpreting / Transliterating Level I	5/10/13	6/30/13	\$24.00
Underhill, Brittany	Disabled Student Programs & Services	SBVC	Interpreting / Transliterating Level IV	5/10/13	6/30/13	\$15.00
Zunie, Joshua	FNX	DIST	Content Specialist	5/10/13	6/30/13	\$40.00

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

Day, Ruth	Professional Development Center	DIST	Workforce Development/ PDC Trainer	3/11/13	6/30/13	\$40.00
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT						
Short-Term Hourly Employees						
May 9, 2013						
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Bakhsh, Iqra Allah	STEM Pathways Grant	CHC	Tutor II	5/13/13	6/30/13	\$11.00



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**Substitute Employees**

**May 9, 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>
Ballew, Erica S	Custodial	SBVC	Custodian	4/1/13	6/1/13	14.68/Day 15.05/Swing
Batana, Guadalupe	Child Development Center	SBVC	Child Development Assistant	3/27/13	5/27/13	\$12.35
Carnero, Viviana L	Custodial	SBVC	Custodian	3/28/13	5/28/13	14.68/Day 15.05/Swing
Chaves, Isidro	Custodial	CHC	Custodian	2/26/13	4/26/13	14.68/Day 15.05/Swing
Diaz, Guadalupe P	Child Development Center	SBVC	Clerical Assistant I	4/12/13	6/12/13	\$12.65
Fierro, Dorothy N	Arts and Humanities	SBVC	Administrative Secretary	4/22/13	5/22/13	\$18.78
Glazatov, Trelisa	Distributed Education	DIST	Instructional Support Specialist	2/12/13	4/12/13	\$28.59
Glazatov, Trelisa	Distributed Education	DIST	Instructional Support Specialist	4/13/13	4/28/13	\$28.59
Jackson, Rayshana	Administrative Services	SBVC	Mail Clerk	6/23/13	6/30/13	\$13.97
Johnson, Daniel	Custodial	CHC	Custodian	3/7/13	4/7/13	14.68/Day 15.05/Swing
Jones, Terrel	Custodial	SBVC	Custodian	5/11/13	6/30/13	14.68/Day 15.05/Swing
Kemp, William	Custodial	SBVC	Custodian	4/19/13	6/19/13	14.68/Day 15.05/Swing
Lopez, Richard E	Custodial	CHC	Custodian	4/3/13	6/3/13	14.68/Day 15.05/Swing
Luther, Lorie	Child Development Center	CHC	Child Development Assistant	2/15/13	4/15/13	\$12.35
Quadri, Samina	Child Development Center	CHC	Child Development Assistant	2/15/13	4/15/13	\$12.35
Reynolds, Valen L	Food Service	SBVC	Food Service Worker	6/18/13	6/30/13	\$11.75
Rodriguez, Victoria	Custodial	SBVC	Custodian	3/28/13	5/28/13	14.68/Day 15.05/Swing

Rosales Jr., Manuel	KVCR	DIST	Broadcast Operator	4/22/13	6/22/13	\$19.25
Rykbos, Tiffany R	Food Service	SBVC	Food Service Worker	6/18/13	6/30/13	\$11.75
Sampson, Blanca O	Child Development Center	CHC	Child Development Teacher	2/2/13	4/2/13	\$17.76
Sampson, Blanca O	Child Development Center	CHC	Child Development Teacher	4/3/13	6/3/13	\$17.76
Sampson, Blanca O	Child Development Center	CHC	Child Development Assistant	3/3/13	5/3/13	\$12.35
Sanchez, Mark C	Custodial	SBVC	Custodian	3/27/13	5/27/13	14.68/Day 15.05/Swing
Scudder, Robert	Distributed Education	DIST	Instructional Technology Support Specialist	4/13/13	6/12/13	\$28.59
Smith, Sally	Payroll	DIST	Account Clerk II	4/5/13	6/5/13	\$15.81
St. Jean, Cyndie	Grant & Resource Development	SBVC	Secretary II	5/30/13	6/30/13	\$17.02
Trujillo, Karla	Human Resources	DIST	HR Technician	5/13/13	6/30/13	\$20.24
Wallace, Melinda Y	Child Development Center	CHC	Child Development Teacher	2/2/13	4/2/13	\$17.76
Wallace, Melinda Y	Child Development Center	CHC	Child Development Teacher	4/3/13	6/3/13	\$17.76
Wallace, Melinda Y	Child Development Center	CHC	Child Development Assistant	2/2/13	4/2/13	\$12.35
Zapien, Lorena	Human Resources	DIST	Clerical Assistant II	5/5/13	6/30/13	\$13.97

<b>Amend Board of April 11, 2013 to read as follows; Site submitted incorrect dates</b>						
St. Jean, Cyndie	Grant & Resource Development	SBVC	Secretary II	3/29/13	5/29/13	\$17.02

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  
Dr. Gloria Fisher, Interim President, SBVC

DATE: May 9, 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 & 2013-2014 academic years.

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 and 2013-2014 academic years.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2012-2013 & 2013-2014 budget.

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

NAME	DISCIPLINE
Adler, Dawn	Physical Education
Al-Husseini, Maha	Computer Information Technology
Alexander, Horace	English
Allen Roper, Carolyn D.	Reading & Study Skills
Alvarez, Vicente	Mathematics
Anemelu, Victoria	Mathematics
Ariza, Ernest	Water Supply Technology
Ashford, Wesley	Physical Education
Assumma, Michael	Business Administration
Au, Algie	Biology
Avelar, Amy	Chemistry
Bahk, Sarah	Mathematics
Bastedo, David M.	Biology
Batalo, Manuela	Art
Becker, Paul	Psychiatric Technology
Blumenthal, Kenneth	Physical Education
Boccumini, Paul	Psychology
Bodnar, William	Automotive
Brewer, Quincy	Physical Education
Briggs, Stephanie	Mathematics
Brown, Joshua	Physical Education
Burnham, Lorrie A.	Biology
Calderon, Colleen	History
Caldwell-Betties, Melita	Water Supply Technology
Chang, Wenli	Mathematics
Chen, Hsu-Chia	Mathematics
Chitrathorn, Puttachart	Nursing
Courts, Janet M.	Accounting
Crebbin, Susan	Physical Education
Curasi, Gina	Student Development
Demsky, Jeffrey	History
Downey, Jennifer R.	Psychology
Dulgeroff, James E.	Economics
Dunn, Natalia	Chemistry
Dusick, Diane M.	Radio, Television & Film
Emerson, Kevin	Physical Education
Engstrom, Vanessa	Geography
Etherton, Debra	Psychiatric Technology
Fender, Rochelle	Nursing
Ferri-Milligan, Paula	English
Fossum, Louis	Theater Arts
Free, Sheela	English
Gilbert, Jeremiah	Mathematics

<b>Gomez, Edward</b>	History
<b>Gordon, Aleida</b>	Food and Nutrition
<b>Hadden, Jay</b>	Anthropology
<b>Hauge, Kristin</b>	Physical Education
<b>Hayes, Shonia</b>	Chemistry
<b>Hector, Leticia</b>	Speech
<b>Heibel, Todd</b>	Geography
<b>Henkle, Lisa</b>	Political Science
<b>Holstrom, Geoffrey</b>	Physics
<b>Hullings, Ginger</b>	Nursing
<b>Jackson, Dennis</b>	Psychiatric Technology
<b>Jackson, Julius</b>	Philosophy
<b>Jacobo, Magdalena</b>	Reading & Study Skills
<b>Jakpor, Riase</b>	Political Science
<b>Jefferson, Kimberly</b>	Reading & Study Skills
<b>Jenkins, Theodore</b>	Mathematics
<b>Jones, Edward</b>	English
<b>Kanawati, Moustafa</b>	Mathematics
<b>King, Melissa</b>	Anthropology
<b>Klingstrand, Marianne</b>	Psychiatric Technology
<b>Knight, Denise</b>	Child Development
<b>Lamore, Joel</b>	English
<b>Lavruk, Alexander</b>	Music
<b>Lawton, Phillip</b>	Refrigeration/Air Conditioning
<b>Le, Tom</b>	Mathematics
<b>Lee, Chongui Keith</b>	Mathematics
<b>Leighton, Nita</b>	Electricity/Electronics
<b>Lillard, Sheri</b>	Chemistry
<b>Litel, Gerald S.</b>	Accounting
<b>Loera, Manuel M.</b>	Automotive
<b>Lopez, Alma G.</b>	English
<b>Lopez, Leonard</b>	Philosophy
<b>Lysak, Michael J.</b>	Physics
<b>Marquis, Jeanne</b>	Student Development
<b>Marrs, Tracy</b>	Reading & Study Skills
<b>Mattson, Susan</b>	Speech
<b>Maurizi, Tamara</b>	Nursing
<b>Meech, Patrick</b>	Physical Education
<b>Melancon, Berchman</b>	Diesel
<b>Metu, Reginald</b>	Computer Information Technology
<b>Meyer, Stacy</b>	Culinary Arts
<b>Moneymaker, Melinda</b>	Human Services
<b>Murillo, Joan</b>	Biology
<b>Notarangelo, Joseph</b>	English
<b>Obien, Lorna M.</b>	Mathematics
<b>Ogbuchiekwe, Edmund</b>	Geography
<b>Orton, Renee</b>	Speech
<b>Perez, Edward R.</b>	English
<b>Perkins, Leo</b>	Political Science
<b>Phillips, Anthony W.</b>	Psychiatric Technology
<b>Pielke, Janet</b>	Sociology

<b>Pires, Romana</b>	Sociology
<b>Powell, Michael L.</b>	Physical Education
<b>Rahbarnia, Shohreh</b>	Chemistry
<b>Ramirez, Richard</b>	Automotive
<b>Rath, Carolyn</b>	Geology
<b>Recinos, Jose</b>	Modern Languages
<b>Reid, Zadock</b>	Mathematics
<b>Rihan, Basemeh</b>	Speech
<b>Rivas, Karla</b>	Mathematics
<b>Robinson, James</b>	Human Services
<b>Rosales, David C.</b>	Art
<b>Rossman, Patricia</b>	Physical Education
<b>Rounds, Michael</b>	History
<b>Rulien Kennedy, Lisa</b>	Political Science
<b>Saad, Nancy</b>	Biology
<b>Sadler, Roger</b>	Biology
<b>Sanker, Eddie</b>	Welding Technology
<b>Scalisi, Carlos R.</b>	Political Science
<b>Schmidt, Lisa</b>	Physical Science
<b>Scully, Mathew</b>	Music
<b>Smith, David</b>	Mathematics
<b>Smith, James</b>	Political Science
<b>Sobhanian, Soha</b>	Biology
<b>Sogomonian, Nori</b>	Modern Languages
<b>Stauble, Vernon</b>	Business Administration
<b>Stewart, James</b>	Art
<b>Strom, Brian</b>	Modern Languages
<b>Strong, Teri</b>	Mathematics
<b>Ting, Lycretia</b>	Mathematics
<b>Tolstova, Anna</b>	Mathematics
<b>Torrez, Michael</b>	Chemistry
<b>Udupa, Srikrishna K.</b>	Mathematics
<b>Valcarcel, David</b>	Music
<b>Valdez, Maria</b>	Psychiatric Technology
<b>Valle, Samuel</b>	Electricity/Electronics
<b>Vasquez, Mary Lou C.</b>	Computer Information Technology
<b>Vazquez-Celaya, Sandra</b>	Mathematics
<b>Wiley, Mark</b>	Water Supply Technology
<b>Wilhite, Charles</b>	Administration of Justice
<b>Wilhite, Cynthia</b>	Human Services
<b>Williams, Mark</b>	Automotive
<b>Wong, Jan</b>	Modern Languages
<b>Yarnelle, E.</b>	Psychology
<b>Zabala, Micheal</b>	Inspection Technology
<b>Zografos, Peter</b>	Psychiatric Technology

**Crafton Hills College  
Adjunct & Substitute Academic Employees  
Summer 2013**

<b>NAME</b>	<b>DISCIPLINE</b>
<b>Antone, Letitia</b>	Counselor
<b>Bedoya, Rosemary</b>	Counselor, College Life
<b>Bell, Judith</b>	Campus Nurse
<b>Bell, Reynaldo</b>	Respiratory Care
<b>Bishop, Robin</b>	Emergency Medical Services
<b>Bedoya, Rosemary</b>	Counselor, College Life
<b>Boebinger, Kelly</b>	Chemistry
<b>Bogh, Debbie</b>	Counselor, Personal Career Development
<b>Booth, Marsha</b>	Campus Nurse
<b>Bryson, Kenneth</b>	Respiratory Care
<b>Burns-Peters, Davena</b>	American Sign Language
<b>Camp, Brad</b>	Counselor, Personal Career Development
<b>Chapman, Dee</b>	Counselor
<b>Chase, Kristina</b>	Campus Nurse
<b>Chavira, Rejoice</b>	Counselor, Personal Career Development
<b>Chaks, Leslie</b>	Learning Disabilities Specialist
<b>Clarke, Sally</b>	Computer Information Systems
<b>Colvey, Kirsten</b>	Counselor, Personal Career Development
<b>Contreras, Amber</b>	Respiratory Care
<b>Costello, Gerarda</b>	History
<b>Craw, Hillary</b>	Counselor, College Life
<b>Crow, Kathryn</b>	Emergency Medical Services
<b>Cummings, Lou'Rie</b>	Counselor, College Life
<b>Davis, Joyce</b>	Librarian
<b>Dial, Troylynn</b>	Counselor, College Life, Personal Career Development
<b>Donnhauser, Marc</b>	Counselor
<b>Douthit, Milly</b>	Counselor, Learning Resources, Personal Career Devel
<b>Elliott, Verlingia</b>	Librarian
<b>Estrada, Laura</b>	Campus Nurse
<b>Estus, Steven</b>	English
<b>Firtha, Farah</b>	Chemistry
<b>Franklin, Bradley</b>	Respiratory Care
<b>Fry, Maureen</b>	Counselor, Learning Disabilities Spec, Learning Resources
<b>Garcia, Claudia</b>	Counselor
<b>Garcia, Eddie</b>	Counselor
<b>Garcia, Maria</b>	Campus Nurse
<b>Gilbert, Laurie</b>	Campus Nurse
<b>Gist, John</b>	Counselor, College Life, Personal Career Development
<b>Griffith, Barbara</b>	Counselor, College Life
<b>Hamlett, Cynthia</b>	English
<b>Harmoush, Mahmoud</b>	Arabic
<b>Hawkins, John</b>	Counselor
<b>Hellerman, Steven</b>	Political Science

<b>Horn, Chuck</b>	Counselor
<b>Johns, Karl</b>	Librarian
<b>Kapoor, Anil</b>	Microbiology
<b>Kelsey, David</b>	Philosophy
<b>Knudsen, Arin</b>	Counselor
<b>Lakatos, Catherine</b>	Counselor
<b>Ledoux, Janine</b>	Physical Education
<b>Lee, Young Pyo</b>	Learning Disabilities Specialist
<b>Licerio, Marty</b>	Counselor
<b>Madrigan, Javier</b>	Counselor
<b>Mansourian, Farhad</b>	Economics
<b>McAtee, Robert</b>	Counselor, Personal Career Development
<b>McCambly, Jessica</b>	Art
<b>McConnell, Mark</b>	Music
<b>McCool, Karen</b>	Librarian
<b>McKee, Julie</b>	Sociology
<b>Molino, Gloria</b>	Counselor
<b>Moreno, Mariana</b>	Counselor, Personal Career Development
<b>Musch, German</b>	Anatomy
<b>Newson, Helen</b>	Nurse Practitioner
<b>Nguyen, Khanhvy</b>	Counselor
<b>Papas, Constantine</b>	English
<b>Pfahler, Diane</b>	Psychology
<b>Phillips, Jasmine</b>	Counselor
<b>Purves, Dianne</b>	Biology
<b>Rivera, Ernesto</b>	Personal Career Development
<b>Ruiz, Sabrina</b>	Librarian
<b>Saldana, Katherine</b>	Counselor
<b>Sanchez, Paul</b>	Librarian
<b>Schoenfeld, Racquel</b>	Counselor
<b>Schwartz, Christine</b>	Librarian
<b>Shacklett, Todd</b>	Librarian
<b>Sheahan, Michael</b>	Respiratory Care
<b>Shum, Cindy</b>	Counselor
<b>Singh, Manika</b>	Counselor, Personal Career Development
<b>Slota, Daniel</b>	Librarian
<b>Smith, Alexandria</b>	Counselor
<b>Snow, Stephen</b>	History
<b>Sternard, Evan</b>	Counselor, College Life, Personal Career Development
<b>Swanson, William</b>	English
<b>Thurston, Omyia</b>	Counselor
<b>Tillman, Susan</b>	Counselor, Learning Disabilities Specialist
<b>Townsend, Melody</b>	Librarian
<b>Truong, Sam</b>	Anatomy
<b>Urbanovich, James</b>	Communication Studies
<b>Walter, Michael</b>	Computer Information Systems
<b>Washburn, Ben</b>	Counselor, College Life
<b>Williams, Gary</b>	College Life, Psychology
<b>Williams, Lorry</b>	Librarian
<b>Wilson, Debra</b>	Counselor, College Life, Personal Career Development
<b>Xayaphanthong, Soutsakhone</b>	Counselor, Personal Career Development



**Crafton Hills College  
Adjunct & Substitute Academic Employees  
Spring 2013**

**Ratification is being requested because of the resignation of the evening part-time librarian. In order to provide services at our current level, the following librarians worked prior to the May Board meeting.**

McCool, Karen  
Slota, Daniel

Librarian  
Librarian

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  
Dr. Gloria Fisher, Interim President, SBVC

DATE: May 9, 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  
May 9, 2013

**Barrios, Mary Beth**, Adjunct Counselor, Counseling Department, 5/10/2013--6/30/2013, not to exceed 23 hours per spring semester, at \$43.16 per hour.

**Beebe, Yvonne**, facilitate pre-assessment Math workshops, 5-10-13 to 5-24-13, not to exceed 23 hours at \$43.16 per hour.

**Jackson, Julius**, to update substantive change proposal for ACCJC (Accrediting Commission for Community and Junior Colleges) to include probable distance education delivery methods for programs, degrees and certificates, 5-10-13 to 6-30-13, not to exceed 30 hours at \$43.16 per hour.

**Jacobo, Magdalena**, to develop a pre-assessment workshop to address the goal of improving assessment and placement for incoming students, 5-10-13 to 6-30-13, not to exceed 40 hours at \$43.16 per hour.

**Maestre, Joanne**, to provide adequate hours of service in both the Reading Lab and Writing Center for the summer months, 5-10-13 to 6-30-13, not to exceed 100 hours at \$43.16 per hour.

**Crafton Hills College  
Non Instructional Pay  
Summer 2013**

**Andrews, Breanna,** Update and gain approval of high school and ROP articulation agreements, \$500.00 stipend per agreement, total amount not to exceed \$1,500.00 to be paid through the CTE Transitions Grant, 05/10/13 – 06/30/13

**Floerke, Jennifer,** Honors Coordinator, \$43.16 per hour not to exceed 69.5 hours, 05/28/13 – 08/16/13

**Franklin, Brad,** Update and gain approval of high school and ROP articulation agreements, \$500.00 stipend per agreement, total amount not to exceed \$2,000.00 to be paid through the CTE Transitions Grant, 05/10/13 – 06/30/13

**Jones, JoAnn,** Update and gain approval of high school and ROP articulation agreements, \$500.00 stipend per agreement, total amount not to exceed \$1,500.00 to be paid through the CTE Transitions Grant, 05/10/13 – 06/30/13

**Koeper, Terry,** Update and gain approval of high school and ROP articulation agreements, \$500.00 stipend per agreement, total amount not to exceed \$1,500.00 to be paid through the CTE Transitions Grant, 05/10/13 – 06/30/13

**Ratification**

**Cannon, Judy,** Left Lane Project Learning Communities Stipend, \$600.00, 01/14/13-05/23/13.

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: May 9, 2013

SUBJECT: Consideration of Ratification of Unpaid Acute Bereavement Leave

RECOMMENDATION

It is recommended that the Board of Trustees ratify an unpaid acute bereavement leave for Snezana Petrovic, Professor of Arts, CHC.

OVERVIEW

Snezana Petrovic, unpaid acute bereavement leave effective April 2, 2013 through May 31, 2013.

ANALYSIS

Acute bereavement leave is a type of additional bereavement beyond the normal leave and may be granted within the sole discretion of the District per Article 18, Section G (6) of the CTA Agreement.

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: Dr. Gloria Fisher, Interim President, SBVC

DATE: May 9, 2013

SUBJECT: Consideration of Approval of First to Second Year Probationary Status for  
Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve first to second year probationary status for Sandra Burns, Nursing Instructor, SBVC.

OVERVIEW

Sandra Burns, Nursing Instructor, SBVC, has been recommended to enter into a first to second year probationary status.

ANALYSIS

The Board of Trustees regularly grants one-year contracts to first year contract employees and two-year contracts to second year faculty per AB-1725.

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: May 9, 2013  
SUBJECT: Consideration of Approval of Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Christina Bradley, RTF (Responsive Training Fund) Grant Administrator, PDC.

OVERVIEW

Christina Bradley, RTF Grant Administrator, PDC, full-time, 12-month position, Management Salary Schedule Range 3, Step A, \$3,830 per month, effective April 1, 2013. 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

Categorically funded position. Funding is contingent on the life of the 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: May 9, 2013

SUBJECT: Consideration of Approval of Interim Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Dr. Gloria Fisher, Interim President, SBVC.

OVERVIEW

Dr. Gloria Fisher, Interim President, SBVC, Management Salary Schedule, Range 26, Step C, \$12,972 per month, plus doctorate stipend, full-time, 12-month position, effective April 11, 2013. Replacement for Glen Kuck.

ANALYSIS

Dr. Gloria Fisher will assume the assignment of Interim President, SBVC, until the position is filled on a permanent basis. She will also continue to serve as Vice President, Student Services, 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: May 9, 2013

SUBJECT: Consideration of Approval of Reassignment of Management Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the reassignment of Glen Kuck to his previous position of Associate Vice Chancellor, Technology & Educational Support Services, District, and Donna Hoffmann to the position of Director of Marketing & Public Relations, CHC.

OVERVIEW

Glen Kuck, Associate Vice Chancellor, Technology & Educational Support Services, District, effective April 11, 2013.

Donna Hoffmann, Director of Marketing & Public Relations, CHC, effective July 1, 2013, Management Salary Schedule, Range 14, Step E, \$7,964 per month.

ANALYSIS

On December 13, 2012, the Board of Trustees approved Glen Kuck as Interim President, SBVC. Dr. Kuck, who is currently on a leave of absence, is unable to continue his assignment. It is, therefore, necessary to reassign him to his previous position as Associate Vice Chancellor.

Donna Hoffmann currently serves as the Director of Resource Development at SBVC. She is assuming the position of Director of Marketing & Public Relations at CHC, with a reduction in salary.

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: May 9, 2013

SUBJECT: Consideration of Approval of Management Salary Adjustment

RECOMMENDATION

It is recommended that the Board of Trustees approve the salary adjustment for Achala Chatterjee, Dean, Applied Technology, Transportation & Culinary Arts, SBVC.

OVERVIEW

Achala Chatterjee, Dean, Applied Technology, Transportation & Culinary Arts, Management Salary Schedule, Step D, \$9,680 per month retroactive to January 3, 2012 and advancement on the Management Salary Schedule, Step E, \$10,164 per month effective July 1, 2013.

ANALYSIS

Ms. Chatterjee was appointed to the position of Dean, Applied Technology, Transportation & Culinary Arts, SBVC, on January 3, 2012. At the request of Ms. Chatterjee, Human Resources conducted a review and analysis of her salary placement. It was determined that a salary adjustment is warranted.

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: May 9, 2013

SUBJECT: Consideration of Approval of Retreat Rights for Management Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve administrator retreat rights for Stephanie Briggs, HSI STEM PASS GO Project Director, SBVC, effective July 1, 2013.

OVERVIEW

Dr. Briggs has exercised her administrator retreat rights and request to be reassigned to her former Mathematics faculty position at SBVC, effective with the Fall Semester which begins on August 15, 2013.

ANALYSIS

Per Dr. Briggs' Employment Agreement, the employee shall have the right to return to her previous position under the same terms and conditions of (her) previous contract. Dr. Briggs' employment contract, which is for a period of 11 months, ends on June 30, 2013. She is retreating from her position of HSI STEM PASS GO Project Director, SBVC, to Mathematics Instructor, SBVC.

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

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

DATE: January 17, 2013

SUBJECT: Consideration of Approval of Rescission of Non-Renewal of  
Administrator Employment Contracts

RECOMMENDATION

It is recommended that the Board of Trustees rescind the notice of non-renewal of administrator employment contracts for Director, Child Development Center, SBVC, and Director, Grant Management & Development, SBVC.

OVERVIEW

Rescind Notice of Non-Renewal of Administrator Employment Contracts for:

Director, Child Development Center	ID#24796
Director, Grant Management & Development	ID#24851

ANALYSIS

On February 28, 2013, the Board of Trustees authorized the issuance of March 15<sup>th</sup> notices of non-renewal of administrator employment contracts. The employment contracts for Director, Child Development Center, SBVC, and Director, Grant Management & Development, SBVC, will be renewed for the 2013-2014 academic year.

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: May 9, 2013

SUBJECT: Consideration of Approval of Revisions to Management Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the management job description revisions to the Braille Production Manager to Braille Program Manager and E-Text Production Manager to E-Text Program Manager

OVERVIEW

The revision and retitling of the Braille Program Manager and E-Text Program Manager job description better defines the nature of work and summary description.

ANALYSIS

The revisions to the experience requirements for both management job descriptions will yield a better pool of candidates and provide a clear and more defined description.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

**E-TEXT PRODUCTION PROGRAM MANAGER**

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

*This is a categorically funded position and is contingent upon the availability of funds and the life of the grant.*

**SUMMARY DESCRIPTION**

Under the direction of the Director, Alternate Text Production Center (ATPC), the E-Text ~~Production~~ Program Manager is responsible for managing the reformatting books and other learning materials produced into accessible digital formats for students within the California Community College system. The E-Text ~~Production~~ Program Manager is also responsible for assigning and overseeing contracts with the E-Text production workforce; and coordinating the production, archiving, and timely distribution of the E-Text books for customers in the California Community College system; recruits qualified independent contractors, volunteers, and others in producing E-Text products.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Manages the E-Text production unit; provides detailed information and technical assistance to internal and external staff and customers.
2. Receive, evaluate, and oversee filling of book orders/requests; may assign book orders/requests to one or more contract transcribers; oversee timely completion of work.
3. Implement E-Text work plans to meet established ATPC goals and objectives; achieve performance standards in alignment with program objectives and available resources; develop outcome measures, success indicators, and evaluation mechanisms for the center's E-Text services and quality.
4. Oversee the development of an E-Text database to capture comprehensive client and service data; cataloging of all completed E-Text production for future use.
5. Advise/consult with California Community Colleges and "fee for service" customers on how best to serve their students with print disabilities and visually impaired students.
6. Work statewide with campus faculty, academic senates and committees, and community organizations; provide information regarding access guidelines and alternate media, and technology requirements for persons with disabilities.
7. Coordinate State Prison E-Text production units and interact with several additional prison units, including paroled inmates; develop, maintain and participate in training within the prison E-Text unit.
8. Provide work direction, guidance and training to appropriate independent contractors, volunteers, and student workers.
9. Manage and disburse funds appropriately to contractors to maximize the number of E-Text books provided.
10. Develop and periodically modify a rate schedule for E-Text production contractors.

11. Manage a “fee for service” operation to generate supplemental funding to serve additional California Community College students.
12. Develop E-Text productivity procedures for new and state of the art technology; optimize hardware and software capabilities.
13. Consult with and provide input and recommendations to ATPC Director on various ATPC matters.
14. Assist in generating reports and surveys for E-Text production.
15. Represent ATPC at or in several E-Text related/visually impaired organizations,
16. Represent ATPC at various conferences to stay abreast of new industry developments.
17. Coordinate facility design and layout of E-Text equipment; support E-Text maintenance/procurement plan for new and replacement equipment; order E-Text equipment; and troubleshoot all production equipment and materials.
18. Leads and supervises the work of employees and those involved in the E-Text production units.
19. Anticipates, prevents, and resolves difficult and sensitive inquiries, conflicts and complaints.
20. Perform related duties as assigned.

## **QUALIFICATIONS**

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

### **Knowledge of:**

Operational characteristics, services, and activities of business elements involved in creating a tangible product for a customer.

E-Text formats and various applications, software and hardware available for use by students with disabilities.

Principles, practices, and procedures involved the production process consisting of multiple components and contractors.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration, including contract management.

Principles of supervision, training, and performance management.

Pertinent federal, state, and local laws, codes, and regulations relating to disabled students programs and services.

### **Ability to:**

Oversee and participate in the management of a comprehensive production process consisting of multiple components and numerous contractors.

Coordinate various aspects to complete an entire product in a manner that meets deadlines.

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

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

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

Gather and analyze data and situations and make appropriate decisions.

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

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

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

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

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

Communicate clearly and concisely, both orally and in writing.

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

Keep abreast of current trends in E-Text technologies.

## **MINIMUM REQUIREMENTS**

### **Education/Training:**

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

### **Required Experience:**

~~Five (5) Three (3) years of electronic media experience relating to producing, reformatting, converting, and/or disseminative numerous computer file formats~~ supervisory experience in program management.

### **Desirable Experience:**

1. Experience in and familiarity with public higher education and/or serving individuals with disabilities that involve setting goals, formulating procedures, and developing plans for the implementation of a program desired.
2. ~~Management experience in time critical production environments.~~
3. Experience with alternative media for individuals with print and reading disabilities.
4. Experience with optimizing production efficiency and capacity.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

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

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

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

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

Board Approved: June 16, 2011

Revised: February 9, 2012

May 17, 2012

May 9, 2013

Range: 9



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**BRaille PRODUCTION PROGRAM MANAGER**

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

*This is a categorically funded position and is contingent upon the availability of funds and the life of the grant.*

**SUMMARY DESCRIPTION**

Under the direction of the Director, Alternate Text Production Center (ATPC), the Braille ~~Production Program~~ Manager is responsible for managing the getting books and other materials transcribed and produced the transcription and production of books and other materials into Braille format; handling and coordinating requests/orders from community colleges throughout California; assigning and overseeing the contracts with transcribers, tactile graphic specialists, proofreading, editing and production specialists, and others.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Serve as the ATPC focal point for Braille production, providing detailed information and technical assistance to internal and external staff and customers.
2. Receive, evaluate, and oversee filling of book orders/requests; may assign book orders/requests to one or more contract transcribers; oversee timely completion of work.
3. Implement Braille work plans to meet established ATPC goals and objectives; achieve performance standards in alignment with program objectives and available resources; develop outcome measures, success indicators, and evaluation mechanisms for center's Braille services and quality.
4. Assist with the development of a Braille database to capture comprehensive client and service data; cataloging of all completed Braille production for future use.
5. Advise/consult with California Community Colleges and "fee for service" customers on how best to serve their visually impaired students
6. Work statewide with campus faculty, academic senates and committees, and community organizations; provide information regarding access guidelines and alternate media, and technology requirements for persons with disabilities.
7. Coordinate State Prison Braille production units and interact with several additional prison units, including paroled inmates.
8. Operate a variety of printing, bindery and related equipment in the production of Braille and tactile diagrams; produce tactile graphics for Braille textbooks; operate computer image enhancement software.
9. Provide work direction, guidance and training to appropriate independent contractors, volunteers, and student workers.

10. Manage money allocations to contractors to maximize the number of books provided.
11. Develop and periodically modify a rate schedule for Braille production contractors
12. Manage a fee for service operation to generate supplemental funding to serve additional California community college students
13. Consult with and provide input and recommendations to ATPC Director on various ATPC matters
14. Assist in generating reports and surveys for Braille production
15. Represent ATPC at or in several Braille related/visually impaired organizations,
16. Represent ATPC at various conferences to stay abreast of new industry developments.
17. Coordinate facility design and layout of Braille equipment; support Braille maintenance/procurement plan for new and replacement equipment; order Braille equipment.
18. Perform related duties as assigned.

### **QUALIFICATIONS**

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

#### **Knowledge of:**

Principles, characteristics, services, and activities of a braille program.

Operational characteristics, services, and activities of business elements involved in creating a tangible product for a customer.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance management.

Pertinent federal, state, and local laws, codes, and regulations relating to disabled students programs and services

#### **Ability to:**

Oversee and participate in the management of a comprehensive production process consisting of multiple components and numerous contractors.

Coordinate various aspects to complete an entire product in a manner that meets deadlines.

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

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

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

Gather and analyze data and situations and make appropriate decisions.

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

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

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

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

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

Communicate clearly and concisely, both orally and in writing.

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

### **MINIMUM REQUIREMENTS**

**Education/Training:**

A Bachelor's degree from an accredited college or university

**Required Experience:**

~~Five~~ Three (3) years of service related experience with alternate media production for the visually impaired and print disabled populations supervisory experience in program management.

**Preferred Experience:**

1. Experience in and familiarity with public higher education and/or serving individuals with disabilities that involve setting goals, formulating procedures, and developing plans for the implementation of a program desired.
2. Experience with alternative media for individuals with print and reading disabilities.
3. Experience with optimizing production efficiency and capacity.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

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

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

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

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

Board Approved: June 16, 2011  
Revised: May 9, 2013  
Range: 9

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: May 9, 2013

SUBJECT: Consideration of Approval of the New Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the new management job description for Caltrans Project Administrator.

OVERVIEW

The Caltrans Project Administrator is a categorical position with Professional Development Center (PDC) and is contingent upon the availability of funds and "life of the grant".

ANALYSIS

The Caltrans Project Administrator oversees the scope of work associated with the California Department of Corrections and Rehabilitation (CDCR) contract. The Caltrans Project Administrator serves as a liaison between the PDC, the staff at the California State Re-Entry Initiative (CSRI) located in the City of San Bernardino, the vendor that will provide the work crew road services and the clients jointly receiving service through CSRI and our grant.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### CALTRANS PROJECT ADMINISTRATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class. This is a categorically funded position and is contingent upon the availability of funds and "life of the grant".*

#### **SUMMARY DESCRIPTION**

Under the direction of the Professional Development Center (PDC) Project Director, the Caltrans Project Administrator oversees the scope of work associated with the California Department of Corrections and Rehabilitation (CDCR) contract. The Caltrans Project Administrator serves as a liaison between the PDC, the staff at the California State Re-Entry Initiative (CSRI) located in the City of San Bernardino, the vendor that will provide the work crew road services and the clients jointly receiving service through CSRI and our grant.

The Caltrans program will allow recently released low level ex-offenders who are successfully participating in the core services available through the CSRI program with the opportunity to work on road crews. Two crews will be deployed each day. The Caltrans Project Administrator will primarily work at the CSRI site and will coordinate with CSRI staff, and the participants for each crew. Additionally, typical duties include tracking attendees, collecting signed rosters from work crew supervisors, processing invoices, maintaining fiscal accounts and documenting budget expenses, problem solving and preparing reports for internal audiences and external agencies as requested.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Acts as a liaison between multiple entities such as Caltrans, Department of Correction and Rehabilitation (CDCR), Cal State Re-entry Initiative (CSRI) and the PDC.
2. Oversees the coordination and documenting of the Caltrans project including tracking of the attendees participating in the program, supporting CSRI staff and monitoring all activity associated with work crew activity including maintaining accurate and complete records of work crew participants and logs of work crew subcontractors.
3. Maintains knowledge of grant contractual provisions as well as operational, financial, and related records required by the District and CDCR and prepares reports as required.
4. Prepares fiscal related documents as needed for internal audits and external grant evaluations and monitors the program budget to ensure income and expenditures are consistent with projections.
5. Manages and ensures that the program operations and activities are in compliance with applicable State regulations and District policies and procedures. Follows policies and develops procedures consistent with contract guidelines to ensure alignment with contract objectives.
6. Prepares and distributes narrative, statistical, and financial updates and verify conformance with established regulations and procedures.
7. Assists in the support of other tasks as assigned.
8. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
9. Performs related duties as required.

## **QUALIFICATIONS**

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

### **Knowledge of:**

Operational characteristics, services, and activities of the Caltrans project.  
Principles and practices of contract and project management.  
Principles and practices of program development, evaluation and administration.  
Principles and practices of budget preparation and administration.  
Principles of supervision, training, and performance evaluation. Planning, safety awareness, problem resolution, public relations and documentation of required tasks.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Principles and practices used to establish and maintain files and information retrieval systems.  
Principles and techniques used in public relations and interpersonal skills using tact, patience, and courtesy.  
English usage, grammar, spelling, punctuation, and vocabulary.  
Oral and written communication skills.  
Pertinent and applicable federal, state, and local laws, codes, rules and regulations.

### **Ability to:**

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

### **Education and Experience Guidelines**

#### **Education/Training:**

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

**Required Experience:**

Two (2) years of administrative and supervisory responsibility.

**License and Certification:**

Possession of a valid California Driver's License.

**Preferred Experience:**

1. Working experience with the parole population.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

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

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

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

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

Board Approved: May 9, 2013

Range: 4

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  
Dr. Gloria Fisher, Interim President, SBVC

DATE: May 9, 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.



**CRAFTON HILLS COLLEGE**

Volunteers

Board of Trustees Meeting: May 9, 2013

NAME	ASSIGNMENT	DATE
<b>Dulaney, Reynaldo</b>	Arts & Sciences/ASL	05/10/2013-06/04/2013
<b>El-Sherif, Tahirah</b>	Counseling	06/01/2013-08/31/2013
<b>Konrad, Josef</b>	Public Safety & Services	07/01/2013-12/31/2013
<b>Picker, Krista</b>	Arts & Sciences/ASL	05/10/2013-06/4/2013
<b>Villagomez, Elvira</b>	Arts & Sciences/ASL	05/10/2013-06/4/2013

**SAN BERNARDINO VALLEY COLLEGE**

Volunteers

Academic Year 2012-2013

May 9, 2013

NAME	ASSIGNMENT	DATE
<b>Rogers, Jr., Roy Lee</b>	Social Science/Athletics	05/10/2013-06/30/2013

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: May 9, 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 5/9/2013***

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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 Off-Campus Work Study</i></b>				
Academy of Inland Empire	(9055) Off-Campus workstudy - Student - Bowens, Billy; reimbursed at 75% of Per Hour Rate Term: 4/1/2013 - 6/30/2013 01-46-01-8120-0266-5113.00-6470 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Calworks/SBVC	\$10.00 Per Hour	SSutorus
Academy of Inland Empire	(9054) Off-Campus workstudy - Student - Zelya, Felicia; reimbursed at 75% of Per Hour Rate Term: 4/2/2013 - 6/30/2013 01-46-01-8120-0266-5113.00-6470 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Calworks/SBVC	\$10.00 Per Hour	SSutorus
US Foods	(9053) Off-Campus workstudy - Student - Baker Christina, reimbursed at 75% of Per Hour Rate Term: 4/2/2013 - 6/30/2013 01-46-01-8120-0266-5113.00-6470 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Calworks/SBCCD	\$11.00 Per Hour	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>CalWorks Off-Campus Work Study</u></b>					
<b><i>SubTotal for CalWorks Off-Campus Work Study: 3</i></b>					
<b><u>General</u></b>					
	Bangee Fleet, Inc	(9049) Rental of motorcoach for field trip to University of California at Berkeley Term: 4/19/2013 - 4/20/2013  Funding Source: Trust Account	Student Life/SBVC	\$1,955.00 ASB Trust Fund 27	SSutorus
	Capital Public Radio Network	(9051) Broadcast Affiliation Agreement - News and Information on Legislative and State Government for Broadcast on KVCR-FM Radio Term: 3/15/2013 - 6/30/2018  Funding Source: N/A	KVCR-FM/SBCCD	No Cost	SSutorus
	CCC Chancellor's Office	(9058) Pay travel expense for CCCCO Employee Scott Valverde to attend ATPC advisory committee meeting Term: 5/16/2013 - 5/16/2013 01-00-03-9020-0261-5809.00-6150 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	DETS/APTC/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>
<b><u>General</u></b>				
Developing Leaders, Inc	(8623) Provide assistance in identifying and providing grant funded training; Amendment 2- Time extension only Term: 11/1/2012 - 6/30/2013 01-00-35-8115-0476-5113.00-6840 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Federal Grant	PDC/SBCCD	\$32,400.00	SSutorus
Inland Empire Job Corps Center	(9056) MOU - To establish a work-based learning program for Job Corps participants Term: 7/1/2013 - 6/30/2014  Funding Source: N/A	Calworks/SBVC	No Cost	SSutorus
Mizutani, Mari DBA Otherwise Strings	(9050) Performance - String quartet to play for CHC 2013 Graduation Term: 5/23/2013 - 5/23/2013 01-00-02-8211-0000-5113.00-6499  Funding Source: General Funds	Student Life/CHC	\$800.00	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>					
	Napoli Italian Restaurant	(9065) Catering for Extended Opportunity Programs and Services/Disabled Student Services Advisory committee luncheon meeting Term: 5/10/2013 - 5/10/2013 01-11-02-8204-0202-5809.00-6420  01-11-02-8204-0202-5200.00-6420 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	EOPS/CHC	\$199.80	SSutorus
	Redlands, University Of	(9066) MOU - Community College partner agreement for tuition discount for SBVC and CHC students Term: 4/12/2013 - 4/12/2016  Funding Source: N/A	Student Services/SBCCD	No add cost	SSutorus
	Signature Party Rentals	(9046) Rental of staging and chairs for SBVC's 2013 Graduation Term: 5/22/2013 - 5/25/2013 01-00-01-8211-0000-5610.00-6499  Funding Source: General Funds	Student Life/SBVC	\$14,978.57	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><i>General</i></b>				
Southeast Publications USA	(8085) Printing of brochures with Crafton Hills College map; Amendment 1- to include area guides Term: 4/12/2012 - 4/11/2015  Funding Source: N/A	Administrative Services/CHC	No Cost	SSutorus
Time Warner Cable - Business Class	(9067) Media delivery services to outlying stations; \$1,800.00 per month for 36 months Term: 2/1/2013 - 6/30/2013 74-00-35-8110-0113-5540.00-7099  Funding Source: KVCR - CPB Grant	KVCR/SBCCD	\$64,800.00	SSutorus
United Site Services. Inc	(9057) Rental of Portable toilets for SBVC's 2013 Graduation Term: 5/21/2013 - 5/24/2013 01-00-01-8211-0000-5610.00-6499  Funding Source: General Funds	Student Life/SBVC	\$1,334.60	SSutorus
Wecksell, Evan	(9068) Performance - A 60 minute comedy show Term: 3/28/2013 - 3/28/2013  Funding Source: Trust Account	Student Life/SBVC	\$1,250.00 ASB Trust 027	SSutorus
<b><i>SubTotal for General: 13</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 - Contract Ed</u></b>				
Arrowhead Christian Academy	(9060) Provide fee-based summer courses for high school students Term: 3/26/2013 - 9/30/2013 01-00-03-8115-0464-8872.00-0000  Funding Source: N/A	PDC/SBCCD	\$25,000.00	SSutorus
Grove School, The	(9059) Provide fee-based summer courses for high school students Term: 3/26/2013 - 9/30/2013 01-00-03-8115-0464-8872.00-0000  Funding Source: N/A	PDC/SBCCD	\$25,000.00	SSutorus
Public Safety Academy	(9064) Provide fee-based summer courses for high school students Term: 4/2/2013 - 9/30/2013 01-00-03-8115-0464-8872.00-0000  Funding Source: N/A	PDC/SBCCD	\$14,400.00	SSutorus
<b><u>SubTotal for Income - Contract Ed: 3</u></b>				
<b><u>Income - Facilities Use</u></b>				
Redlands Swim Team	(9072) Use of Pool for Training Term: 4/6/2013 - 6/7/2013  Funding Source: N/A	Administrative Services/CHC	\$3,603.63	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 - Facilities Use</u></b>				
Yucaipa Athletic Soccer Club	(9073) Use of Soccer Field for practice Term: 6/1/2013 - 9/30/2013  Funding Source: N/A	Administrative Services/CHC	\$423.00	SSutorus
<b><i>SubTotal for Income - Facilities Use: 2</i></b>				
<b><u>Income - Grant</u></b>				
CA Transcribers & Educators- Blind & Visually Impaired	(9061) Department of Rehabilitation - Grant for Workability III program Term: 7/1/2013 - 6/30/2016 01-00-01-8120-0212-8621.00-0000  Funding Source: N/A	Calworks/SBVC	\$428,286.00	SSutorus
Google, Inc	(9048) Grant - Google Computer Science for High School (CS4HS) to fund the "Learning Computer Science through the Lens of Culture and Society" project and training workshops for high school teachers Term: 4/1/2013 - 3/31/2014 01-00-02-4633-0242-8820.00-0000  Funding Source: N/A	Grant Development/CHC	\$12,500.00	SSutorus
<b><i>SubTotal for Income - Grant: 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>Program Acquisition</u></b>				
Nehiyawetan 3 Productions, Inc	(9045) Programming acquisition rights for "Tansi Nehiyawetan" seasons 1, 2 and 3 Term: 4/1/2013 - 4/1/2017 74-00-03-8110-0172-5831.00-7099  Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$15,000.00	BBaron
<b><i>SubTotal for Program Acquisition: 1</i></b>				
<b><u>Software/Online Services</u></b>				
Dell Computer Company	(9052) Software Service agreement for Dell Pro support Term: 7/14/2013 - 7/13/2014 01-00-03-8103-0236-5639.00-6150 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	DETS/SBCCD	\$1,234.61	SSutorus
EDU Business Solutions	(9069) Software subscription renewal for Computer System/Print Shop Pro Term: 5/1/2013 - 4/30/2014 01-00-03-9507-0000-5639.00-6770  Funding Source: General Funds	DETS/SBCCD	\$3,866.40	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>				
Harmonic, Inc	(9070) Software support agreement for encoder software that allows EduStream to transcode all uploaded video and audio files Term: 3/19/2013 - 6/18/2014 01-00-03-8103-0236-5639.00-6150  Funding Source: State Grant	DETS/SBCCD	\$2,064.81	SSutorus
IBM - International Business Machines Corp.	(9071) Software renewal for Statistical Package for Social Sciences use for basic statistics within the department Term: 4/1/2013 - 3/31/2014 01-00-25-9002-0157-5830.00-6199 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Grants/CHC	\$2,338.66	SSutorus
Studica, Inc	(9047) Software license renewal for the "Autodesk Entertainment Creation Suite Ultimate 2013", a collection of computer graphic tools for 3D modeling and animation to be use by students in the classroom Term: 5/5/2013 - 5/4/2014 01-12-02-4633-0457-5830.00-0702 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	DETS/SBCCD	\$1,332.72	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
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*Software/Online Services*

*SubTotal for Software/Online Services: 5*

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*Grand Total Contracts for Board Date 5/9/2013: 29*

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: May 9, 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 5/9/2013*

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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 - Investigations</b>				
Employment Matters	(8245) Provide third-party investigations relating to personnel matters; Amendment 1 - Reduce the not to exceed amount by \$15,000 Term: 7/1/2012 - 6/30/2013 01-00-03-9004-0000-5113.00-6730 <b>Funding Source: General Funds</b>	Human Resources/SBCCD	\$10,000.00 Not to Exceed	SSutorus

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*SubTotal for Legal - Investigations: 1*

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### *Professional Services*

Guardian National Security	(9074) Master service agreement for security personnel to patrol the SBVC campus; Work Order 1 - For one month of service Term: 4/22/2013 - 5/24/2013 01-00-01-9002-0000-5113.00-6600 <b>Funding Source: General Funds</b>	District Police/SBVC	\$35,000.00	SSutorus
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*SubTotal for Professional Services: 1*

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*Grand Total Contracts for Board Date 5/9/2013: 2*

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: May 9, 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	President
4/15/13	EDCT	 <b>MATTHEW ISAAC</b>	 <b>Matthew Isaac</b>

## ACCOUNT

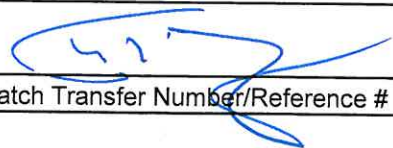
Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
01	00	03	8115	0427	8872.00	0000	Entrepreneurship Program	\$ 32,700.00
								\$ 32,700.00

## EXPENSE

01	00	03	8115	0427	2389.00	6820	Facilitator	\$ 10,068.75
01	00	03	8115	0427	3000.00	6820	Benefits	\$ 1,181.25
01	00	03	8115	0427	4551.00	6820	Printing	\$ 450.00
01	00	03	8115	0427	5113.00	6820	Contracts/Other Services	\$ 10,000.00
01	00	03	8115	0427	5350.00	6820	Postage	\$ 200.00
01	00	03	8115	0427	5801.00	6820	Advertising	\$ 9,000.00
01	00	03	8115	0427	5809.00	6820	Other Expenses	\$ 1,800.00
								\$ 32,700.00

## JUSTIFICATION

BA needed for San Bernardino CCD Entrepreneurship Institute.

Fiscal Services		Board Action Date
		6/9/13
Batch Transfer Number/Reference #	Posted By:	Date:



# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
3/11/13	SBVC	Glen Kuck	<i>[Signature]</i> 3-27-13

## ACCOUNT


Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	00	01	9002	0228	8616.00	0000	BASIC SKILLS	\$7,905.00
<b>EXPENSE</b>								
01	00	01	8100	0228	5809.00	6010	OTHER EXPENSE	\$7,905.00

## JUSTIFICATION

Per the State Chancellor's office, SBVC's allocation for FY2013 is \$106,788, budget adjustment to increase budget in the amount of \$7,905.00.

Fiscal Services		Board Action Date
<i>[Signature]</i>		5/9/13
Batch Transfer Number/Reference #	Posted By:	Date:

**BUDGET ADJUSTMENT**

Date	Location	Responsibility Center Manager	President
3/25/2013	SBVC	Achalak Chatterjee	

H. K. 4/8/13  
INCOME

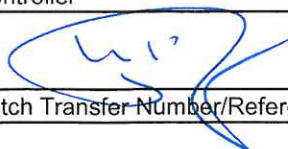
Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	01	6661	0000	8823.00	0000	Private Contributions	8,000

**EXPENSES**

01	00	01	6661	0000	6400.00	0950	Equipment	8,000

**JUSTIFICATION**

To set up income and expense budget for donation of 4 Allison Transmissions and associated tools to SBVC Diesel Department, donated by Rio Hondo College.  
Board approved on May 9, 2013.

Controller 	Chancellor	Board Action Date 5/8/13
Batch Transfer Number/Reference #	Posted By:	Date:



San Bernardino  
Valley College

Achala Chatterjee  
Dean  
Applied Technology, Transportation, and Culinary Arts  
San Bernardino Valley College  
701 S. Mt. Vernon Avenue  
San Bernardino, CA 92410  
(909) 384-8904

# MEMORANDUM

**To:** Achala Chatterjee, Dean, Applied Technology, Transportation, and Culinary Arts *ACh*  
**From:** Berchman Kent Melancon, SBVC Diesel Instructor  
**Cc:** Dr. Haragewen Kinde, Interim Vice President, Instruction *H.Kinde*  
 Dr. Glen Kuck, Interim President  
**Date:** April 11, 2013  
**RE:** Request for May 9, 2013 Board Approval of Donation(s)

I would like to request approval from the SBCCD Board of Trustees at their Board Meeting on May 9, 2013 to accept the following donation to support the Diesel Department within the Applied Technology, Transportation, and Culinary Arts Division at SBVC for the following donation(s):

**Donation(s):** Item: 4 Allison Transmissions and Associated Tools  
Source: Rio Hondo College, c/o Mr. Marius Dornean  
 3600 Workman Mill Road  
 Whittier, CA 90601

**Est. Date of Receipt:** May 10, 2013

**Est. Value:** Estimated value of \$8,000

**Accepted by:** Items not yet received

**Budget Adj.:**  X  Yes, a copy of the Budget Adjustment (BA) is attached and was submitted to the VPAS Office.  
 or  
    No, VALUE LESS THAN \$200.00; Donation information provided to the designated office or individual on our campus.

A donation of 4 Allison Transmissions and associated tools, estimated value of \$8,000.00 is being made to the SBVC Diesel Department by Rio Hondo College.

Thank you for your consideration.

# Budget Adjustment

Date 03/27/13	Location CHC CARE	Responsibility Center Manager <i>Rejoice C. Chavira</i> Rejoice C. Chavira Kirsten S. Colvey <i>Kirsten S. Colvey</i>	President Dr. Cheryl Marshall
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### INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	13	02	8203	0200	8629.00	0000		\$ 2,327.00
								\$ -
								\$ -
								\$ -
								\$ -
<b>TOTAL</b>								<b>\$ 2,327.00</b>

### EXPENSES

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	13	02	8209	0200	7500.00	7320	Other Student Aid	\$ 2,327.00
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
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								\$ -
<b>TOTAL</b>								<b>\$ 2,327.00</b>


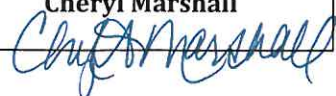
### JUSTIFICATION

Adjustment made to reflect reallocated CARE funds for CARE students to supplement CARE grants for 2012-2013 academic year.

Controller <i>WV</i>	Chancellor	Board Action Date 5/9/13
Batch Transfer Number/Reference #	Posted By:	Date:

*WV*  
4/1/13

## SBCCD BUDGET ADJUSTMENT

Date	Location	Responsibility	President
3/21/13	CHC	Rick Hogrefe 	Cheryl Marshall 

### INCOME


Fund	Lf	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	02	4633	0242	<b>8820.00</b>	0000	Contributions, Gifts, Grants	<b>12,500.00</b>
<b>12,500.00</b>								

### EXPENSE

Fund	Lf	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	02	4633	0242	<b>1480.00</b>	6199	Non Instructional Hourly	<b>1,823.00</b>
01	00	02	4633	0242	<b>3xxx.00</b>	6199	Benefits	<b>177.00</b>
01	00	02	4633	0242	<b>5809.00</b>	6199	Other Expenses	<b>10,500.00</b>
<b>12,500.00</b>								

### JUSTIFICATION

**Google CS4HS Grant 2013**

Controller	Chancellor	Board Action Date
		6/9/13

Batch Transfer #/Ref #	Posted By	Date

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
4/18/2013	EDCT	WENDY ZINN	 MATTHEW ISAAC

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
01	00	03	8115	0470	8629.00	6899	Other Categorical Apportionment	\$ 348,000.00
								<b>\$ 348,000.00</b>

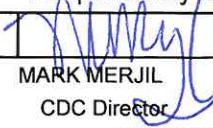
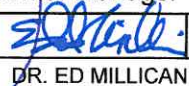

01	00	03	8115	0470	2100.00	6899	Classified Mgr - Non Instr	\$ 101,031.00
01	00	03	8115	0470	3420.00	6899	Benefits	\$ 42,194.00
01	00	03	8115	0470	4220.00	6899	Reference Books	\$ 1,000.00
01	00	03	8115	0470	4300.00	6899	Instr Supplies	\$ 2,000.00
01	00	03	8115	0470	4500.00	6899	Non Instr Supplies	\$ 1,000.00
01	00	03	8115	0470	4551.00	6899	Printing	\$ 3,000.00
01	00	03	8115	0470	5113.00	6899	Consultant & Others	\$ 129,240.00
01	00	03	8115	0470	5200.00	6899	Travel/Conference	\$ 9,000.00
01	00	03	8115	0470	5208.00	6899	Cell Phone	\$ 850.00
01	00	03	8115	0470	5210.00	6899	Personal Mileage	\$ 6,500.00
01	00	03	8115	0470	5350.00	6899	Postage	\$ 300.00
01	00	03	8115	0470	5637.00	6899	Maintenance Office Equip	\$ 1,500.00
01	00	03	8115	0470	5809.00	6899	Other Expenses	\$ 28,000.00
01	00	03	8115	0470	5819.00	6899	Indirect Charge	\$ 13,385.00
01	00	03	8115	0470	5830.00	6899	Sptware/On-Site	\$ 9,000.00
								<b>\$ 348,000.00</b>

## JUSTIFICATION


<p>CTE COLLABORATIVE GRANT FY2013</p> <p><b>BA needed for categorical apportionment</b></p>
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Fiscal Services		Board Action Date
		5/9/13
Batch Transfer Number/Reference #	Posted By:	Date:


**BUDGET ADJUSTMENT**

Date	Location	Responsibility Center Manager	President
4/1/2013	SBVC/CDC	 MARK MERJIL CDC Director	 DR. ED MILLICAN Division Dean
		INCOME	 DR. GLEN KUCK

*H'kuck 4/8/13*

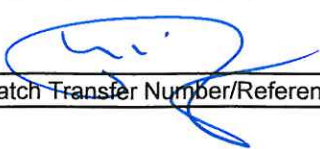
Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
72	00	01	8306	0203	8624.00	0000	CHILD DEVELOPMENT	 \$65,678.00

**EXPENSES**



72	00	01	8306	0203	2181.00	6920	Class Unit Member Non Instructional	 \$65,678.00
							<b>Total</b>	<b>\$65,678.00</b>

**JUSTIFICATION**

Budget Adjustment created to include additional funding awarded by the Child Development Division of the State Department of Education for Fiscal Year 2012/2013.

Controller	Chancellor	Board Action Date
		5/9/13
Batch Transfer Number/Reference #	Posted By:	Date:

**BUDGET ADJUSTMENT**

Date	Location	Responsibility Center Manager	President
4/1/2013	SBVC/CDC		

MARK MERJIL      DR. ED MILLICAN      DR. GLEN KUCK  
 CDC Director      Division Dean  
 INCOME      *H.K. 4/8/13*

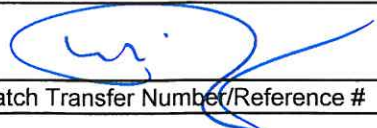
Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
72	00	01	8306	0205	8624.00	0000	CHILD DEVELOPMENT	\$221,856.00

**EXPENSES**

72	00	01	8306	0205	2181.00	6920	Class Unit Member Non Instructional	\$33,000.00
72	00	01	8306	0205	2380.00	6920	Part Time/Overtime?Student	\$43,000.00
72	00	01	8306	0205	2385.00	6920	HR Substitute	\$424.00
72	00	01	8306	0205	4300.00	6920	Instructional Supplies	\$20,000.00
72	00	01	8306	0205	4500.00	6920	Non Instructional Supplies	\$20,000.00
72	00	01	8306	0205	4551.00	6920	Printing	\$6,000.00
72	00	01	8306	0205	5640.00	6920	Repairs & Maintenance	\$10,000.00
72	00	01	8306	0205	5809.00	6920	Other Expenses & Fees	\$60,525.00
72	00	01	8306	0205	6120.00	6920	Site Improvement	\$10,381.00
72	00	01	8306	0205	6400.00	6920	Equipment/Furniture	\$18,526.00
							<b>Total</b>	<b>\$221,856.00</b>

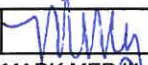

**JUSTIFICATION**

Budget Adjustment created to include additional funding awarded by the Child Development Division of the State Department of Education for Fiscal Year 2012/2013.

Controller 	Chancellor	Board Action Date <i>5/9/13</i>
Batch Transfer Number/Reference #	Posted By:	Date:



**BUDGET ADJUSTMENT**

Date	Location	Responsibility Center Manager	President
4/1/2013	SBVC/CDC		

MARK MERJIT      DR. ED MILLIGAN      DR. GLEN KUCK  
 CDC Director      Division Dean  
 INCOME *H. Kuck 4/8/13*

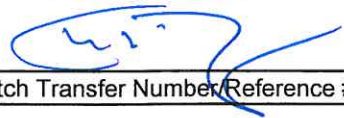
Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
72	00	01	8306	0207	8199.00	0000	FEDERAL CHILD FOOD PROGRAM	\$5,000.00
72	00	01	8306	0207	8659.00	0000	STATE CHILD FOOD PROGRAM	\$5,000.00

**EXPENSES**

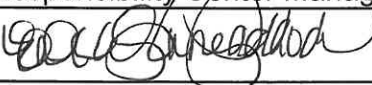

72	00	01	8306	0207	4700.00	6920	FOOD SUPPLIES	\$10,000.00

**JUSTIFICATION**

Budget Adjustment created to include additional children enrolled for Fiscal Year 2012/2013

Controller 	Chancellor	Board Action Date 5/9/13
Batch Transfer Number/Reference #	Posted By:	Date:

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
	CHC		 Rebecca Warren-Marlatt for Cheryl Marshall

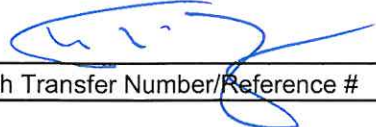
## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
73	00	02	8200	0306	8883.03	0000	Student Center Fee	2,500.00

<b>EXPENSE</b>								
73	00	02	8200	0306	4500.00	6960	Non Instructional supplies	2,500.00

**JUSTIFICATION**

Repairs and supplies for the ID machine located in the Dept. of Student Life (Student Center)

Fiscal Services		Board Action Date
		5/9/13

Batch Transfer Number/Reference #	Posted By:	Date:

*1/24*  
4/2/13

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: May 9, 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: Albert Maniaol  
DEPARTMENT: Economic Development & Corporate Training  
CONFERENCE: Hands-On Introductory To Nanotechnology Workshop  
DATES: May 6-10, 2013  
LOCATION: University Park, Pennsylvania  
PURPOSE: To learn new applications for nanotechnology.  
BENEFIT: Enhanced planning and performance of our nanotechnology program.  
ESTIMATED COST: \$1,290.00 (Penn State University will sponsor \$1,140.00 of estimated expenses).  
FUNDING SOURCE: Industry Driven Regional Collaborative Grant

NAME: Frank Blanquet  
DEPARTMENT: KVCR-TV/FM (FNX)  
CONFERENCE: Gathering of Nations Pow Wow  
DATES: April 24-28, 2013  
LOCATION: Albuquerque, New Mexico  
PURPOSE: Shoot segments at the International World Gathering of Nations Pow Wow  
ESTIMATED COST: \$1,310.00  
FUNDING SOURCE: First Nations Experience

NAME: Kenn Couch & Karen Tallman  
DEPARTMENT: KVCR-TV/FM (FNX)  
CONFERENCE: Red Earth Festival  
DATES: June 7-11, 2013  
LOCATION: Oklahoma City, Oklahoma  
PURPOSE: Introduce FNX to Oklahoma tribes at the Red Earth Festival  
ESTIMATED COST: \$600.00 ea.  
FUNDING SOURCE: First Nations Experience

SBVC

NAME: Craig Petinak  
DEPARTMENT: Marketing and Public Relations  
CONFERENCE: National Council for Marketing and Public Relations (NCMPR)  
Annual Conference  
DATES: March 10-14, 2013  
LOCATION: Chicago, Illinois  
PURPOSE: To gain insight into today's realm of shrinking budgets and increased workloads and how to keep up with the job. Also, Mr. Petinak will be a PRESENTER at this conference.  
BENEFIT: To learn the latest techniques in community college marketing & public relations.  
ESTIMATED COST: \$1,588.60  
FUNDING: Professional Development general fund and Marketing & Public Relations general fund accounts. This is an amendment to the December 13, 2012 board item to correct the dates to reflect March 10-14, 2013 instead of March 9-13, 2013.

NAME: Eddie Sanker  
DEPARTMENT: Welding Technology  
CONFERENCE: Competent Rigger – Level 2  
DATES: May 17, 2013  
LOCATION: Pomona, California  
PURPOSE: To obtain training to qualify to teach an SBVC course on rigging.  
BENEFIT: The training obtained by the faculty member will allow SBVC to conduct a specialized course for internship partnership with California Steel Industries.  
ESTIMATED COST: \$1,080.96  
FUNDING SOURCE: Perkins grant.

NAME: Jeanne Marquis  
DEPARTMENT: Counseling  
CONFERENCE: NAFSA Annual Conference  
DATES: May 27-31, 2013  
LOCATION: St. Louis, Missouri  
PURPOSE: To provide updated information of the F-1 regulations and SEVIS regulations and information needed to better serve our international students.  
BENEFIT: The Designated School Officer is responsible for the college's compliance with the F-1 (International) Student Visa regulations.  
ESTIMATED COST: \$1,125.80

FUNDING SOURCE: Professional Development general fund and the Counseling general fund.

NAME: Mike Sola  
DEPARTMENT: Physical Education/Athletics  
CONFERENCE: National Athletic Trainers Association (NATA) Annual Meeting and Clinical Symposia  
DATES: June 24-27, 2013  
LOCATION: Las Vegas, Nevada  
PURPOSE: The NATA Annual meeting and Clinical Symposia provides athletic trainers important educational advances, career networking and association business opportunities. In addition, there is an exhibition of athletic training supplies and services.  
BENEFIT: The meeting and symposia provides valuable information with regard to educational advances and provides an opportunity to experience training supplies and services available that would enhance the success of the athletic program at San Bernardino Valley College.  
ESTIMATED COST: \$791.10  
FUNDING SOURCE: Professional Development general fund.

NAME: Tatiana Vasquez  
DEPARTMENT: Biology  
CONFERENCE: Supplemental Instruction (SI) Training  
DATES: August 4-6, 2013  
LOCATION: Kansas City, Missouri  
PURPOSE: The training will benefit the expansion of the supplemental instruction program recently implemented within Math and Science courses.  
BENEFIT: To expand insight and offer support to enhance the success of the supplemental instruction program across disciplines.  
ESTIMATED COST: \$2,013.00  
FUNDING SOURCE: Minority Science Engineering Improvement Program (MSEIP) grant.

CHC

NAME: Rick Hogrefe  
DEPARTMENT: STEMS Pathway  
CONFERENCE: 5<sup>th</sup> Annual HSI/Title V Best Practices Conference 2013  
DATES: March 9 – 14, 2013  
LOCATION: New Jersey City, New Jersey  
PURPOSE: This conference was previously board approved on December 13, 2012 with incorrect dates.  
ESTIMATED COST: \$2,000.00  
FUNDING SOURCE: STEM Pathways Grant

NAME: Daniel Sullivan  
DEPARTMENT: Public Safety and Services  
CONFERENCE: National Professional Development Symposium  
DATES: May 25 – June 4, 2013  
LOCATION: Emmitsburg, Maryland  
PURPOSE: To review and standardize fire technology curriculum with other fire technology programs.  
BENEFIT: CHC will be represented and updated on issues related to curriculum, education, and training.  
ESTIMATED COST: \$561.00  
FUNDING SOURCE: Perkins Grant

NAME: Terry Koeper  
DEPARTMENT: Public Safety and Services  
CONFERENCE: National Professional Development Symposium  
DATES: May 25 – June 4, 2013  
LOCATION: Emmitsburg, Maryland  
PURPOSE: To review and standardize fire technology curriculum with other fire technology programs.  
BENEFIT: CHC will be represented and updated on issues related to curriculum, education, and training.  
ESTIMATED COST: \$885.00  
FUNDING SOURCE: Perkins 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: May 9, 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: Innovation Economy EXPO  
DATE: May 9, 2013  
AMOUNT: \$1,500.00  
ITEM: Education Sponsor – EDCT will help promote global collaboration for building strong working relationships with colleges and universities through collaborative internship, job placement and entrepreneurship programs.

Funding source is the Community Services Fund.

EVENT: Plugged Inland  
DATE: May 15, May 22 and May 29, 2013  
AMOUNT: \$300.00  
ITEM: Refreshments and Supplies  
These KVCR funded shows will produce local programs on timely topics. Anticipated attendance 15, students, guests, interns and staff who will assist on this project.

Funding source is KVCR General Fund.

EVENT: Blue Ribbon Breakfast  
DATE: May 14, 2013  
AMOUNT: \$160 (table of 8)  
ITEM: This is the annual event honoring all San Bernardino County & City law enforcement agencies.

Funding source is the Police Department General Fund.

EVENT: 37<sup>th</sup> Annual Law Enforcement Recognition Dinner  
DATE: May 30, 2013  
AMOUNT: \$400 (table of 8); \$500 (sponsorship/advertising)  
ITEM: This is the annual event honoring professionalism and accomplishments in law enforcement. In addition to this district's police department, the California Highway Patrol, San Bernardino City Police Department, San Bernardino County Sheriff's Department, and San Bernardino City USD will be recognized. SBCCD Officer Jose Plasencia will be honored as Officer of the Year.

Funding source for the dinner is the Police Department General Fund.  
Funding source for sponsorship/advertising is the Chancellor's Office General Fund.

EVENT: Distribution Management Association Employer Outreach Exhibit  
DATE: April 18, 2013  
AMOUNT: \$600.00  
ITEM: Sponsorship opportunity for EDCT to present training programs and gain additional supporters for the programs provided by EDCT.

Funding source is the Industry Driven Regional Collaborative Grant.

EVENT: "Wait, Wait, Don't Tell Me" Cinema Event  
DATE: May 2, 2013  
AMOUNT: \$300.00  
ITEM: Refreshments and supplies

KVCR will be part of the national cinema event for the radio show "Wait, Wait, Don't Tell Me" when the radio show is aired at the movie cinema. KVCR staff will be at the AMC Riverside Galleria 15 to welcome and meet radio members. Members will be given a goodie bag for their attendance to the event.

Funding source KVCR General Fund.

### SBVC

EVENT: SBVC Baseball Banquet  
DATE: May 10, 2013  
AMOUNT: \$780.00  
ITEM: Refreshments and Supplies

This event recognizes the achievements and contributions of the Baseball Team, coaches and staff for this year's Baseball season. Anticipated attendance is approximately 50 student athletes, coaches and staff. This item was board approved on March 14, 2013 and is being amended to reflect the date change from March 15, 2013 to May 10, 2013.

Funding source is the Baseball trust fund.

EVENT: STAR Program/Trio Student Graduate and Outstanding Achievement Recognition  
DATE: May 10, 2013  
AMOUNT: \$1,000.00  
ITEM: Refreshments, Trophies and Certificates  
Sponsored by the STAR Program, this event will recognize 25 graduating students and 100 students with a 3.0 GPA and above for their outstanding achievement. Anticipated attendance will be 200 students, faculty and staff.

Funding source is the STAR Program categorical fund.

EVENT: Classified Employee Appreciation/Development Week  
DATE: May 13-17, 2013  
AMOUNT: \$2,310.00  
ITEM: Refreshments, BBQ, and Speaker  
In the recognition of our Classified Employees, SBVC will hold the annual Classified Staff Appreciation Week from May 13, 2013 through May 17, 2013. This year's program will include workshops, trainings, exercise and wellness activities, barbecue, bingo, and softball games. Over the years, the annual program has proven to be an excellent source for personal and professional development for Classified Staff. Anticipated attendance is 200-250 classified staff and administrators.

Funding sources are the President's Pepsi fund and the Professional Development general fund.

EVENT: Inter Club Council Appreciation Luncheon  
DATE: May 15, 2013  
AMOUNT: \$4,250.00  
ITEM: Decorations, Refreshments and Supplies  
Sponsored by the Inter Club Council, this event will honor those who participated throughout the semester in Inter Club Council events. In addition, it gives faculty advisors and students a chance to relax with one another. Anticipated attendance is 130 students, faculty and staff.

Funding source is the Inter Club Council trust account.

EVENT: Regional Strategizing Forum "Building Strengths and a Culture of Caring"  
DATE: May 16, 2013  
AMOUNT: \$1,226.69  
ITEM: Refreshments  
Sponsored by Student Health Services, the Regional Strategizing Forum brings together community partners to increase dialogue and foster relationships

between relevant community mental health resources and partners. It is also an opportunity to share best practices, models, and strategies with other campuses in geographic proximity to SBVC. This forum will specifically focus on fostering a caring campus community and building strengths in high risk students to reduce their risk for suicide and mental health issues. Anticipated attendance is approximately 80 students, faculty and staff.

Funding source is the California Community Colleges Student Mental Health Program Campus Based grant.

EVENT: BSU/Tumaini Graduation Brunch

DATE: May 17, 2013

AMOUNT: \$1,200.00

ITEM: Refreshments and Supplies

Sponsored by the Black Student Union (BSU) and Tumaini Club, this brunch will aim to honor those students who are graduating in May. Awards for academic achievement, participation, and outstanding leadership will be given to students. In addition, BSU and Tumaini will honor outstanding staff and faculty who have supported the program. The program will include a guest speaker, entertainment, and student speakers. Anticipated attendance is 130 students, faculty and staff.

Funding sources are the Black Student Union trust account and the Tumaini trust account.

EVENT: 1<sup>st</sup> Annual BSU/Tumaini Graduation Dance

DATE: May 17, 2013

AMOUNT: \$600.00

ITEM: Printing, Supplies, Entertainment, Decorations and Refreshments

Sponsored by the Black Student Union (BSU) and Tumaini Club, the 1<sup>st</sup> Annual Graduation Dance is dedicated to the students on campus. In celebration of the graduating class of 2013 and their academic achievements, all students will have an opportunity to celebrate their accomplishments. This is a campus wide event, serving the entire student body, faculty and staff to celebrate graduation and academic achievement. This event will include refreshments, a chance to interact with other fellow graduates, and closing the academic year with a positive atmosphere. Anticipated attendance is 120 students, faculty and staff; including BSU and Tumaini advisors.

Funding sources are the Black Student Union trust account and the Tumaini trust account.

EVENT: Coffee and Donuts Giveaway

DATE: May 20, 2013

AMOUNT: \$600.00

ITEM: Refreshments

Sponsored by the Inter Club Council, this event will provide students with a quick breakfast before they head to their first final exam. This event is designed to enhance campus spirit and promote Associated Student Government. Anticipated attendance is 500 students and one advisor. This item was board approved on March 14, 2013 and is being amended to reflect the date change from May 16, 2013 to May 20, 2013.

Funding source is the Inter Club Council trust account.

EVENT: Senior Presentation: Above and Beyond – What lies ahead after graduation?

DATE: May 21, 2013

AMOUNT: \$903.65

ITEM: Refreshments

Sponsored by the Chancellor's Office Middle College High School Grant, this event will provide an opportunity for students to discover what comes after graduation and discuss the students' goals and ambitions. The career professionals will focus on sharing their unique experience within their field and major. The anticipated attendance is approximately 55 students, staff and community members.

Funding source is the Middle College High School Chancellor's grant fund.

EVENT: Valley-Bound Commitment Field Trip and  
Campus Tour – California State University, Los Angeles

DATE: May 29, 2013

AMOUNT: \$2,205.00

ITEM: Bus Rentals

Sponsored by the Valley-Bound Commitment program, this field trip will provide and allow attendees to obtain hands-on educational experience that will enhance their knowledge about the transfer process, programs and services offered at the California State University and spark interest in students to seek a degree at a 4-year institution. Students and staff will have lunch at Historic Olvera Street. Anticipated attendance is 104 students, faculty and staff. Chaperones will be Maribel Cisneros, Donna Hoffmann, Maria Del Carmen Rodriguez and Rosemary Chavez.

Funding source is the SBVC Foundation – San Manuel Band of Mission Indians grant.

EVENT: Expanding and Serving Students: Collaboration Old/New

DATE: May 29-31, 2013

AMOUNT: \$985.80

ITEM: Refreshments

Sponsored by the Middle College High School, this event is Staff Development training for old and new staff to gain knowledge on how to expand and best serve the students. Anticipated attendance is approximately 20 staff and community members.

Funding source is the Middle College High School Chancellor's grant fund.

EVENT: New Student Academy (Student Development)

DATE: June 3-5, 2013

AMOUNT: \$10,121.25

ITEM: Refreshments and Supplies

Sponsored by the Middle College High School, this event is the New Student Academy for incoming student development. The anticipated attendance is approximately 125 students, staff and community members.

Funding source is the Middle College High School Chancellor's grant fund.

EVENT: Staff Development: Common Core

DATE: June 6-7, 2013

AMOUNT: \$1,642.50

ITEM: Refreshments

Sponsored by the Middle College High School, this event is Staff Development training for Common Core. Anticipated attendance is approximately 50 staff and community members.

Funding source is the Middle College High School Chancellor's grant fund.

EVENT: University of California Irvine Field Trip

DATE: June 7, 2013

AMOUNT: \$977.50

ITEM: Bus Rental

Sponsored by the Transfer and Career Services and Matriculation Department, this field trip will expose SBVC to UC Irvine's exceptional programs and services. UC Irvine is a beautiful campus in one of the safest big cities in the nation with more than 80 languages spoken. Anticipated attendance is 51 students and faculty. Chaperones are Kathy Kafela, Jamie Herrera, Daniele Ramsey and Berenice Manzo.

Funding source is the Matriculation categorical fund.

CHC

EVENT: Multi Cultural Day  
DATE: May 1, 2013  
AMOUNT: \$1,500.00  
ITEM: Refreshments, Giveaways, Decorations, and Performers  
Sponsored by the Associated Student Government, this event will be a day of fun for CHC students, staff, and faculty. Attended guests will have the opportunity to participate and watch various performances and have lunch that will be provided by the ASG.

Funding source is the Associated Student Body general fund 027.

EVENT: Student Appreciation Day  
DATE: May 1, 2013  
AMOUNT: \$800.00  
ITEM: Refreshments, Giveaways, and Donations  
Sponsored by the Associated Student Government, this event is for CHC students and staff. Attended guests will have the opportunity to participate in various giveaways and have snacks and refreshments that will be provided by the ASG.

Funding source is the Associated Student Body general fund 027

EVENT: EOPS/CARE/CalWORKs and DSPS Advisory Committee  
DATE: May 10, 2013  
AMOUNT: \$1,000.00  
ITEM: Refreshments  
The EOPS/CARE/CalWORKS and DSPS Advisory Committee meets annually to assist staff in developing and maintaining effective programs and services.

Funding source is the Disabled Student Services categorical fund.

EVENT: Transfer Recognition Ceremony  
DATE: May 17, 2013  
AMOUNT: \$1,250.00  
ITEM: Refreshments and supplies  
Sponsored by the Transfer Center, the recognition ceremony will celebrate students who have achieved transfer success from CHC.

Funding source is the Transfer Center general fund.

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: May 9, 2013  
SUBJECT: Consideration of Approval of Surplus Property and Authorize Disposal or Private Sale

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

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



**Fixed Asset Surplus Report**  
**May 9, 2013**

<b>Asset Number</b>	<b>Date Retired</b>	<b>Location</b>	<b>Description</b>	<b>Date In Service</b>	<b>Initial Value</b>	<b>Current Value</b>
0016395	4/8/2013	CRAFTON HILLS COLLEGE	Monitor	12/3/2001	\$200.00	\$0.00
0016867	4/9/2013	CRAFTON HILLS COLLEGE	Optiplex GX270	11/7/2003	\$1,227.00	\$0.00
0016995	4/9/2013	CRAFTON HILLS COLLEGE	Computer	7/5/2005	\$1,404.23	\$0.00
0017224	4/8/2013	CRAFTON HILLS COLLEGE	LCD Projector	10/31/2005	\$1,995.00	\$0.00
0017227	4/8/2013	CRAFTON HILLS COLLEGE	Laptop	12/1/2005	\$1,643.17	\$0.00
0017327	4/9/2013	CRAFTON HILLS COLLEGE	Computer	5/30/2006	\$1,172.44	\$0.00
0017477	4/10/2013	CRAFTON HILLS COLLEGE	imac 17	5/19/2006	\$1,566.27	\$0.00
0017719	4/9/2013	CRAFTON HILLS COLLEGE	Optiplex 755 Small Form Factor	2/29/2008	\$1,344.29	\$0.00
0017821	4/9/2013	CRAFTON HILLS COLLEGE	OptiPlex 755 Small Form Factor	5/21/2008	\$1,279.96	\$0.00
0017831	4/9/2013	CRAFTON HILLS COLLEGE	OptiPlex 755 Small Form Factor	5/21/2008	\$1,506.78	\$0.00
0017834	4/9/2013	CRAFTON HILLS COLLEGE	OptiPlex 755 Small Form Factor	5/21/2008	\$1,506.78	\$0.00
0017886	4/10/2013	CRAFTON HILLS COLLEGE	16 Bay Battery Charger	9/23/2008	\$2,155.00	\$0.00
0017926	4/9/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,157.00	\$0.00

## Non-Fixed Asset Surplus List

May 9, 2013

1. Apple IMAC 17" Computer	5 ea.
2. Dell Optiplex 745 Computer	4 ea.
3. Dell Optiplex 755 Computer	18 ea.
4. Dell XPS M1330 Laptop	24 ea.
5. Dell Monitors, Various	39 ea.
6. NEC Multisync 70 GX LCD Monitor	4 ea.
7. Monitor Stand	6 ea.
8. Anchor Speaker	1 ea.
9. Speaker Bar	14 ea.
10. External Speaker	3 ea.
11. HP Scanjet Scanner	1 ea.
12. HP Deskjet Printer	1 ea.
13. Elite 4 DVD/CD Duplicator	1 ea.
14. Epson Projector Hard Drive	2 ea.
15. Panasonic VCR	1 ea.
16. Califone Presentaton Pro PA System	1 ea.
17. Power Cord, Miscellaneous	86 ea.
18. Keyboard	28 ea.
19. Mouse	24 ea.

END

## **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:** May 9, 2013  
**SUBJECT:** Consideration of Approval of Donation - SBVC

### **RECOMMENDATION**

It is recommended that the Board of Trustees accept the following donation to support the Diesel Department within the Applied Technology, Transportation and Culinary Arts Division at SBVC.

### **OVERVIEW**

A donation of four Allison Transmissions and Associated Tools are being made to the Diesel Department:

<u>Item</u>	<u>Source</u>
Allison Transmissions and Tools	Rio Hondo College c/o Mr. Marius Dornean

### **ANALYSIS**

The Diesel Department is being donated four Allison Transmissions and Associated Tools for use in classroom instruction.

### **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:** May 9, 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 Riverside Futbol Club in partnership with San Bernardino Valley College for soccer practices to be held on Tuesdays and Thursdays (excluding holidays) from May 14, 2013 to June 26, 2014. This event is sponsored by Marvellee Dias from the SBVC Bookstore.

### **OVERVIEW**

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

### **ANALYSIS**

Riverside Futbol Club, a non-profit group, promotes, develops and fosters a positive competitive soccer experience for the Riverside basin youth while supporting our community and demonstrating civic pride. They will be using the Football Field.

### **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:** May 9, 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 the fair rental cost value for the San Bernardino County Department of Child and Family Services in partnership with San Bernardino Valley College for the Foster Kinship Youth Sports Faire to be held on Saturday, June 15, 2013.

### **OVERVIEW**

SBVC is recommending the fair rental cost value waiver in support of area community members as part of the college's community outreach effort.

### **ANALYSIS**

San Bernardino County Department of Child and Family Services provide family-centered programs and services designed to ensure safe, permanent, nurturing families for San Bernardino County's children while strengthening and attempting to preserve the family unit. They will be using all athletic fields, Greek Theatre, Women's Gym 13, Snyder Gym 2, CDC Center, and seven class rooms.

### **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: Matthew Isaac, Executive Director, EDCT  
PREPARED BY: Matthew Isaac, Executive Director, EDCT  
DATE: April 16, 2013  
SUBJECT: Consideration of Approval of Facility Use Fee Waiver

RECOMMENDATION

It is recommended that the Board of Trustees approve a facility use fee waiver for the Public Safety Academy of San Bernardino.

OVERVIEW

In line with supporting community services, the Professional Development Center (PDC) requests that the facility use fee for both direct and indirect costs be waived for the Public Safety Academy of San Bernardino.

ANALYSIS

The Economic Development and Corporate Training (EDCT) Division entered into an agreement to serve as the fiscal agent for the Public Safety Academy (PSA) for offering summer classes for High School students as part of EDCT's Summer High School program. The Public Safety Academy, which is located in close proximity to the EDCT's Professional Development Center (PDC), will be closed for summer and, therefore, is interested in offering classes at the PDC facility from June 11 to July 18, 2013.

BOARD IMPERATIVE

- I. 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: May 9, 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.

## DISTRICT

EMPLOYEE: Pierre Galvez, Chief of Police  
MEMBERSHIP: International Association of Campus Law Enforcement Administrators (IACLEA)  
AMOUNT: \$100  
ITEM: This professional organization provides information on college police policies, procedures and training.

Funding source is the District Police department general fund.

EMPLOYEE: Pierre Galvez, Chief of Police  
MEMBERSHIP: California College and University Police Chiefs' Association  
AMOUNT: \$125  
ITEM: This membership for police chiefs only provides professional guidance and updates.

Funding source is the District Police department general fund.

## SBVC

EMPLOYEE: Kevin Grishow, Maintenance Technician  
MEMBERSHIP: State Electrical Certification  
AMOUNT: \$200.00  
ITEM: Membership for the State Electrical Certification which will allow for a higher understanding of safety and trade standards.

Funding source is the Maintenance general fund.

EMPLOYEE: Jeanne Marquis, International Student Counselor  
MEMBERSHIP: National Association of Foreign Student Advisors (NAFSA)  
AMOUNT: \$399.00  
ITEM: Membership for the National Association of Foreign Student Advisors (NAFSA). Institutions are not members of NAFSA; instead, an institution designates one or more representatives and receives membership in the name of those staff members.

Funding source is the Counseling general fund.



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Matthew Isaac, Executive Director, Economic Development and Corporate Training Division

DATE: May 9, 2013

SUBJECT: Consideration of Approval of Community Services, Summer High School Skills Program

### RECOMMENDATION

It is recommended that the Board of Trustees approve the Community Services, Summer High School Skills Program.

### OVERVIEW

There is an immediate need in our community to offer a *fee-based* Summer High School Skills Program to fulfill the needs of high school students from area high schools. Summer classes will be offered in Algebra I, Geometry, Geography, English Literature, World History, Biology, Health, and Spanish I. First semester classes will be held June 11-27, 2013, and second semester classes will be held July 1-18, 2013. All classes are held from 8:00 am to 12:00 pm. The fee for each class is \$150.00.

### ANALYSIS

We are offering this as a pilot Community Services program, managed by the Economic Development and Corporate Training (EDCT) Division. The program will be self-supporting through fees collected from student participants. Under-enrolled classes may be cancelled based on the overall enrollment in all classes. Title-V requires that the Board of Trustees act on recommendations to approve community services classes.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

No impact to the District Funds.

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: May 9, 2013

SUBJECT: Consideration of Acceptance of Classified Employee Retirements  
Employee

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Cheryl Cox, Administrative Assistant II, Confidential, CHC, Diana Holmes, Interpreting Services Specialist, SBVC, and Julie Stengel, Assistant Bookstore Manager, CHC.

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**

Cheryl Cox, Administrative Assistant II, Confidential, CHC, letter of intent to retire effective July 1, 2013, after 37 years of service to the District.

Diana Holmes, Interpreting Services Specialist, SBVC, letter of intent to retire effective June 1, 2013, after 18 years of service to the District.

Julie Stengel, Assistant Bookstore Manager, CHC, retirement, (early retirement not eligible for District benefits) effective May 5, 2013, after 24 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: May 9, 2013

SUBJECT: Consideration of Acceptance of Academic Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Priscilla Taylor, Nursing Instructor, SBVC.

OVERVIEW

Ms. Taylor has submitted her letter of intent to retire effective August 1, 2013, after 22 years of service to the District.

ANALYSIS

The Human Resources Department has provided employee acceptance of her 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: May 9, 2013

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

RECOMMENDATION

It is recommended that the Board of Trustees approve an unpaid leave of absence for Preston Clark, Custodian, SBVC.

OVERVIEW

Preston Clark is requesting a six-month extension of his current extended illness leave which was exhausted on April 16, 2013. The unpaid leave of absence would be effective April 17, 2013, and end on or before October 16, 2013.

ANALYSIS

Preston Clark 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: May 9, 2013  
SUBJECT: Consideration of Approval of Placement of Classified Employee on the  
39-Month Reemployment List

RECOMMENDATION

It is recommended that the Board of Trustees approve the placement of Preston Clark, Custodian I, SBVC, on the 39-month reemployment list.

OVERVIEW

Preston Clark, Custodian I, SBVC, placement on the 39-Month Reemployment list effective April 17, 2013.

ANALYSIS

The classified employee has exhausted all available leaves and is unable to return to work. Therefore, it is necessary to place him 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: May 9, 2013

SUBJECT: Consideration of Approval of Ratification of CSEA Tentative Agreement

RECOMMENDATION

It is recommended that the Board of Trustees ratify the CSEA Tentative Agreement on Article 10: Health & Welfare Benefits.

OVERVIEW

The attached chart shows the Health & Welfare Benefit costs for the 2013-2014 fiscal year.

ANALYSIS

The District and CSEA #291 reached tentative agreement on Article 10: Health & Welfare Benefits on April 26, 2013. The CSEA held a vote and ratified the tentative agreement on May 7, 2013.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

2012-13

Benefit	HMO w/Delta Care	HMO w/Delta PPO	PPO w/Delta Care	PPO with Delta PPO	Low Kaiser w/Delta Care	Low Kaiser w/Delta PPO	High Kaiser w/Delta Care	High Kaiser w/Delta PPO	Opt Out w/Delta Care	Opt Out w/PPO
Anthem Blue Cross HMO	\$12,776.88	\$12,776.88	\$16,498.20	\$16,498.20						
Anthem Blue Cross PPO							\$15,719.64	\$15,719.64		
Kaiser High										
Kaiser Low					\$14,696.28	\$14,696.28		\$1,130.28		
Dental PPO		\$1,130.28	\$378.24	\$1,130.28	\$378.24		\$378.24			
Delta Care	\$378.24		\$378.24						\$218.04	\$218.04
MES Vision	\$218.04	\$218.04	\$218.04	\$218.04	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00
ASCH Chiro	\$57.00	\$57.00	\$57.00	\$57.00	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40
EAP	\$23.40	\$23.40	\$23.40	\$23.40	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68
Prudential Basic Life	\$49.68	\$49.68	\$49.68	\$49.68						
CSEA/Management										
Cost	\$13,503.24	\$14,255.28	\$17,224.56	\$17,976.60	\$15,204.60	\$15,956.64	\$16,227.96	\$16,980.00	\$348.12	\$348.12
Contribution	\$13,503.24	\$13,503.24	\$13,503.24	\$13,503.24	\$13,503.24	\$13,503.24	\$13,503.24	\$13,503.24	\$3,348.12	\$3,348.12
Employee Cost	\$0.00	\$752.04	\$3,721.32	\$4,473.36	\$1,701.36	\$2,453.40	\$2,724.72	\$3,476.76	-\$3,000.00	-\$3,000.00
Employee Monthly Cost	\$0.00	\$62.67	\$310.11	\$372.78	\$141.78	\$204.45	\$227.06	\$289.73	-\$250.00	-\$250.00

2013-14

Benefit	HMO w/Delta Care	HMO w/Delta PPO	PPO w/Delta Care	PPO with Delta PPO	Low Kaiser w/Delta Care	Low Kaiser w/Delta PPO	High Kaiser w/Delta Care	High Kaiser w/Delta PPO	Opt Out w/Delta Care	Opt Out w/PPO
Anthem Blue Cross HMO	\$13,897.68	\$13,897.68	\$20,531.64	\$20,531.64						
Anthem Blue Cross PPO							\$16,225.56	\$16,225.56		
Kaiser High										
Kaiser Low					\$15,172.20	\$15,172.20		\$1,018.68		
Dental PPO		\$1,018.68	\$378.24	\$1,018.68	\$378.24		\$378.24			
Delta Care	\$378.24		\$378.24						\$215.16	\$215.16
MES Vision	\$215.16	\$215.16	\$215.16	\$215.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ASCH Chiro	\$0.00	\$0.00	\$0.00	\$0.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00
EAP	\$24.00	\$24.00	\$24.00	\$24.00	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68
Prudential Basic Life	\$49.68	\$49.68	\$49.68	\$49.68						
CSEA/Management										
Cost	\$14,564.76	\$15,205.20	\$21,198.72	\$21,839.16	\$15,624.12	\$16,264.56	\$16,677.48	\$17,317.92	\$288.84	\$288.84
Contribution	\$14,564.76	\$14,564.76	\$14,564.76	\$14,564.76	\$14,564.76	\$14,564.76	\$14,564.76	\$14,564.76	\$3,288.84	\$3,288.84
Employee Cost	\$0.00	\$640.44	\$6,633.96	\$7,274.40	\$1,059.36	\$1,699.80	\$2,112.72	\$2,753.16	-\$3,000.00	-\$3,000.00
Employee Monthly Cost	\$0.00	\$53.37	\$552.83	\$606.20	\$88.28	\$141.65	\$176.06	\$229.43	-\$250.00	-\$250.00

*Supak*

*Benjamin Budgett  
Lake Mills*

*Colleen Camargo, CSEA President 4/26/2013*



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: May 9, 2013

SUBJECT: Consideration of Approval of Board Resolution to Recognize the Week of May 19-25, 2013 as Classified School Employee Week in California, as Designated by the California School Employees Association and the California State Legislature

RECOMMENDATION

It is hereby recommended that the Board of Trustees adopt the attached Resolution and designate the week of May 19, through May 25, 2013, to recognize and honor the contribution of the classified school employees of the San Bernardino Community College District.

OVERVIEW

The third full week of May (May 19 through May 25) has been designated as Classified School Employee Week in California by the California School Employees Association and the California State Legislature.

ANALYSIS

Classified personnel employed by the District provide valuable services and strive for excellence in all areas relative to the educational community. The Board may elect to designate the week of May 19 through May 25, 2013, to recognize the efforts of the classified school employees of the San Bernardino Community College District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

No additional financial impact.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
RESOLUTION # \_\_\_\_\_**

**RESOLUTION RECOGNIZING THE WEEK OF MAY 19-25, 2013 AS  
CLASSIFIED SCHOOL EMPLOYEE WEEK IN CALIFORNIA, AS  
DESIGNATED BY THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND THE CALIFORNIA STATE LEGISLATURE**

- WHEREAS,** Classified professionals provide valuable instructional and support services to the colleges and students of the San Bernardino Community College District; and
- WHEREAS,** Classified professionals contribute to the establishment and promotion of a positive instructional environment; and
- WHEREAS,** Classified professionals serve a vital role in providing for the welfare and safety of San Bernardino Community College District's students; and
- WHEREAS,** Classified professionals employed by the San Bernardino Community College District strive for excellence in all areas relative to the educational community; and
- WHEREAS,** The State of California has declared the third week of May as Classified School Employee Week since 1986 to recognize the important role classified professionals play in the education of students;
- RESOLVED,** That the San Bernardino Community College District hereby recognizes and enthusiastically wishes to honor the contribution of classified professionals to quality education in the State of California and in the San Bernardino Community College District and declares the week of May 19 through May 25, 2013, as Classified School Employee Week in the San Bernardino Community College District.

Adopted at a regular meeting of the Board of Trustees of the San Bernardino Community College District at San Bernardino, California this 9th day of May 2013;

Signed: \_\_\_\_\_  
President, Board of Trustees

Attest: \_\_\_\_\_  
Secretary to 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: May 9, 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 – 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 #4	\$9,250,000.00	\$198,499.00	\$91,931.00	\$9,540,430.00	3.14%

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 91,931.00 which is 0.252% 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 \$1,494,167.25. The new overall Measure M change order percentage is 4.09%. 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: Doug Wall Amount \$ 91,931.00

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: Omit concrete ramp wall demo; ceiling system & light fixture hanger wire attachment; eliminate scarification & recompaction under existing flatwork; add fire/smoke dampers to inlet air & exhaust; install gravel pit; replace the finish on 16 wood doors; replace acrylic paint for elastomeric paint at plaster ceilings; relocate bollards; remove & replaced unsuitable soil; replac unsuitable soil due to saturation; replace underground vault for water meter; show-up time for work that was delayed or postponed without notification; install conduit & box rough-in; install additional telecommunication equipment; landscape & irrigation revisions.

### Accountability

This Change was not part of the original design scope because: Campus deleted concrete ramp wall; unforeseen field conditions for revised scarification & recompaction, removal & replacement of unsuitable soil, and relocation of bollards due to utility conflict; error and omission for revised storm drain point of connection & catch basin, add for fire/smoke dampers to inlet/exhaust of electrical room, replacement of underground vault for water meter, installation of additional telecommunication equipment, installation of conduit and rough-in for 2 public address clock locations and delay of work due to postponement notification; campus requested landscape revision

- 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>198,499.00</u>
Requested Change Order amount	\$	<u>91,931.00</u>

This request is a change order and results in a revised contract amount of \$ 9,540,430.00

This change order is subject to the 10% rule. It results in a 0.99% change to the contract  
 The cumulative amount of change orders for this contract equals 290,430.00  
3.14% of the contract amount.

<b>TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS</b>	<b><u>9,540,430.00</u></b>
--	----------------------------

### Signatures

Bond Program Manager Diana Johnson Diana Johnson 4/22/13  
 (Signature) (Date)

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

42-37-31-2520  
Project Number

Capital Facilities Program Management

BBR-GC-CO4

**CHANGE ORDER**

Original Contract Amount: **\$9,250,000.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$198,499.00**

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>April 12, 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. 172  
 Contract Change Order No. BBR-GC-CO3: Item 1.1 - 1.14.

**TOTAL COST of CONTRACT CHANGE ORDER BBR-GC-CO4:**

**\$91,931.00**

Reason for Change:

- 1 **Site Cost, Unforeseen Field Condition**  
Site Cost, Error and/or Omission
- 2 **Site Cost, District Added or Deleted/Reduced Scope**  
Building Cost, Unforeseen Field Condition  
Building Cost, Error and/or Omission
- 3 **Building Cost, District Added or Deleted/Reduced Scope**  
Refer to attached Change Order BBR-GC-CO4 summary dated 4/12/2013

Initiator of Change:



- 1 **Project Coordination**

The original Base Contract Sum was:	<b><u>\$9,250,000.00</u></b>
Net change by previous authorized Contract Amendment(s):	<b><u>\$0.00</u></b>
The contract AMOUNT due to C.O. No. BBR-GC-CO4 will be increased by:	<b><u>\$91,931.00</u></b>
The revised BASE Contract Sum:	<b><u>\$9,341,931.00</u></b>
Net change by previous authorized Change Order(s):	<b><u>\$198,499.00</u></b>
The Contract Sum including previous authorized Change Orders:	<b><u>\$9,540,430.00</u></b>
The revised Contract Amount, including this Contract Change Order is, therefore:	<b><u>\$9,540,430.00</u></b>
The contract TIME due to C.O. No. BBR-GC-CO4 will be unchanged by:	<b><u>0</u></b> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<b><u>17-Jun-13</u></b>
SBCCD Change Order No. <u>BBR-GC-CO4</u> includes Item Number(s):	<b><u>1.1 through 1.14</u></b>

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	4.15.13
	Michael Villegas, Kitchell/BRJ/Seville	4/15/13
	Charlie Ng, Vice Chancellor Fiscal Services	
	Doug Wall, President - Doug Wall Construction, Inc.	

Printed Name/Title

State of California - Division of the State Architect      DSA Application No. 04-111981      File No. 36-C2  
Approved \_\_\_\_\_ per Principal Structural Engineer: \_\_\_\_\_

**CHANGE ORDER NO. BBR-GC-CO4**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	Bulletin No. 19 -Omit concrete ramp wall demolition. PCO 16	H-3	100	(\$3,000)	\$0	(\$3,000)
Item 1.2	Bulletin No. 25 - Ceiling system and light fixture hanger wire attachment to deck. The Project Team and Contractor have reached agreement for change order entitlement for the addititve cost of the revised ceiling wire detail, but are still negotiating the final credit settlement for the original scope of work. There remains a disputed amount of \$76,907. PCO 24	F-1	100	0	70577	70577
Item 1.3	Request for Information No. 175 - Eliminate scarification and recompaction under existing flatwork. PCO 25	A-2	100	(\$2,500)	\$0	(\$2,500)
Item 1.4	Request for Information No. 27 - Add fire/smoke dampers to inlet air and exhaust of electrical room in basement. PCO 50	G-1	100	\$0	\$5,823	\$5,823
Item 1.5	Request for Information No. 118 -Install gravel pit. PCO 53	A-1	100	\$0	\$2,271	\$2,271
Item 1.6	Request for Information No. 197 - Replace the finish on 16 wood doors. PCO 59	G-1	100	\$0	\$949	\$949
Item 1.7	Replace acrylic paint for Elastormeric paint at plaster ceilings on 1st and 2nd floor only. PCO 63	H-2	100	\$0	\$4,857	\$4,857
Item 1.8	Relocate bollards due to utility conflict. PCO 65	A-1	100	\$0	\$1,796	\$1,796
Item 1.9	Remove and replace unsuitable soil due to saturation by irrigation. PCO 66	A-1	100	\$0	\$1,629	\$1,629
Item1.10	Request for Information No. 193 - Replace underground vault for water meter. PCO 68	B-1	100	\$0	\$2,651	\$2,651
Item1.11	Inspector of Record show-up time, for work that was delayed or postponed without notification. PCO 69	L-2	100	-\$540	\$0	(\$540)
Item1.12	Request for Information No. 149 - Install conduit and box rough-in for 2 P/A clock locations.PCO 71	B-1	100	\$0	\$3,656	\$3,656



Item1.13	Request for Information No. 238 - Install additional telecommunication equipment for building management system. PCO 72	G-1	100	\$0	\$1,925	\$1,925
Item1.14	Bulletin 36 - Campus requested landscape and irrigation revisions. PCO 73	C-4	100	\$0	\$1,837	\$1,837
<b>Subtotal</b>						<b>\$91,931</b>
<b>TOTAL CONTRACT CHANGE ORDER # BBR-GC-CO4</b>						<b>\$91,931</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: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville  
DATE: May 9, 2013  
SUBJECT: Consideration of Approval to Cancel Existing PMSM Architects Contract and Replace with Three New Contracts – SSA, SCC, and PAC

RECOMMENDATION

It is recommended that the Board of Trustees:

- ◆ Approve Amendment 002R to cancel the existing PMSM Architects contract for the **Student Services A, Student Center/Cafeteria, and Performing Arts Center** projects at Crafton Hills College in the amount of -\$516,000.64; and
- ◆ Approve a new contract with PMSM Architects for the **Student Services A** project in the amount of \$313,383.93; and
- ◆ Approve a new contract with PMSM Architects for the **Student Center/Cafeteria** project in the amount of \$93,159.30
- ◆ Approve a new contract with PMSM Architects for the **Performing Arts Center** project in the amount of \$50,000.00.

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 renovation 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 is being 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 three new contracts – one for the Student Services A project, and one for the Student Center/Cafeteria project, and a third contract for programming services and design work on the Performing Arts Center.

## ANALYSIS

The effect of these changes reduces the original PMSM contract for the SSA, SCC and PAC projects by \$59,457.41, as indicated in the following table.

Project Scope	Current	Proposed			Total	Variance
	SSA & SCC Partial Renovation & PAC Renovation	SSA Full Building Renovation	SCC Partial Renovation	PAC Pending Scope Development		
Current PMSM Contract	\$ 723,661.00	\$ -	\$ -	\$ -	\$ 723,661.00	\$ (59,457.41)
New PMSM Contract	\$ 207,660.36	\$ 313,383.93	\$ 93,159.30	\$ 50,000.00	\$ 664,203.59	

## 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: April 17, 2013

No. 003R – M CHC PAC, SSA, SCC

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

FROM: Geoff Bachanas <sup>GB</sup>  
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 04/30/13. 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 #002R 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 V3- 03/31/2013*

Project Original Budget Amount: \$ 3,618,052.71  
Project Current Spent to date: \$ 211,559.97  
Project Current Estimate to Complete: \$ 5,797,819.38  
Project Memo Forecast Cost: (\$ 114,375.63)  
Project Change Amount: \$ 0.00

#### *Budget Line Item 6220.10 – Architectural Fees*

### *PAC Renovation Project – 3581*

#### *Info from Measure M Budget V3- 03/31/2013*

Project Original Budget Amount: \$ 4,603,198.70  
Project Current Spent to date: \$ 138,583.29  
Project Current Estimate to Complete: \$ 261,885.31  
Project Memo Forecast Cost: (\$ 251,608.01)  
Project Change Amount: \$ 0.00

#### *Budget Line Item 6220.10 – Architectural Fees*

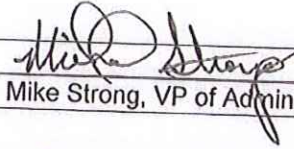
### *SCC (College Center) Renovation Project – 8221*

#### *Info from Measure M Budget V3- 03/31/2013*

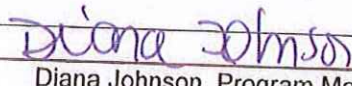
Project Original Budget Amount: \$ 3,118,990.76  
Project Current Spent to date: \$ 100,356.10  
Project Current Estimate to Complete: \$ 1,772,539.90  
Project Memo Forecast Cost: (\$ 150,017.00)  
Project Change Amount: \$ 0.00

#### *Budget Line Item 6220.10 – Architectural Fees*

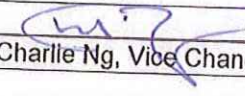
I concur with this recommendation  
 I do not concur with this recommendation

 4/17/13  
Mike Strong, VP of Admin Services, OHC

I concur with this recommendation  
 I do not concur with this recommendation

 4/17/13  
Diana Johnson, Program Manager, KBS

I concur with this recommendation  
 I do not concur with this recommendation

 4/18/13  
Charlie Ng, Vice Chancellor, Fiscal Services

Attachments: PMSM Amendment #002R  
Cc: File

**ARCHITECT CONTRACT AMENDMENT 002R 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 04/30/2013. 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 \$516,000.64 = Total of this requested Architect Contract Amendment: 002R**

Amount paid to date for design services are as follows:

Performing Arts Center (Basic Services + Amendment #1)	\$ 54,324.09
Student Services A (Basic Services + Amendment #1)	\$ 106,835.70
Student Center/Cafeteria (College Center) (Basic Services + Amendment #1)	\$ 32,399.72
Laboratory/Administration (Amendment #1)	\$12,841.57
Maintenance & Operations (Amendment #1)	\$ 1,259.28

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	\$516,000.64
The new Contract Sum including this Amendment	\$207,660.36

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.

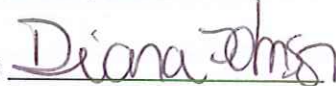
**Authorized:**

CONSULTANT  
PMSM Architects

PROGRAM MANAGER  
Kitchell/BRj/Seville

OWNER  
SBCCD

By: 

By: 

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

DATE: 4/10/13

DATE: 4/22/13

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

# Kitchell/BRJ/Seville

11711 Sand Canyon Rd., Yucaipa, CA 92399

# Project Memo

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

DATE: April 17, 2013

No. 004R – M CHC, SSA

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

FROM: Geoff Bachanas *GB*  
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 04/30/2013. 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: \$ 313,383.93

## Budget Information:

SSA Renovation Project – 8222

Info from Measure M Budget V3- 03/31/2013

Project Original Budget Amount:	\$ 3,618,052.71
Project Current Spent to date:	\$ 211,559.97
Project Current Estimate to Complete:	\$ 5,797,819.38
Project Memo Forecast Cost:	\$ 313,383.93
Project Change Amount:	\$ 0.00

Budget Line Item 6220.10 – Architectural Fees

I concur with this recommendation  
 I do not concur with this recommendation  
*Mike Strong* 4/17/13  
Mike Strong, VP of Admin Services, CHC

I concur with this recommendation  
 I do not concur with this recommendation  
*Diana Johnson* 4/17/13  
Diana Johnson, Program Manager, KBS

I concur with this recommendation  
 I do not concur with this recommendation  
*Charlie Ng* 4/10/13  
Charlie Ng, Vice Chancellor, Fiscal Services

Attachments: PMSM Proposal  
Cc: File

# Kitchell/BRj/Seville

11711 Sand Canyon Rd., Yucaipa, CA 92399

# Project Memo

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

DATE: April 17, 2013

**No. 005R – M CHC, SCC**

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

FROM: Geoff Bachanas *GB*  
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 04/30/2013. 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: \$ 93,159.30

### Budget Information:

SCC Renovation Project – 8221

Info from Measure M Budget V3- 03/31/2013

Project Original Budget Amount:	\$ 3,118,052.71
Project Current Spent to date:	\$ 100,356.10
Project Current Estimate to Complete:	\$ 1,772,539.90
Project Memo Forecast Cost:	\$ 93,159.30
Project Change Amount:	\$ 0.00

Budget Line Item 6220.10 – Architectural Fees

- I concur with this recommendation  
 I do not concur with this recommendation

*Mike Strong* 4/17/13  
Mike Strong, VP of Admin Services, CHC

- I concur with this recommendation  
 I do not concur with this recommendation

*Diana Johnson* 4/17/13  
Diana Johnson, Program Manager, KBS

- I concur with this recommendation  
 I do not concur with this recommendation

*Charlie Ng* 4/18/13  
Charlie Ng, Vice Chancellor, Fiscal Services

Attachments: PMSM Proposal  
Cc: File



# Kitchell/BRJ/Seville

11711 Sand Canyon Rd., Yucaipa, CA 92399

# Project Memo

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

DATE: March 28, 2013

No. 006 – M CHC, PAC

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

FROM: Leilani Nunez   
Project Manager  
Kitchell/BRJ/Seville

RE: Measure M Renovation Projects at Crafton Hills College:  
Performing Arts Center Renovation, Architectural Services Contract

**SCOPE:**

SBCCD approval to execute an architectural contract to PMSM Architects to provide expanded programming and conceptual design services for CHC renovation project Performing Arts Center (PAC).

**NARRATIVE:**

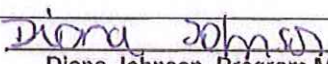
During the re-prioritization of the Measure M Capital Improvement Bond projects, the PAC scope of work was put on hold on February 2013 and the original contract with PMSM Architects dated 7/13/2012 was cancelled. CHC is now requesting expanded programming and concept level design services for the scope of work at PAC for future feasibility. PMSM Architects has submitted a fee proposal to include a concept design option, feasibility study and final programming documents to develop a concept level budget.

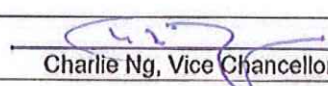
**RECOMMENDATION:**

Kitchell/BRJ/Seville recommends approving the proposed Architectural fees of an hourly-not-to-exceed of \$50,000.00.

**Budget Information:**

PAC Renovation Project – 3581  
Info from Measure M Budget V3- 03/31/2013-01rev  
Project Original Budget Amount: \$ 4,603,198.70  
Project Current Spent to date: \$ 138,583.29  
Project Current Estimate to Complete: \$ 261,885.31  
Project Memo Forecast Cost: \$ 50,000.00  
Project Change Amount: \$ 0.00  
Budget Line Item 6220.10 – Architectural Fees

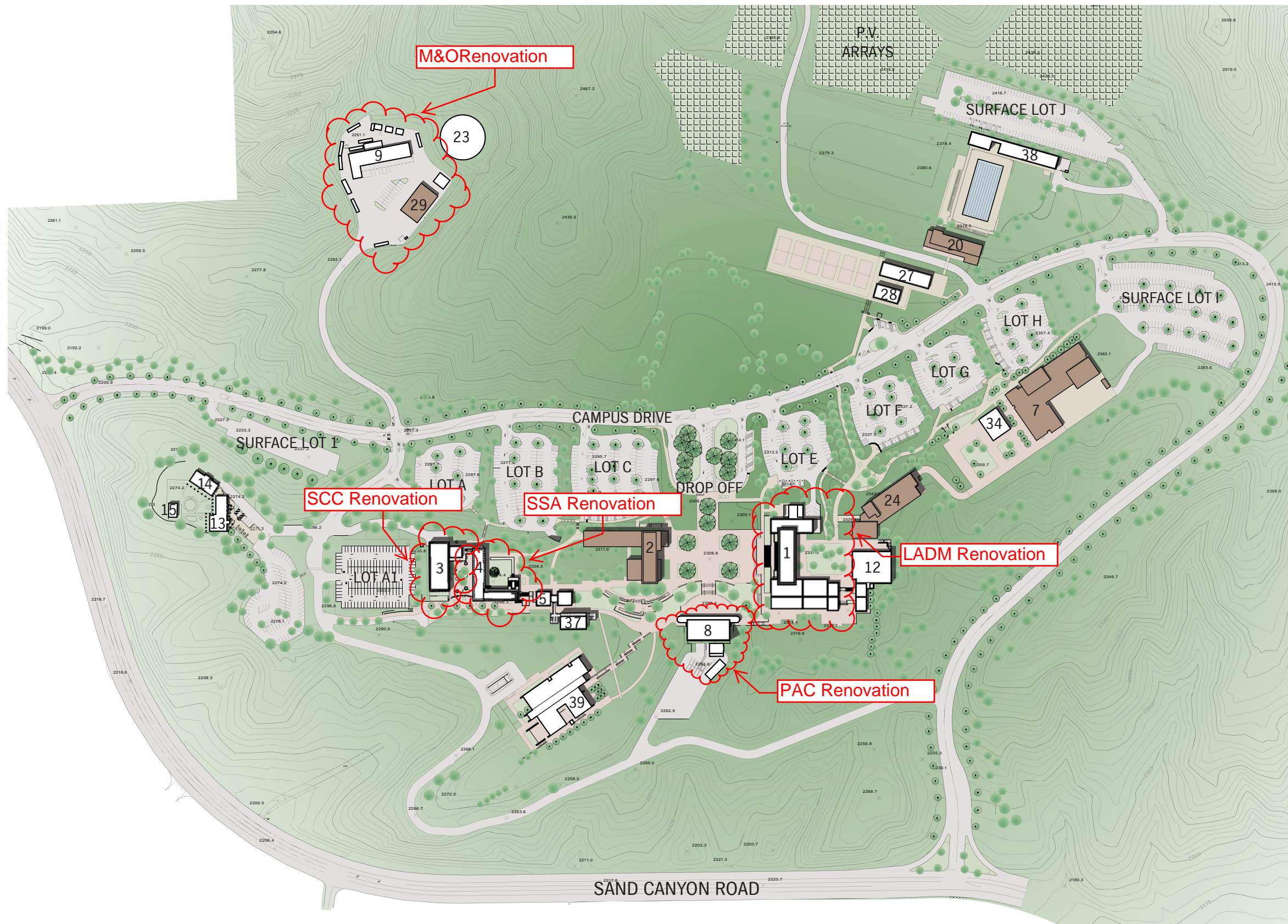
I concur with this recommendation  4/2/13  
 I do not concur with this recommendation Diana Johnson, Program Manager, KBS

I concur with this recommendation  MS 4/17/13  
 I do not concur with this recommendation Charlie Ng, Vice Chancellor, Fiscal Services

Attachments: PMSM Proposal  
Cc: File

amp  
3/29/13

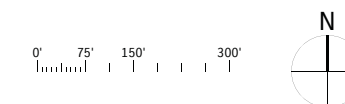




NO.	BUILDING NAME
1	LAB/ADMIN
2	<b>CRAFTON CENTER</b>
3	CLASSROOM BUILDING 2
4	STUDENT SERVICES A
5	CLASSROOM BUILDING 1
7	<b>OCCUPATIONAL ED 2</b>
8	PERFORMING ARTS CENTER
9	MAINTENANCE & OPERATIONS
12	CHEMISTRY
13	CDC 1
14	CDC 2
15	CDC 3
20	<b>PHYS ED / ATHLETICS</b>
23	WATER TANK
24	<b>SCIENCE</b>
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: May 9, 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 001R to cancel the existing PMSM Architects contract for the **Laboratory/ Administration (LADM)** and **Maintenance & Operations (M&O)** projects at Crafton Hills College in the amount of -\$730,244.82.00; and
- ◆ Approve a new contract with PMSM Architects for the **Laboratory/Administration** project in the amount of \$673,265.32; and
- ◆ Approve a new contract with PMSM Architects for the **Maintenance & Operations** project in the amount of \$71,183.50.

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 increases the original PMSM contract for the LADM and M&O projects by \$14,204.00 as indicated in the following table.

Project Scope	Current	Proposed			Variance
	LADM Partial Renovation and M&O Partial Renovation	LADM Full Building Renovation	M&O Partial Renovation (No Change)	Total	
Current PMSM Contract	\$ 1,034,000.00	\$ -	\$ -	\$ 1,034,000.00	\$ 14,204.00
New PMSM Contract	\$ 303,755.18	\$ 673,265.32	\$ 71,183.50	\$ 1,048,204.00	

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: April 17, 2013

No. 002R – M CHC LADM & M&O

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

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

RE: **Measure M Crafton Hills College:**  
Cancellation of PMSM Contracts for LADM and M&O renovations.

## SCOPE:

Cancel PMSM 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 PMSM Architects dated 11/15/2012. PMSM Architects will be paid for work performed through 4/30/2013. 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 #001R for PMSM Architects cancelling the current contract with the intention to issue new contracts to PMSM Architects for LADM and M&O.

## Budget Information:

### *LADM Renovation Project – 4636*

#### *Info from Measure M Budget V3- 03/31/2013*

Project Original Budget Amount:	\$ 15,468,107.15
Project Current Spent to date:	\$ 294,723.25
Project Current Estimate to Complete:	\$ 13,766,599.80
Project Memo Forecast Cost:	(\$ 681,232.32)
Project Change Amount:	\$ 0.00

#### *Budget Line Item 6220.10 – Architectural Fees*

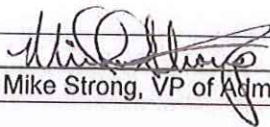
### *M&O Renovation Project – 9515*

#### *Info from Measure M Budget V3- 03/31/2013*

Project Original Budget Amount:	\$ 938,759.54
Project Current Spent to date:	\$ 9,895.14
Project Current Estimate to Complete:	\$ 926,702.42
Project Memo Forecast Cost:	(\$ 49,012.50)
Project Change Amount:	\$ 0.00

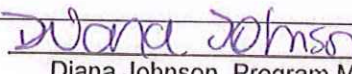
#### *Budget Line Item 6220.10 – Architectural Fees*

I concur with this recommendation  
 I do not concur with this recommendation

  
Mike Strong, VP of Admin Services, CHC

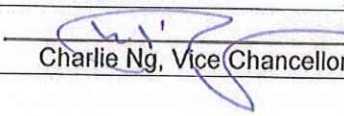
4/17/13

I concur with this recommendation  
 I do not concur with this recommendation

  
Diana Johnson, Program Manager, KBS

4/17/13

I concur with this recommendation  
 I do not concur with this recommendation

  
Charlie Ng, Vice Chancellor, Fiscal Services

4/18/13

MS 4/17/13

Attachments: PMSM Amendment #001R  
Cc: File

**ARCHITECT CONTRACT AMENDMENT 001R 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 will be paid for work performed through 4/30/2013. 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 \$730,244.82 = Total of this requested Architect Contract Amendment: 001R**  
Amount paid to date for design services are as follows:

<u>Laboratory/Administration</u>	<u>\$297,467.68</u>
<u>Maintenance &amp; Operations</u>	<u>\$ 6,287.50</u>

The original Contract Sum Board Approved Amount	\$1,024,000.00
Reimbursable amount in Contract Sum	\$10,000.00
Net change by previous Amendments	\$0.00
The Contract Sum prior to this Amendment	\$1,034,000.00
The Contract Sum will be decreased by this Amendment	\$730,244.82
The final Contract Sum including this Amendment	\$303,755.18

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.

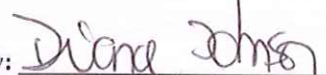
**Authorized:**

**CONSULTANT**  
PMSM Architects

**PROGRAM MANAGER**  
Kitchell/BRj/Seville

**OWNER**  
SBCCD

By: 

By: 

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

DATE: 4/10/13

DATE: 4/22/13

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

# Kitchell/BRj/Seville

11711 Sand Canyon Rd., Yucaipa, CA 92399

# Project Memo

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

DATE: April 17, 2013

No. 003R – M CHC, LADM

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

FROM: Geoff Bachanas *GB*  
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 4/30/2013. 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: \$673,265.32

**Budget Information:**

LADM Renovation Project – 4636

Info from Measure M Budget V3- 03/31/2013

Project Original Budget Amount:	\$ 15,468,107.15
Project Current Spent to date:	\$ 294,723.25
Project Current Estimate to Complete:	\$ 13,766,599.80
Project Memo Forecast Cost:	\$ 673,265.32
Project Change Amount:	\$ 0.00

Budget Line Item 6220.10 – Architectural Fees

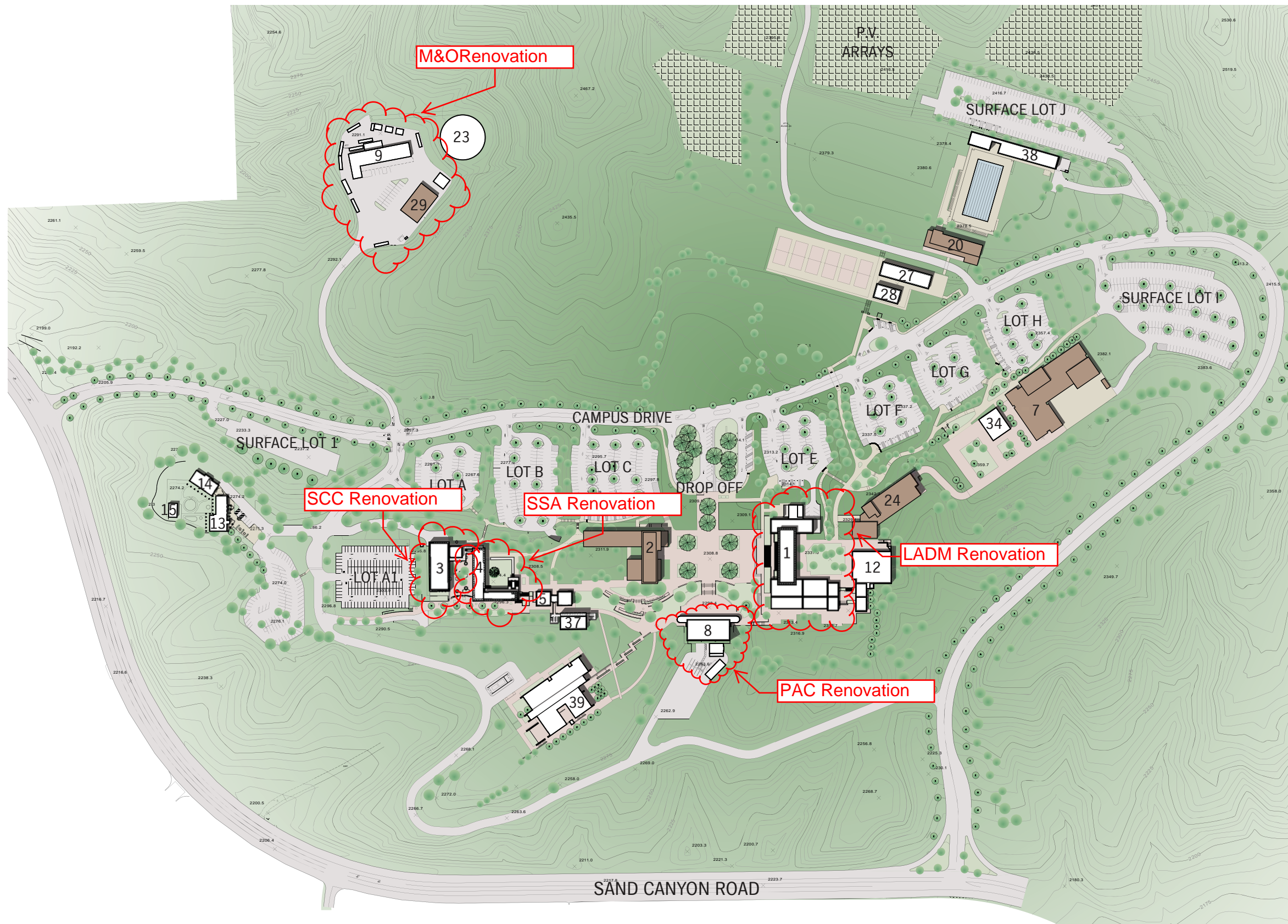
<input checked="" type="radio"/> I concur with this recommendation	<i>Mike Strong</i> 4/17/13
<input type="radio"/> I do not concur with this recommendation	Mike Strong, VP of Admn Services, CHC

<input checked="" type="radio"/> I concur with this recommendation	<i>Diana Johnson</i> 4/17/13
<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> 4/10/13
<input type="radio"/> I do not concur with this recommendation	Charlie Ng, Vice Chancellor, Fiscal Services

Attachments: PMSM Proposal  
Cc: File



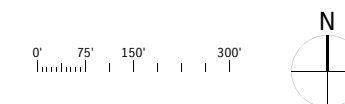


**NO. BUILDING NAME**

- 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, Program Manager, Kitchell/BRj/Seville  
DATE: May 9, 2013  
SUBJECT: Consideration of Approval to Award Bid and Contract to Tryco General Engineering

RECOMMENDATION

It is recommended that the Board of Trustees award bid and contract to Tryco General Engineering Inc. for the Grant Street Sewer project at SBVC in the amount of \$567,780.00

OVERVIEW

This project replaces the final section of sanitary sewer pipe in the campus wide sewer replacement project. Upon completion of this project the entire sewer system for SBVC will have been replaced to improve flow, reliability and additional capacity for future buildings and campus growth.

ANALYSIS

A public bid opening was conducted on April 17, 2013 and the District received six bids. The lowest, most responsive three were:

<b>Vendor</b>	<b>Total Bid</b>
Tryco General Engineering	\$567,780.00
Genesis Construction	\$594,777.00
Atlas Allied Inc	\$655,000.00

An analysis of the bids received indicates that Tryco General Engineering is the lowest, most responsive bidder.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2012-13 budget for Measure M.

# Kitchell/BRJ/Seville

701 South Mount Vernon, San Bernardino, CA 92410

(909) 693-3160 - FAX (909) 889-9952

April 18, 2013

Diana Johnson  
Kitchell/BRJ/Seville  
701 South Mount Vernon  
San Bernardino, CA 92410

**RE: BID ANALYSIS AND RECOMMENDATION  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT - VALLEY COLLEGE  
Grant St. Sewer Project**

Dear Ms. Johnson:

Kitchell/BRJ/Seville is pleased to provide this analysis of the bid results for the .

Bids were accepted until 2:00 PM on April 17, 2013. Upon closing of the bid period, the contractor proposals were opened and publicly read aloud at the San Bernardino Community College District Office, PDC 104 located at 114 S. Del Rosa Drive in San Bernardino, CA. Six (6) plan holders submitted bids for the Grant Street Sewer project. The responsive low bidder is Tryco General Engineering, Inc. with a total bid amount of \$567,780.00

## **Bid Analysis**

The following items were considered in our bid analysis:

- I. Comparative Pricing
- II. Bond Review
- III. Company History
- IV. Bid Form Review
- V. Client Reference Check
- VI. Contractor License Check

### **I. Comparative Pricing**

A.	Low bid	\$567,780
B.	Low responsive bid	\$567,780
C.	Average bid	\$678,223
D.	High bid	\$867,000
E.	Number of Bidders	6

Please refer to the attached bid tally summary for a list of all the bidders.

### **II. Bond Review**

- A. Philadelphia Indemnity Insurance Company is the surety for Tryco General Engineering, Inc. and is a surety company authorized to transact the business of insurance in the State of California.
- B. Contractor's License Board: All California contractors are required to file a bond or cash deposit with the State in the amount of 10%. The Contractor has acknowledged the bond and it has been in place since April 15, 2013.

**III. Company History**

Tryco General Engineering, Inc. is based out of the Lake Arrowhead area and is well established here in the inland empire. They are a general engineering firm specializing in underground piping work including waste water and storm drain projects. Similar sample projects include

- \$240,000 – Sewer Project – Serenity Lodge
- \$200,175 – Underground piping – Calle Mayor Interconnect
- \$235,000 – Underground piping – Sweetgrass Lane Pipeline.
- \$228,000 – Underground piping – Curtis MS Improvements

**IV. Bid Form Review**

A.	Contractor's Proposal Form	No exception taken
B.	License # and Classification	No exception taken
C.	Non-Collusion Affidavit	No exception taken
D.	List of Subcontractors	No exception taken
E.	Statement of Bidder's Qualifications/Questionnaire	No exception taken
F.	Statement of Compliance	No exception taken
G.	Bid Bond	No exception taken

**V. Client Reference Check**

Client references review and verified.

**VI. Contractor License Check**

A.	License # and Status:	License #960285 <b>Current and Active</b>
B.	Type of company:	Corporation
C.	Expiration date:	05/2013
D.	State of Incorporation:	California
E.	Claims Against License	No Current Citations or Cases on Record
F.	Type of license	A – General Engineering Contractor

Based on the information available at this time, Kitchell/BRJ/Seville confirms Tryco General Engineering, Inc. to be the apparent low bid proposal for this scope of work.

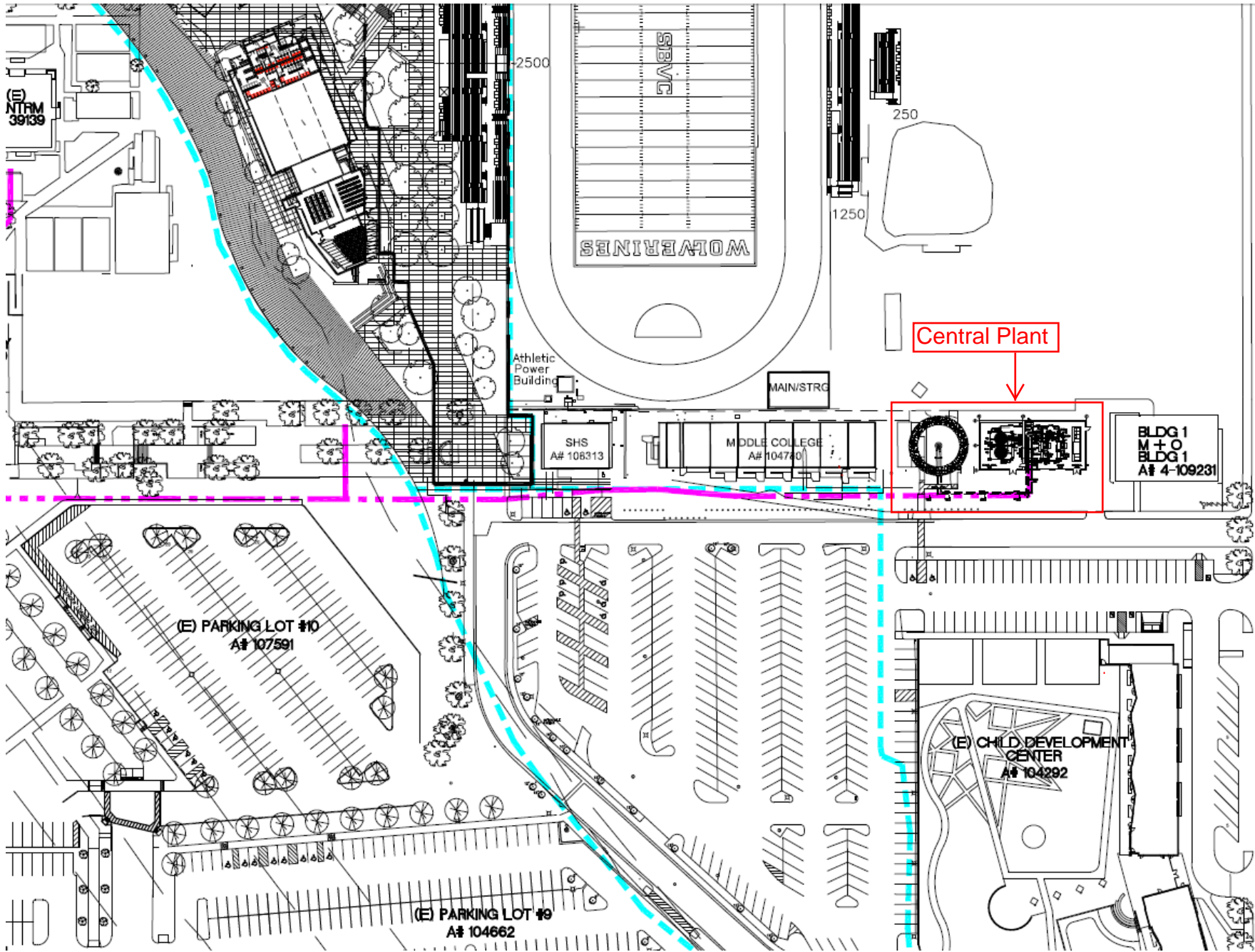
Sincerely,

Kitchell/BRJ/Seville

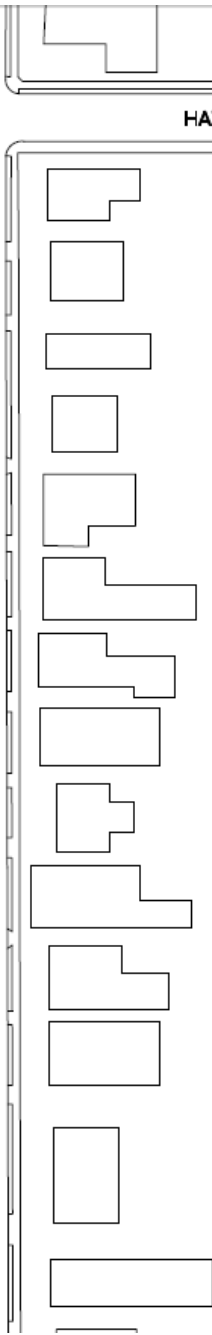


Gary Weinstein  
Project Manager

cc: Job File



K STREET



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, Program Manager, Kitchell/BRj/Seville  
DATE: May 9, 2013  
SUBJECT: Consideration of Approval to Award Bid and Contract to  
The Richards Group

RECOMMENDATION

It is recommended that the Board of Trustees award bid and contract to The Richards Group for the Occupational Education 2 Building Demolition – Initial Package project at Crafton Hills College in the amount of \$654,000.00.

OVERVIEW

This project is the initial package for the Occupational Education 2 Building project. The initial package consists of pre-construction activities such as mobilization, temporary fencing, utility disconnect, hazardous material abatement, site and building demolition, and electrical relocation. The future building project will be bid and constructed later this year.

ANALYSIS

A public bid opening was conducted on April 11, 2013 and the District received six bids. The lowest, most responsive three were:

<b>Vendor</b>	<b>Total Bid</b>
Dale Rauch	\$283,900.00
The Richards Group	\$654,000.00
Earl Corporation	\$662,941.00

An analysis of the bids received indicates that The Richards Group is the lowest, most responsive bidder, as Dale Rauch withdrew their bid, citing an error its development.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2012-13 budget for Measure M.



11711 Sand Canyon Road, Yucca, CA 92399

(909) 435-4154 - FAX (909) 794-8901

April 17, 2013

Charlie Ng  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408

**RE: OE2 Building Initial Demolition Package  
BID ANALYSIS AND RECOMMENDATION**

Dear Mr. Ng:

Kitchell/BRj/Seville is pleased to provide this analysis of the bid results for the Crafton Hills College OE2 Building Initial Demolition Package project.

Bids were accepted until 2:00 PM on April 11, 2013. Upon closing of the bid period, the contractor proposals were opened and publicly read aloud at the San Bernardino Community College District Office, PDC 104 located at 114 S. Del Rosa Drive in San Bernardino, CA. Six (6) plan holders submitted bids for this project. The lowest apparent bidder on bid day requested a bid withdrawal due to an error in putting his electrical scope of work bid price together, which was accepted by SBCCD. The lowest responsible bidder was determined to be The Richards Group with a total bid amount of \$654,000.00.

### Bid Analysis

The following items were considered in our bid analysis:

- I. Comparative Pricing
- II. Bond Review
- III. Company History
- IV. Bid Proposal/Form Review
- V. Client Reference Check
- VI. Contractor License Check

#### I. Comparative Pricing

A.	Low bid	\$	283,900.00
B.	Average bid	\$	619,431.50
C.	High bid	\$	713,350.00
D.	Number of Bidders		Six (6)

#### II. Bond Review

- A. American Contractors Indemnity Company is the surety for The Richards Group. The Preferred Bonding & Insurance Services is the agent company authorized to transact the business of insurance in the State of California.
- B. Contractor's License Board: All California contractors are required to file a bond or cash deposit with the State in the amount of \$12,500. The Contractor's Bond No. is 521454 and has been verified to be effective since July 26<sup>th</sup>, 2011, and is currently on file.

**III. Company History**

The Richards Group was founded in 2011, and serves in Southern California. Their specialties include General Building/Engineering Contracting and Public Works Contracts. Similar sample projects include:

- City of Laguna Beach: Lifeguard Storage Building in the amount of \$70,000.00.
- Caltrans Rainbow Truck Inspection: Various mechanical and electrical upgrades in the amount of \$208,000.00.
- City of Santa Monica: Marine Park concrete retaining wall in the amount of \$32,000.00.

**IV. Bid Proposal/Form Review**

Bid proposal/form reviewed and verified. See attached for detailed spreadsheet of review.

**V. Client Reference Check**

Client references reviewed and verified.

**VI. Contractor License Check**

A.	License # and Status:	License # 964978 Current and Active
B.	Type of company:	Sole Ownership
C.	Expiration date:	August 31, 2013
D.	State of Incorporation:	California
E.	Type of license:	A – General Engineering Contractor B – General Building Contractor

Based on our bid review and analysis Kitchell/BRj/Seville confirms that The Richards Group is the lowest responsible bidder. We recommend that the SBCCD board accept and award the contract to The Richards Group for the Crafton Hills College OE2 Building Initial Demolition Package project.

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

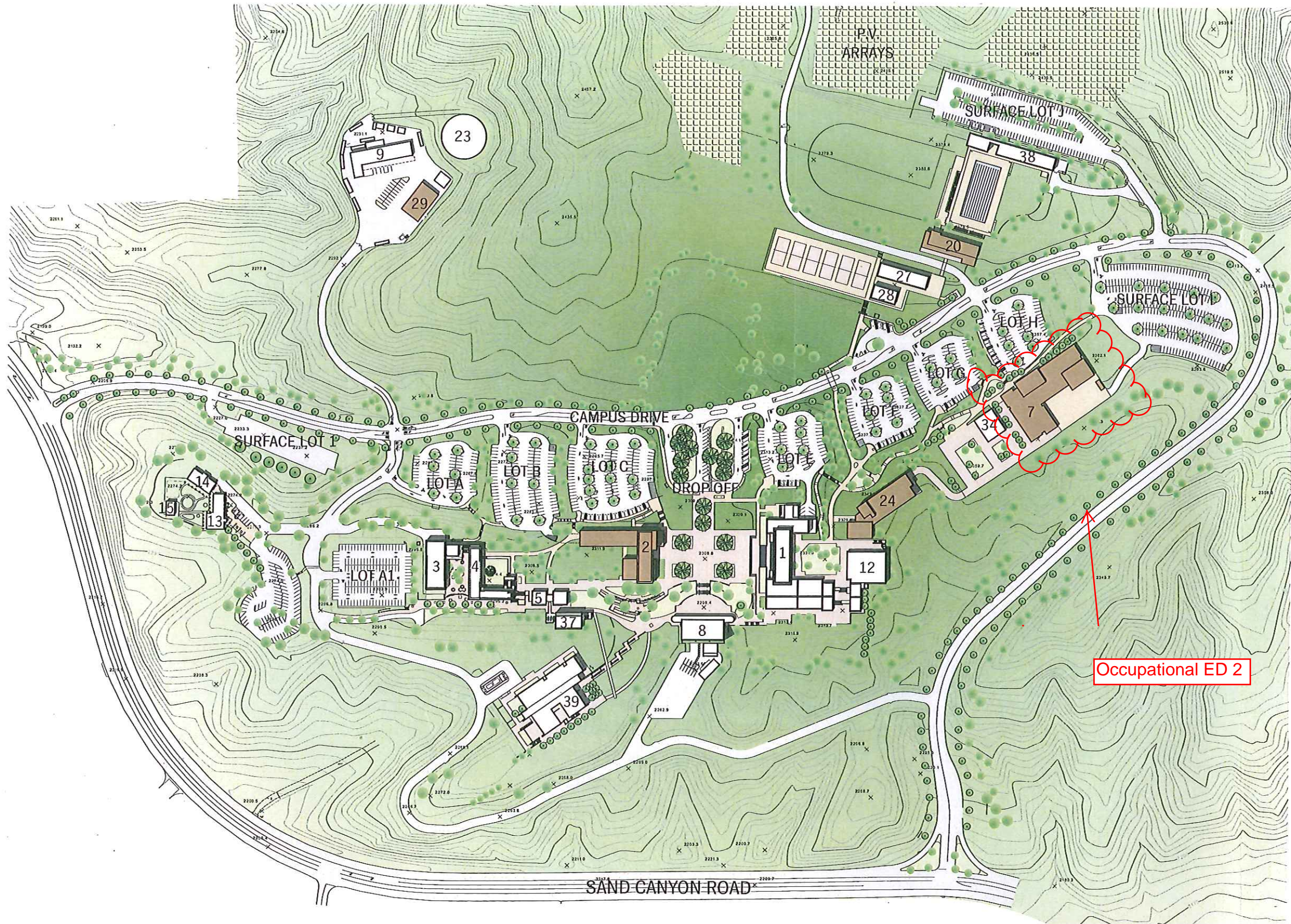
Kitchell/BRj/Seville



Geoff Bachanas  
Project Manager

cc: Mike Strong - CHC  
Diana Johnson – Kitchell/BRj/Seville  
Job File

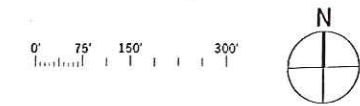




- | NO. | BUILDING NAME                                 |
|-----|---|
| 1   | LAB/ADMIN                                     |
| 2   | <b>CRAFTON CENTER</b>                         |
| 3   | CLASSROOM BUILDING 2                          |
| 4   | STUDENT SERVICES A                            |
| 5   | 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:** May 9, 2013  
**SUBJECT:** Consideration of Approval of Amendment 007 to P2S Engineering, Inc. Contract

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 007 to the P2S Engineering, Inc. contract in the amount of \$27,200.00.

### **OVERVIEW**

On December 9, 2010 the Board of Trustees approved a contract with P2S Engineering, Inc. for architectural/engineering services for the Central Plant project at Valley College. This amendment will cover design and oversight for the High Voltage project at Valley College. This project will improve future reliability of the high voltage infrastructure for the entire campus as well as balance the loads and increase capacities for future buildings.

### **ANALYSIS**

The effect of this amendment will be an addition of \$27,200.00 to the P2S Engineering, Inc. contract, resulting in a revised contract amount of \$1,130,350.00. There is no increase in length of contract.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Included in 2012-13 Measure M budget.

# Kitchell/BRJ/Seville

701 S Mount Vernon Ave, San Bernardino, CA 92410

# Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: April 4, 2013

No. VC 163r2

TO: Charlie Ng  
Vice Chancellor  
San Bernardino Valley College (SBVC)

FROM: Gary Weinstein *GW*  
Project Manager  
Kitchell/BRJ/Seville

RE: San Bernardino Valley College (SBVC) Measure M  
Upgrade/Replacement of Existing High Voltage Infrastructure,  
Circuits 1-4, at SBVC Campus  
P2S Amendment No. 7

### SCOPE:

The campus electrical engineer, P2S Engineering, identified several of the existing high voltage system conductors, manholes and terminations at Circuits 1-4 are in poor condition and recommend replacement.

### NARRATIVE:

The project team conducted a thorough review of the existing high voltage system conductors, manholes and terminations in preparation of the Business Building Renovation electrical shut down for installation of the new selector switch and Circuit 1 & 2 conductors. Upon completion of the electrical shut down planning session the project team determined that several of the existing high voltage system connectors/conductors were disintegrating and poised a potential safety concern for commencement of the scheduled installation of Business Building selector switch. KBS, DLR and SBVC reviewed with P2S a few options and decided to proceed with the electrical engineer recommendation to conduct a full existing system survey and design documents for a supplemental infrastructure project. A draft budget of \$250,000.00 was developed for the replacement scope of work.

### RECOMMENDATION:

Kitchell/BRJ/Seville recommends that SBCCD approve P2S Engineering Amendment No. 07 in the amount of \$27,200.00. Upon approval, Kitchell/BRJ/Seville will direct P2S to proceed with the existing system survey and design services in an effort to deliver a timely deliverable for coordination of a UCCAP bid and DSA review/approval

### BUDGET INFORMATION:

The intent is to allocate the \$250,000 required for the project from the remaining Business Building budget to and proceed immediately with survey, design and construction.

Original Project Budget amount:	\$	16,239,430.00
Spent to Date:	\$	8,909,816.20
Project Current Estimate of Complete Costs:	\$	15,426,326.56
<b>Project Memo Forecast Cost:</b>	\$	<b>27,200.00</b>
Project Change Amount:	\$	0.00

Budget Line Item: 42-37-31-2520-0000-6220.10-7100

<input checked="" type="checkbox"/> I concur with this recommendation	<i>Diana Johnson</i> 4/15/13
<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>
<input type="checkbox"/> I do not concur with this recommendation	Charlie Ng, Vice Chancellor, Fiscal Services

Attachments: P2S Amendment 07  
P2S Proposal Dated 4/4/13

CC: DJohnson, DRakers, SNelson, File

*AM*  
4/11/13

**CONSULTANT CONTRACT AMENDMENT FOR ENGINEERING SERVICES  
CONTRACT AMENDMENT: 007**

**PROJECT:** San Bernardino Valley College (SBVC)  
701 S. Mount Vernon Avenue  
San Bernardino, CA 92410

**OWNER:** San Bernardino Community College District  
114 S. Del Rosa Avenue  
San Bernardino, CA 92408

**TO:** P2S Engineering, Inc.  
5000 East Spring Street, 8<sup>th</sup> Floor  
Long Beach, CA 900815

**Brief Description:**

This contract amendment is for additional scope services for the Measure M Central Plant Project for San Bernardino Valley College. Additional services include the survey, design and construction administration services associated with replacement of the campus high voltage system Circuits 1-4. P2S Engineering shall proceed with the work associated with conducting a full existing system survey, design documents and DSA approval for a supplemental infrastructure project.

**Attachments:**

P2S proposal dated 4/4/13

**Costs:**

**\$27,200.00** = Total of this requested Consultant Contract Amendment: 007

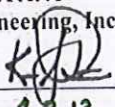
The original Contract Sum	\$1,002,500.00
Net change by previous Amendments	\$100,650.00
The Contract Sum prior to this Amendment	\$1,103,150.00
The Contract Sum will be increased by this Amendment	\$27,200.00
The new Contract Sum including this Amendment	\$1,130,350.00

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes P2S Engineering, Inc. to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to P2s Engineering, Inc. engineering services contract with SBCCD.

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

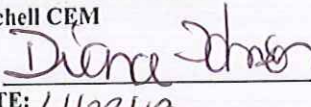
**Authorized:**

**CONSULTANT**  
P2S Engineering, Inc.

By:   
DATE: 4.3.13

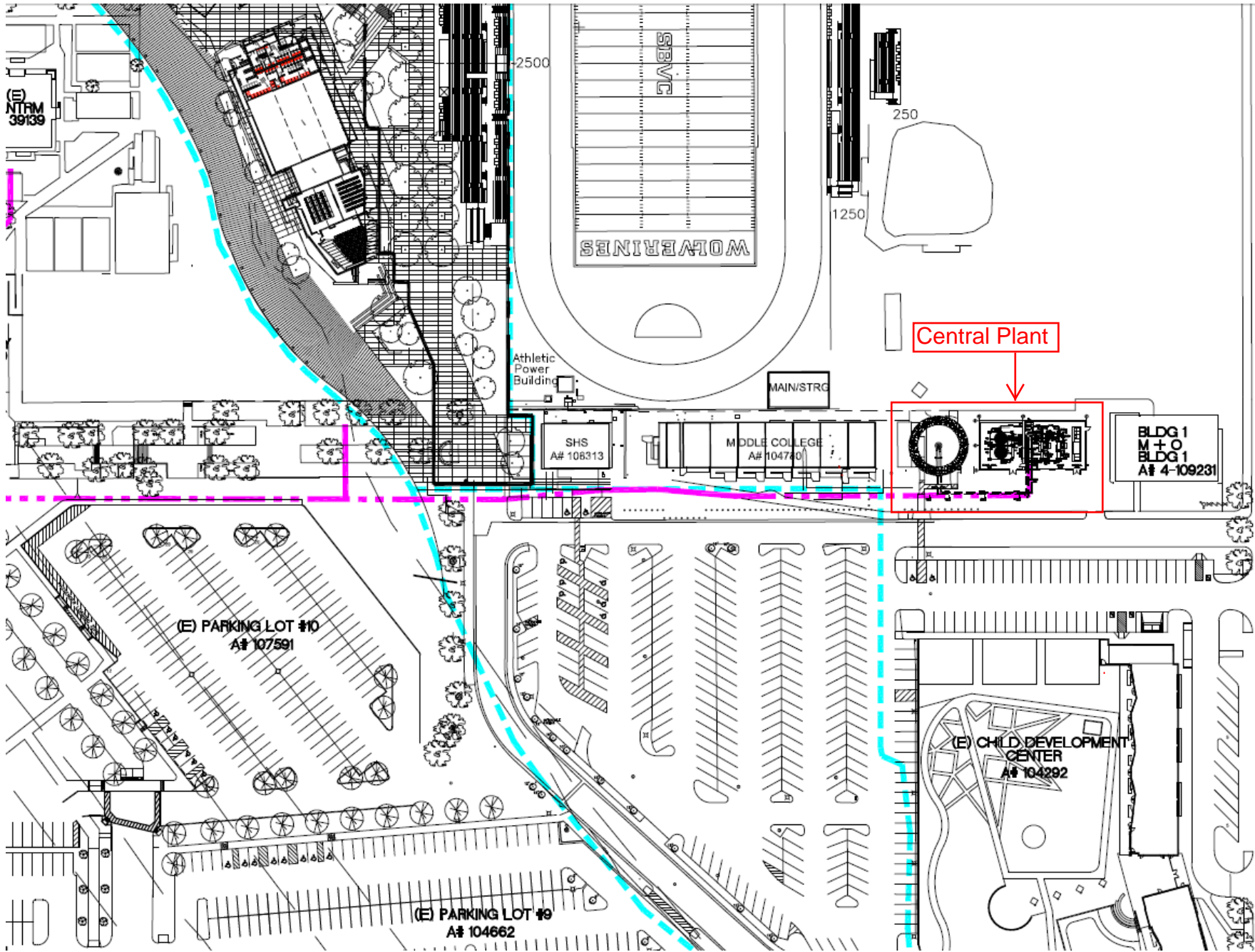
*Kevin L. Peterson  
President*

**PROGRAM MANAGER**  
Kitchell CEM

By:   
DATE: 4/22/13

**OWNER**  
SBCCD

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



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services  
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville  
DATE: May 9, 2013  
SUBJECT: Consideration of Approval of Revised Measure M Bond Project List  
for Crafton Hills College

### 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  
May 9, 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	6,334,931
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	1,862,087
12. Maintenance & Operations Renovation	987,595
13. LADM Labs, Offices & Lecture Renovation	14,160,481
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	2,816,766
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
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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: Kenn Couch, Station Manager, KVCR  
DATE: May 9, 2012  
SUBJECT: Consideration of Approval to Amend Terms of Loan to KVCR

### RECOMMENDATION

It is recommended that the Board of Trustees extend the \$1,815,000 loan made to KVCR for an additional year at 0% interest, with the first payment due in May 2014 to allow for additional annual operations funds from KVCR to relieve district General Fund allocations.

### OVERVIEW

By fiscal year 2003-04 the District had loaned KVCR a total of \$1,815,000, at 0% interest, to pay for the digital conversion of the radio and television stations. The terms of that loan provided for no payments to the District for seven years. Based on the amended terms of the agreement, repayment of the loan would begin this year and continue for the next five years. KVCR is in the financial position to begin this repayment. However, after negotiating with the District, it was determined that the funds earmarked for repayment of the loan could be better used to reduce the operational costs of KVCR charged to the district's General Fund.

### ANALYSIS

All of the funding from the district's General Fund in support of KVCR covers staffing and benefits. In an effort to relieve some of the fiscal pressure on the General Fund and the campuses, the Chancellor and KVCR Station Manager elected to direct funds that would have been used to make payments on the loan to cover the costs of six district-funded staff members and any additional jobs within the KVCR structure. The Chancellor and the Station Manager do not feel KVCR is in a position to cover these costs and also make a loan payment this year. Therefore, we would like to amend the terms of the loan agreement and extend the term an additional one year, still at 0% interest. The first payment will be due in May 2014.

### BOARD IMPERATIVE

- I. Institutional Effectiveness
- III. Resource Management of Efficiency, Effectiveness and Excellence

### FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

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: May 9, 2013  
SUBJECT: Consideration of Approval of Interfund Borrowing and Adopt Resolution

RECOMMENDATION

It is recommended that the Board of Trustees approve and authorize interfund borrowing between all funds to meet cash flow needs in the fiscal year 2013-2014 and adopt resolution to authorize temporary borrowing between funds.

OVERVIEW

The Board has the authority to approve temporary borrowing between funds for payment of obligations.

ANALYSIS

The uncertainty of the ability of the State to make payments makes the need for cash essential.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Positive for cash flow.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION TO AUTHORIZE**

**TEMPORARY BORROWING BETWEEN FUNDS OF THE SCHOOL DISTRICT**

ON MOTION of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, the following resolution is hereby adopted:

WHEREAS, the San Bernardino County Treasurer does not have authority to honor warrants drawn on school district funds with insufficient cash balances in the absence of an approved borrowing arrangement with the district; and

WHEREAS, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603; and

WHEREAS, actual interfund transfers shall be accounted for as temporary loans between funds and shall not be available for appropriation or be considered income to the borrowing fund or account; and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year;

NOW THEREFORE, BE IT RESOLVED that:

1. The Governing Board of the San Bernardino Community College District hereby authorizes, for fiscal year 2013-2014, temporary transfers between the following funds and authorizes the San Bernardino County Treasurer to honor warrants drawn on those funds, regardless of their cash balances, provided the aggregate cash balance of all those funds is positive:

**All Funds**

2. The Governing Board of the San Bernardino Community College District hereby authorizes the Superintendent or his designee to approve any actual interfund transfers processed between the above-mentioned funds and requires that any actual transfer of funds pursuant to this resolution be ratified by the Board as soon as practicable.

PASSED AND ADOPTED by the Governing Board on \_\_\_\_\_ 20\_\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA )

) ss

COUNTY OF SAN BERNARDINO )

I, \_\_\_\_\_, Clerk/Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

---

Clerk/Secretary of the Governing Board

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: May 9, 2013  
SUBJECT: Consideration of Approval of Board Policies  
2175 Evaluation of the Chancellor  
3590 Energy Conservation  
7251 Management Evaluation

RECOMMENDATION

It is recommended that the Board of Trustees approve Board Policy 2175 Evaluation of the Chancellor, 3590 Energy Conservation and Board Policy 7251 Management Evaluation.

OVERVIEW

BP 2175 was amended by the Board of Trustees and the Chancellor.

BP 3590 is new and states the district's commitment to energy conservation.

BP 7251 was amended to exclude any reference to the evaluation of the Chancellor.

ANALYSIS

The Board may adopt policies authorized by law or determined to be necessary for the efficient operation of the district.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

3  
4 EVALUATION OF THE CHANCELLOR ~~AND PRESIDENTS~~

5  
6 The Board shall conduct an evaluation of the Chancellor in compliance with the  
7 requirements set forth in the contract of employment with the Chancellor and  
8 Administrative Procedure 2175. ~~at least annually. Such evaluation shall comply with any~~  
9 ~~requirements set forth in the contract of employment with the Chancellor as well as this policy.~~

10  
11 ~~The Board shall evaluate the Presidents using an evaluation process developed and jointly~~  
12 ~~agreed to by the Board and the Chancellor.~~

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14 ~~The criteria for evaluation shall be based on board policy, the job descriptions, and performance~~  
15 ~~goals and objectives developed mutually by the Chancellor and the Presidents.~~

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45 Reference:  
46 Accreditation Standard 10.A.4.

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54 APPROVED: 11/13/03

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4 **ENERGY CONSERVATION**

5  
6 The Board embraces energy conservation and believes it to be our responsibility to ensure that  
7 every reasonable effort is made to conserve energy and natural resources while exercising  
8 sound financial management.

9  
10 The Board recognizes the importance of adopting an energy conservation policy. The Board  
11 also affirms the implementation of this policy will be the joint responsibility of the Board, District  
12 administration, faculty, staff, students, and support personnel. Success is based on cooperation  
13 amid all groups.

14  
15 To ensure the overall success of our behavior-based energy conservation program, the  
16 following areas will be emphasized:

- 17  
18 • A designated campus/site administrator will be accountable for energy conservation on  
19 his/her campus/site along with the Energy Education Administrator, conducting energy  
20 audits and providing timely feedback.  
21 • All personnel at each campus/site are expected to make a positive contribution to maximize  
22 energy conservation and produce real energy savings.  
23 • The District will implement its energy conservation program primarily through an energy  
24 management team led by the Energy Education Administrator in accordance with  
25 Administrative Procedure 3590.  
26 • Accurate records of energy consumption and cost will be maintained by the Energy  
27 Education Administrator for each campus/site to provide verifiable performance results on  
28 the goals and progress of the energy conservation program.

29  
30 Further, to promote a safe, healthy learning environment and to complement the energy  
31 conservation program, each campus/site shall review and adhere to the preventive maintenance  
32 and monitoring plan administered by the campus/site physical plant for its facilities and systems,  
33 including heating, ventilation and air conditioning, building envelope, and moisture  
34 management.

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5 ~~EVALUATION OF THE CHANCELLOR AND PRESIDENTS~~  
6 MANAGEMENT EVALUATION  
7

8 ~~The Board shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall~~  
9 ~~comply with any requirements set forth in the contract of employment with the Chancellor as well~~  
10 ~~as this policy.~~

11  
12 ~~e Board shall evaluate the Presidents using an evaluation process developed and jointly agreed~~  
13 ~~to by the Board and the Chancellor.~~

14  
15 The criteria for management evaluations shall be based on board policy, the job descriptions,  
16 and performance goals and objectives developed mutually by ~~the Chancellor and the Presidents.~~  
17 the manager and the supervisor.  
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52 APPROVED: 11/13/03  
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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: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville  
DATE: May 9, 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 \$91,931.00 which is 0.252% 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 \$1,494,167.25 which is only 4.09% 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 5/09/13 agenda)

May 9, 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	\$ 283,150.00	\$ 91,931.00	\$ 24,804,235.44	1.54%
<b>TOTAL for CHANGE ORDERS</b>	<b>\$ 37,051,181.94</b>	<b>\$ 868,951.76</b>	<b>\$ 91,931.00</b>	<b>\$ 38,012,064.70</b>	<b>2.59%</b>

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**

May 9, 2013

(Including any contract amendments and change orders on the 05/09/13 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**

May 9, 2013

(Including any contract amendments and change orders on the 05/09/13 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**

May 9, 2013

(Including any contract amendments and change orders on the 05/09/13 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**

May 9, 2013

(Including any contract amendments and change orders on the 05/09/13 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**

May 9, 2013

(Including any contract amendments and change orders on the 05/09/13 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**

May 9, 2013

(Including any contract amendments and change orders on the 05/09/13 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**

May 9, 2013

(Including any contract amendments and change orders on the 05/09/13 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	\$ -	\$ 148,883.00	\$ -	\$ 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	\$ -	\$ 203,626.00	\$ 91,931.00	\$ 10,010,289.95	3.04%
Site Signage	\$ 2,535,776.00	\$ 34,333.00	\$ -	\$ (18,454.00)	\$ -	\$ 2,551,655.00	0.00%
	<b>\$ 24,298,670.95</b>	<b>\$ 130,483.49</b>	<b>\$ -</b>	<b>\$ 283,150.00</b>	<b>\$ 91,931.00</b>	<b>\$ 24,804,235.44</b>	<b>1.54%</b>

**NO NEW CHANGE ORDERS**

San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**CENTRAL PLANT**

May 9, 2013

(Including any contract amendments and change orders on the 05/09/13 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	\$ -	\$ -	\$ 122,077.00	\$ -	\$ 11,000,077.00	1.12%
<b>TOTAL</b>	<b>\$ 11,226,300.00</b>	<b>\$ 83,941.49</b>	<b>\$ -</b>	<b>\$ 148,883.00</b>	<b>\$ -</b>	<b>\$ 11,459,124.49</b>	<b>1.32%</b>



San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**GYM DEMO**

May 9, 2013

(Including any contract amendments and change orders on the 05/09/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
E. Avico, Inc.	\$ 253,071.00	\$ -	\$ -	\$ (15,000.00)	\$ -	\$ 238,071.00	-5.93%
JM Builders	\$ 256,000.00	\$ -	\$ -	\$ (35,905.00)	\$ -	\$ 220,095.00	-14.03%
				\$ -			
<b>TOTAL</b>	<b>\$ 509,071.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (50,905.00)</b>	<b>\$ -</b>	<b>\$ 458,166.00</b>	<b>-10.00%</b>

**NO NEW CHANGE ORDERS**



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

May 9, 2013

(Including any contract amendments and change orders on the 05/09/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Broughton Construction, Inc.	\$ 1,170,000.00	\$ -	\$ -	\$ (20,502.00)	\$ -	\$ 1,149,498.00	-1.75%
C.S. Legacy Construction	\$ 1,365,776.00	\$ 34,333.00	\$ -	\$ 2,048.00	\$ -	\$ 1,402,157.00	0.15%
<b>TOTAL</b>	<b>\$ 2,535,776.00</b>	<b>\$ 34,333.00</b>	<b>\$ -</b>	<b>\$ (18,454.00)</b>	<b>\$ -</b>	<b>\$ 2,551,655.00</b>	<b>-0.72%</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: May 9, 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 May 1, 2013. It reflects summary information for all District funds, grouped by category within each fund.

As of May 1, the District was 83.5% through the fiscal year and had spent and encumbered about 74.4% of its budgeted general funds. These figures are a result of savings generated in all major accounts, including salaries, benefits, supplies, services and capital outlay, and are due to cost control measures implemented by the District during the fiscal year.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.



## Budget Revenue & Expenditure Summary Year to Date 5/1/13

Revenues by Fund	Budget	YTD Revenues	% Received	% of Year
01 General Fund*	91,055,515	46,264,037	50.8	83.5
21 Bond Interest & Redemption	13,755,000	14,483,021	105.3	83.5
41 Capital Outlay Projects Fund	686,215	582,355	84.9	83.5
42 Bond Construction Fund	200,000	200,000	100.0	83.5
68 Retiree Benefit Fund	763,000	758,039	99.3	83.5
69 Employee Load Banking Trust Fund	450	180	40.0	83.5
72 Child Development Fund	2,247,010	1,641,810	73.1	83.5
73 Student Body Center Fee Fund	211,800	187,680	88.6	83.5
74 KVCR Fund	8,172,595	5,523,841	67.6	83.5
78 Self Insurance-Liability Fund	753,000	752,245	99.9	83.5
84 Workers Compensation Fund*	1,260,000	869,197	69.0	83.5

Expenses by Fund	Budget	YTD Expenses & Encumbrances	% Expensed & Encumbered	% of Year
01 General Fund*	97,498,450	72,543,195	74.4	83.5
21 Bond Interest & Redemption	24,670,888	23,084,827	93.6	83.5
41 Capital Outlay Projects Fund	10,180,475	2,071,131	20.3	83.5
42 Bond Construction Fund	67,389,023	35,792,205	53.1	83.5
68 Retiree Benefit Fund	2,411,699	2,329,073	96.6	83.5
69 Employee Load Banking Trust Fund	450	0	0.0	83.5
72 Child Development Fund*	2,444,369	1,677,164	68.6	83.5
73 Student Body Center Fee Fund	284,725	203,064	71.3	83.5
74 KVCR Fund	8,289,821	5,421,065	65.4	83.5
78 Self Insurance-Liability Fund	795,000	545,432	68.6	83.5
84 Workers Compensation Fund*	1,397,000	727,554	52.1	83.5

\*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	2,559,021.65	2,559,021.65	33.9	0.00	4,972,952.73	66.0
8600.00 STATE REVENUES	63,552,520.57	27,157,133.58	27,157,133.58	42.7	0.00	36,395,386.99	57.2
8800.00 LOCAL REVENUES	19,958,569.71	16,533,651.66	16,533,651.66	82.8	0.00	3,424,918.05	17.1
8900.00 OTHER FINANCING SOURCES	12,450.00	14,230.04	14,230.04	100.0	0.00	1,780.04-	.0
TOTAL: 8000	91,055,514.66	46,264,036.93	46,264,036.93	50.8	0.00	44,791,477.73	49.1
1100.00 CONTRACT CLASSROOM INST.	15,181,265.05	12,993,750.50	12,993,750.50	85.5	0.00	2,187,514.55	14.4
1200.00 CONTRACT CERT. ADMINISTRATORS	7,983,600.65	6,284,277.03	6,284,277.03	78.7	0.00	1,699,323.62	21.2
1300.00 INSTRUCTORS DAY/HOURLY	7,231,088.74	5,789,112.08	5,789,112.08	80.0	0.00	1,441,976.66	19.9
1400.00 NON-INSTRUCTION HOURLY CERT.	1,608,460.69	918,692.60	918,692.60	57.1	0.00	689,768.09	42.8
TOTAL: 1000	32,004,415.13	25,985,832.21	25,985,832.21	81.1	0.00	6,018,582.92	18.8
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	17,528,781.10	13,473,981.01	13,473,981.01	76.8	0.00	4,054,800.09	23.1
2200.00 INSTRUCTIONAL AIDS	1,235,791.00	986,612.65	986,612.65	79.8	0.00	249,178.35	20.1
2300.00 NON-INSTRUCTION HOURLY CLASS.	2,512,292.64	1,405,013.94	1,405,013.94	55.9	0.00	1,107,278.70	44.0
2400.00 INST AIDES-HOURLY- DIR. INSTRU	1,416,586.38	751,939.70	751,939.70	53.0	0.00	664,646.68	46.9
TOTAL: 2000	22,693,451.12	16,617,547.30	16,617,547.30	73.2	0.00	6,075,903.82	26.7
3100.00 CERTIFICATED RETIREMENT	2,468,983.43	1,893,567.31	1,893,567.31	76.6	0.00	575,416.12	23.3
3200.00 CLASSIFIED RETIREMENT	2,298,388.86	1,808,627.91	1,808,627.91	78.6	0.00	489,760.95	21.3
3300.00 OASDHI /FICA	2,039,744.89	1,603,618.15	1,603,618.15	78.6	0.00	436,126.74	21.3
3400.00 HEALTH AND WELFARE BENEFITS	7,894,432.39	5,874,737.91	5,874,737.91	74.4	0.00	2,019,694.48	25.5
3500.00 STATE UNEMPLOYMENT INSURANCE	638,884.71	510,137.46	510,137.46	79.8	0.00	128,747.25	20.1
3600.00 WORKERS COMPENSATION INSURANCE	978,332.70	757,465.35	757,465.35	77.4	0.00	220,867.35	22.5
3900.00 OTHER BENEFITS	191,301.29	160,253.83	160,253.83	83.7	0.00	31,047.46	16.2
TOTAL: 3000	16,510,068.27	12,608,407.92	12,608,407.92	76.3	0.00	3,901,660.35	23.6
4100.00 TEXTBOOKS	51,703.29	9,025.33	9,025.33	17.4	9,749.05	32,928.91	63.6
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	115,836.53	54,917.03	54,917.03	47.4	16,511.47	44,408.03	38.3
4300.00 INSTRUCTIONAL SUPPLIES	596,069.04	291,160.00	291,160.00	48.8	142,411.68	162,497.36	27.2
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	67,076.94	16,074.50	16,074.50	23.9	11,363.46	39,638.98	59.0
4500.00 NONINSTRUCTIONAL SUPPLIES	1,261,252.14	641,471.81	641,471.81	50.8	316,657.13	303,123.20	24.0
4700.00 FOOD SUPPLIES	31,075.13	7,478.81	7,478.81	24.0	22,096.32	1,500.00	4.8
TOTAL: 4000	2,123,013.07	1,020,127.48	1,020,127.48	48.0	518,789.11	584,096.48	27.5
5100.00 PERSON&CONSULTANT SVC-DIST USE	5,840,977.25	2,214,248.07	2,214,248.07	37.9	2,240,978.36	1,385,750.82	23.7
5200.00 TRAVEL & CONFERENCE EXPENSES	760,052.30	379,589.18	379,589.18	49.9	102,861.03	277,602.09	36.5
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	367,546.12	229,346.95	229,346.95	62.3	14,047.50	124,151.67	33.7
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	2,594,108.92	1,911,920.27	1,911,920.27	73.7	630,634.60	51,554.05	1.9
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	2,216,837.23	1,495,641.99	1,495,641.99	67.4	362,637.08	358,558.16	16.1
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	783,867.00	233,149.36	233,149.36	29.7	278,219.81	272,497.83	34.7
5800.00 OTHER OPERATING EXP-DIST. USE	5,886,660.38	1,351,480.53	1,351,480.53	22.9	126,307.20	4,408,872.65	74.8
5900.00 INTERPROGRAM CHARGES-DIST. USE	180.00	0.00	0.00	.0	0.00	180.00	100.0
TOTAL: 5000	18,586,229.20	7,940,328.35	7,940,328.35	42.7	3,755,685.58	6,890,215.27	37.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	91,917,176.79	64,172,243.26	64,172,243.26	69.8	4,274,474.69	23,470,458.84	25.5
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	107,688.26	2,486.00	2,486.00	2.3	24,706.00	80,496.26	74.7
6300.00 LIBRARY BOOKS - EXPANSION	86,650.00	33,536.92	33,536.92	38.7	46,381.62	6,731.46	7.7
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	2,082,742.88	834,288.83	834,288.83	40.0	245,043.19	1,003,410.86	48.1
TOTAL: 6000	2,352,828.14	872,900.75	872,900.75	37.1	317,050.81	1,162,876.58	49.4
TOTAL: 1000-6999	94,270,004.93	65,045,144.01	65,045,144.01	68.9	4,591,525.50	24,633,335.42	26.1
7300.00 INTERFUND TRANSFERS	2,609,273.00	2,363,806.00	2,363,806.00	90.5	0.00	245,467.00	9.4
7500.00 OTHER OUTGO-STUDENT FIN AID	53,771.00	36,569.00	36,569.00	68.0	1,665.00	15,537.00	28.8
7600.00 OTHER STUDENT AID	565,401.46	349,435.00	349,435.00	61.8	155,050.03	60,916.43	10.7
TOTAL: 7000	3,228,445.46	2,749,810.00	2,749,810.00	85.1	156,715.03	321,920.43	9.9
TOTAL: 1000-7999	97,498,450.39	67,794,954.01	67,794,954.01	69.5	4,748,240.53	24,955,255.85	25.5

Fund: 01 GENERAL FUND

SUMMARY

=====		=====								
SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENED/ENCUMBERED	UNENCUMBERED			
			CURRENT	YEAR TO DATE			BALANCE			
=====		=====								
TOTAL INCOME	(8000 - 8999)	91,055,514.66	46,264,036.93	46,264,036.93	50.8	0.00	44,791,477.73		49.1	
TOTAL:	1000-5999	91,917,176.79	64,172,243.26	64,172,243.26	69.8	4,274,474.69	23,470,458.84		25.5	
TOTAL:	1000-6999	94,270,004.93	65,045,144.01	65,045,144.01	68.9	4,591,525.50	24,633,335.42		26.1	
TOTAL:	1000-7999	97,498,450.39	67,794,954.01	67,794,954.01	69.5	4,748,240.53	24,955,255.85		25.5	
TOTAL EXPENSES	(1000 - 7999)	97,498,450.39	67,794,954.01	67,794,954.01	69.5	4,748,240.53	24,955,255.85		25.5	

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	138,689.40	138,689.40	86.6	0.00	21,310.60	13.3
8800.00 LOCAL REVENUES	13,595,000.00	14,344,331.60	14,344,331.60	100.0	0.00	749,331.60-	.0
TOTAL: 8000	13,755,000.00	14,483,021.00	14,483,021.00	100.0	0.00	728,021.00-	.0
7100.00 DEBT RETIREMENT	24,670,888.00	23,084,826.92	23,084,826.92	93.5	0.00	1,586,061.08	6.4
TOTAL: 7000	24,670,888.00	23,084,826.92	23,084,826.92	93.5	0.00	1,586,061.08	6.4
TOTAL: 1000-7999	24,670,888.00	23,084,826.92	23,084,826.92	93.5	0.00	1,586,061.08	6.4

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	14,483,021.00	14,483,021.00	100.0	0.00	728,021.00-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	24,670,888.00	23,084,826.92	23,084,826.92	93.5	0.00	1,586,061.08	6.4
TOTAL EXPENSES	(1000 - 7999)	24,670,888.00	23,084,826.92	23,084,826.92	93.5	0.00	1,586,061.08	6.4

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ 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	511,263.63	511,263.63	83.1	0.00	103,859.97	16.8
TOTAL: 8000	686,214.75	582,354.78	582,354.78	84.8	0.00	103,859.97	15.1
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	161.46	161.84	161.84	100.0	0.00	0.38-	0
4500.00 NONI NSTRUCTI ONAL SUPPLI ES	29,864.26	9,493.89	9,493.89	31.7	4,212.83	16,157.54	54.1
TOTAL: 4000	30,025.72	9,655.73	9,655.73	32.1	4,212.83	16,157.16	53.8
5100.00 PERSON&CONSULTANT SVC-DI ST USE	70,000.00	22,775.58	22,775.58	32.5	2,224.42	45,000.00	64.2
5600.00 RENTS, LEASES&REPAI RS-DI ST. USE	166,441.74	72,707.79	72,707.79	43.6	7,408.12	86,325.83	51.8
5800.00 OTHER OPERATING EXP-DI ST. USE	77,288.17	25,860.12	25,860.12	33.4	0.00	51,428.05	66.5
TOTAL: 5000	313,729.91	121,343.49	121,343.49	38.6	9,632.54	182,753.88	58.2
TOTAL: 1000-5999	343,755.63	130,999.22	130,999.22	38.1	13,845.37	198,911.04	57.8
6100.00 SITES & IMPROVEMENTS-DI ST. USE	110,449.66	0.00	0.00	.0	0.00	110,449.66	100.0
6200.00 BUI LDI NGS&I MPROVEMENT-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 EQUI P/FURNITURE (EXCLD COMPTR)	1,925,429.61	1,790,088.19	1,790,088.19	92.9	58,113.55	77,227.87	4.0
TOTAL: 6000	9,336,719.21	1,866,667.69	1,866,667.69	19.9	59,618.55	7,410,432.97	79.3
TOTAL: 1000-6999	9,680,474.84	1,997,666.91	1,997,666.91	20.6	73,463.92	7,609,344.01	78.6
7900.00 RESERVE FOR CONTINGENCI ES	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	1,997,666.91	1,997,666.91	19.6	73,463.92	8,109,344.01	79.6

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	686,214.75	582,354.78	582,354.78	84.8	0.00	103,859.97	15.1
TOTAL:	1000-5999	343,755.63	130,999.22	130,999.22	38.1	13,845.37	198,911.04	57.8
TOTAL:	1000-6999	9,680,474.84	1,997,666.91	1,997,666.91	20.6	73,463.92	7,609,344.01	78.6
TOTAL:	1000-7999	10,180,474.84	1,997,666.91	1,997,666.91	19.6	73,463.92	8,109,344.01	79.6
TOTAL EXPENSES	(1000 - 7999)	10,180,474.84	1,997,666.91	1,997,666.91	19.6	73,463.92	8,109,344.01	79.6

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	200,000.30	200,000.30	100.0	0.00	0.30-	.0
TOTAL: 8000	200,000.00	200,000.30	200,000.30	100.0	0.00	0.30-	.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	1,254,200.00	178,705.80	178,705.80	14.2	771,195.70	304,298.50	24.2
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	102,528.09	102,528.09	46.6	91,135.91	26,336.00	11.9
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	174,000.00	128,596.25	128,596.25	73.9	25,161.75	20,242.00	11.6
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	4,348,800.00	712,458.37	712,458.37	16.3	896,194.21	2,740,147.42	63.0
TOTAL: 1000-5999	4,352,709.69	716,269.06	716,269.06	16.4	896,194.21	2,740,246.42	62.9
6100.00 SITES & IMPROVEMENTS-DIST. USE	5,586,018.00	1,581,875.73	1,581,875.73	28.3	1,254,204.34	2,749,937.93	49.2
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	54,979,995.31	17,579,283.18	17,579,283.18	31.9	13,188,630.37	24,212,081.76	44.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	2,470,300.00	85.05	85.05	.0	575,663.13	1,894,551.82	76.6
TOTAL: 6000	63,036,313.31	19,161,243.96	19,161,243.96	30.3	15,018,497.84	28,856,571.51	45.7
TOTAL: 1000-6999	67,389,023.00	19,877,513.02	19,877,513.02	29.4	15,914,692.05	31,596,817.93	46.8



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	200,000.30	200,000.30	100.0	0.00	0.30-	.0
TOTAL:	1000-5999	4,352,709.69	716,269.06	716,269.06	16.4	896,194.21	2,740,246.42	62.9
TOTAL:	1000-6999	67,389,023.00	19,877,513.02	19,877,513.02	29.4	15,914,692.05	31,596,817.93	46.8
TOTAL:	1000-7999	67,389,023.00	19,877,513.02	19,877,513.02	29.4	15,914,692.05	31,596,817.93	46.8
TOTAL EXPENSES	(1000 - 7999)	67,389,023.00	19,877,513.02	19,877,513.02	29.4	15,914,692.05	31,596,817.93	46.8

BDX110  
 ALL FUNDS  
 72 San Bernardino Community Col

BEST NET CONSORTIUM  
 BUDGET SUMMARY REPORT  
 07/01/2012 TO 05/01/2013

#J353

04/29/2013

PAGE 10

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  
 BUDGET SUMMARY REPORT  
 07/01/2012 TO 05/01/2013

#J353

04/29/2013

PAGE 11

Fund: 51 BOOKSTORE FUND

SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDED/	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	208,125.78	208,125.78	71.7	0.00	81,868.22	28.2
3500.00 STATE UNEMPLOYMENT INSURANCE	33.00	24.79	24.79	75.1	0.00	8.21	24.8
3900.00 OTHER BENEFITS	2,121,672.00	2,120,922.00	2,120,922.00	99.9	0.00	750.00	.0
TOTAL: 3000	2,411,699.00	2,329,072.57	2,329,072.57	96.5	0.00	82,626.43	3.4
TOTAL: 1000-5999	2,411,699.00	2,329,072.57	2,329,072.57	96.5	0.00	82,626.43	3.4

Fund: 68 RETIREE BENEFIT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
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	2,329,072.57	2,329,072.57	96.5	0.00	82,626.43	3.4
TOTAL:	1000-6999	2,411,699.00	2,329,072.57	2,329,072.57	96.5	0.00	82,626.43	3.4
TOTAL:	1000-7999	2,411,699.00	2,329,072.57	2,329,072.57	96.5	0.00	82,626.43	3.4
TOTAL EXPENSES	(1000 - 7999)	2,411,699.00	2,329,072.57	2,329,072.57	96.5	0.00	82,626.43	3.4

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 CURRENT	YEAR TO DATE	%	PENDING/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	146,820.00	93,322.67	93,322.67	63.5	0.00	53,497.33	36.4
8600.00 STATE REVENUES	1,797,410.00	1,365,640.15	1,365,640.15	75.9	0.00	431,769.85	24.0
8800.00 LOCAL REVENUES	242,374.00	122,440.91	122,440.91	50.5	0.00	119,933.09	49.4
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	1,641,809.73	1,641,809.73	73.0	0.00	605,200.27	26.9
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,223,685.00	804,782.48	804,782.48	65.7	0.00	418,902.52	34.2
2300.00 NON-INSTRUCTION HOURLY CLASS.	226,327.00	100,773.97	100,773.97	44.5	0.00	125,553.03	55.4
TOTAL: 2000	1,450,012.00	905,556.45	905,556.45	62.4	0.00	544,455.55	37.5
3100.00 CERTIFICATED RETIREMENT	16,709.00	13,740.31	13,740.31	82.2	0.00	2,968.69	17.7
3200.00 CLASSIFIED RETIREMENT	87,288.00	71,357.66	71,357.66	81.7	0.00	15,930.34	18.2
3300.00 OASDHI/FICA	73,589.00	50,177.56	50,177.56	68.1	0.00	23,411.44	31.8
3400.00 HEALTH AND WELFARE BENEFITS	439,771.00	294,888.74	294,888.74	67.0	0.00	144,882.26	32.9
3500.00 STATE UNEMPLOYMENT INSURANCE	12,677.00	9,040.99	9,040.99	71.3	0.00	3,636.01	28.6
3600.00 WORKERS COMPENSATION INSURANCE	57,000.00	44,125.00	44,125.00	77.4	0.00	12,875.00	22.5
3900.00 OTHER BENEFITS	5,192.00	4,162.57	4,162.57	80.1	0.00	1,029.43	19.8
TOTAL: 3000	692,226.00	487,492.83	487,492.83	70.4	0.00	204,733.17	29.5
4300.00 INSTRUCTIONAL SUPPLIES	47,800.00	39,469.22	39,469.22	82.5	5,561.87	2,768.91	5.7
4500.00 NONINSTRUCTIONAL SUPPLIES	78,317.00	47,129.24	47,129.24	60.1	21,228.99	9,958.77	12.7
4700.00 FOOD SUPPLIES	95,000.00	76,124.87	76,124.87	80.1	15,615.58	3,259.55	3.4
TOTAL: 4000	221,117.00	162,723.33	162,723.33	73.5	42,406.44	15,987.23	7.2
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	6,330.00	5,895.55	5,895.55	93.1	0.00	434.45	6.8
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	11,268.00	9,432.58	9,432.58	83.7	0.00	1,835.42	16.2
TOTAL: 1000-5999	2,374,623.00	1,565,205.19	1,565,205.19	65.9	42,406.44	767,011.37	32.3
6100.00 SITES & IMPROVEMENTS-DIST. USE	14,000.00	0.00	0.00	.0	14,000.00	0.00	.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	55,746.00	54,801.89	54,801.89	98.3	750.60	193.51	.3
TOTAL: 6000	69,746.00	54,801.89	54,801.89	78.5	14,750.60	193.51	.2
TOTAL: 1000-6999	2,444,369.00	1,620,007.08	1,620,007.08	66.2	57,157.04	767,204.88	31.3



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	1,641,809.73	1,641,809.73	73.0	0.00	605,200.27	26.9
TOTAL:	1000-5999	2,374,623.00	1,565,205.19	1,565,205.19	65.9	42,406.44	767,011.37	32.3
TOTAL:	1000-6999	2,444,369.00	1,620,007.08	1,620,007.08	66.2	57,157.04	767,204.88	31.3
TOTAL:	1000-7999	2,444,369.00	1,620,007.08	1,620,007.08	66.2	57,157.04	767,204.88	31.3
TOTAL EXPENSES	(1000 - 7999)	2,444,369.00	1,620,007.08	1,620,007.08	66.2	57,157.04	767,204.88	31.3

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	187,680.45	187,680.45	88.6	0.00	24,119.55	11.3
TOTAL: 8000	211,800.00	187,680.45	187,680.45	88.6	0.00	24,119.55	11.3
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	82,374.00	67,954.50	67,954.50	82.4	0.00	14,419.50	17.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	36,000.00	34,671.11	34,671.11	96.3	0.00	1,328.89	3.6
TOTAL: 2000	118,374.00	102,625.61	102,625.61	86.6	0.00	15,748.39	13.3
3200.00 CLASSIFIED RETIREMENT	9,405.00	7,758.40	7,758.40	82.4	0.00	1,646.60	17.5
3300.00 OASDHI/FICA	6,301.00	5,241.49	5,241.49	83.1	0.00	1,059.51	16.8
3400.00 HEALTH AND WELFARE BENEFITS	26,860.00	22,383.60	22,383.60	83.3	0.00	4,476.40	16.6
3500.00 STATE UNEMPLOYMENT INSURANCE	906.00	753.66	753.66	83.1	0.00	152.34	16.8
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	2,500.00	2,500.00	83.3	0.00	500.00	16.6
3900.00 OTHER BENEFITS	146.00	121.80	121.80	83.4	0.00	24.20	16.5
TOTAL: 3000	46,618.00	38,758.95	38,758.95	83.1	0.00	7,859.05	16.8
4500.00 NONINSTRUCTIONAL SUPPLIES	6,000.00	2,821.55	2,821.55	47.0	13.83	3,164.62	52.7
TOTAL: 4000	6,000.00	2,821.55	2,821.55	47.0	13.83	3,164.62	52.7
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	144,206.11	144,206.11	76.4	2,340.86	42,018.03	22.2
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	69,060.00	20,851.08	20,851.08	30.1	35,665.45	12,543.47	18.1
TOTAL: 6000	69,060.00	20,851.08	20,851.08	30.1	35,665.45	12,543.47	18.1
TOTAL: 1000-6999	257,625.00	165,057.19	165,057.19	64.0	38,006.31	54,561.50	21.1
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	165,057.19	165,057.19	57.9	38,006.31	81,661.50	28.6

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	187,680.45	187,680.45	88.6	0.00	24,119.55	11.3
TOTAL:	1000-5999	188,565.00	144,206.11	144,206.11	76.4	2,340.86	42,018.03	22.2
TOTAL:	1000-6999	257,625.00	165,057.19	165,057.19	64.0	38,006.31	54,561.50	21.1
TOTAL:	1000-7999	284,725.00	165,057.19	165,057.19	57.9	38,006.31	81,661.50	28.6
TOTAL EXPENSES	(1000 - 7999)	284,725.00	165,057.19	165,057.19	57.9	38,006.31	81,661.50	28.6

Fund: 74 KVCRR FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	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	4,749,849.63	4,749,849.63	70.2	0.00	2,014,252.63	29.7
8900.00 OTHER FINANCING SOURCES	1,379,084.00	803,400.00	803,400.00	58.2	0.00	575,684.00	41.7
TOTAL: 8000	8,172,595.26	5,523,840.63	5,523,840.63	67.5	0.00	2,648,754.63	32.4
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,628,616.00	1,111,742.36	1,111,742.36	68.2	0.00	516,873.64	31.7
2300.00 NON-INSTRUCTION HOURLY CLASS.	826,000.00	467,130.88	467,130.88	56.5	0.00	358,869.12	43.4
TOTAL: 2000	2,454,616.00	1,578,873.24	1,578,873.24	64.3	0.00	875,742.76	35.6
3200.00 CLASSIFIED RETIREMENT	204,091.00	121,662.78	121,662.78	59.6	0.00	82,428.22	40.3
3300.00 OASDHI/FICA	145,679.00	97,252.55	97,252.55	66.7	0.00	48,426.45	33.2
3400.00 HEALTH AND WELFARE BENEFITS	301,738.00	214,030.54	214,030.54	70.9	0.00	87,707.46	29.0
3500.00 STATE UNEMPLOYMENT INSURANCE	22,429.00	17,261.63	17,261.63	76.9	0.00	5,167.37	23.0
3600.00 WORKERS COMPENSATION INSURANCE	39,000.00	26,500.00	26,500.00	67.9	0.00	12,500.00	32.0
3900.00 OTHER BENEFITS	10,975.00	7,041.08	7,041.08	64.1	0.00	3,933.92	35.8
TOTAL: 3000	723,912.00	483,748.58	483,748.58	66.8	0.00	240,163.42	33.1
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	72,120.00	29,848.61	29,848.61	41.3	12,945.80	29,325.59	40.6
TOTAL: 4000	74,820.00	30,224.47	30,224.47	40.3	13,545.80	31,049.73	41.4
5100.00 PERSON&CONSULTANT SVC-DIST USE	750,358.46	381,024.62	381,024.62	50.7	126,007.02	243,326.82	32.4
5200.00 TRAVEL & CONFERENCE EXPENSES	49,200.00	16,785.94	16,785.94	34.1	4,822.46	27,591.60	56.0
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	166,532.12	110,912.23	110,912.23	66.6	25,056.39	30,563.50	18.3
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	162,412.45	162,412.45	64.2	66,008.36	24,394.19	9.6
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	171,343.14	85,776.33	85,776.33	50.0	44,766.32	40,800.49	23.8
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	136,250.00	61,890.62	61,890.62	45.4	38,092.50	36,266.88	26.6
5800.00 OTHER OPERATING EXP-DIST. USE	2,930,209.00	1,820,724.69	1,820,724.69	62.1	297,229.15	812,255.16	27.7
TOTAL: 5000	4,464,707.72	2,646,011.88	2,646,011.88	59.2	601,982.20	1,216,713.64	27.2
TOTAL: 1000-5999	7,718,055.72	4,738,858.17	4,738,858.17	61.3	615,528.00	2,363,669.55	30.6
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	205,765.00	27,200.37	27,200.37	13.2	39,478.13	139,086.50	67.5
TOTAL: 6000	205,765.00	27,200.37	27,200.37	13.2	39,478.13	139,086.50	67.5
TOTAL: 1000-6999	7,923,820.72	4,766,058.54	4,766,058.54	60.1	655,006.13	2,502,756.05	31.5
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	4,766,058.54	4,766,058.54	57.4	655,006.13	2,868,756.05	34.6

Fund: 74 KVCR FUND

SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENED/	UNENCUMBERED	
SUMMARY BY OBJECT		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
TOTAL INCOME	(8000 - 8999)	8,172,595.26	5,523,840.63	5,523,840.63	67.5	0.00	2,648,754.63	32.4
TOTAL:	1000-5999	7,718,055.72	4,738,858.17	4,738,858.17	61.3	615,528.00	2,363,669.55	30.6
TOTAL:	1000-6999	7,923,820.72	4,766,058.54	4,766,058.54	60.1	655,006.13	2,502,756.05	31.5
TOTAL:	1000-7999	8,289,820.72	4,766,058.54	4,766,058.54	57.4	655,006.13	2,868,756.05	34.6
TOTAL EXPENSES	(1000 - 7999)	8,289,820.72	4,766,058.54	4,766,058.54	57.4	655,006.13	2,868,756.05	34.6

BDX110  
 ALL FUNDS  
 72 San Bernardino Community Col

BEST NET CONSORTIUM  
 BUDGET SUMMARY REPORT  
 07/01/2012 TO 05/01/2013

#J353

04/29/2013

PAGE 22

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	510,387.00	510,387.00	85.0	0.00	89,613.00	14.9
5800.00 OTHER OPERATING EXP-DIST. USE	150,000.00	7,305.15	7,305.15	4.8	17,739.85	124,955.00	83.3
TOTAL: 5000	770,000.00	520,937.56	520,937.56	67.6	24,494.44	224,568.00	29.1
TOTAL: 1000-5999	770,000.00	520,937.56	520,937.56	67.6	24,494.44	224,568.00	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	520,937.56	520,937.56	65.5	24,494.44	249,568.00	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	520,937.56	520,937.56	67.6	24,494.44	224,568.00	29.1
TOTAL:	1000-6999	770,000.00	520,937.56	520,937.56	67.6	24,494.44	224,568.00	29.1
TOTAL:	1000-7999	795,000.00	520,937.56	520,937.56	65.5	24,494.44	249,568.00	31.3
TOTAL EXPENSES	(1000 - 7999)	795,000.00	520,937.56	520,937.56	65.5	24,494.44	249,568.00	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	869,196.77	869,196.77	68.9	0.00	390,803.23	31.0
TOTAL: 8000	1,260,000.00	869,196.77	869,196.77	68.9	0.00	390,803.23	31.0
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	469,772.45	469,772.45	77.3	14,429.70	122,797.85	20.2
TOTAL: 5000	897,000.00	708,124.45	708,124.45	78.9	19,429.70	169,445.85	18.8
TOTAL: 1000-5999	897,000.00	708,124.45	708,124.45	78.9	19,429.70	169,445.85	18.8
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	708,124.45	708,124.45	50.6	19,429.70	669,445.85	47.9

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	869,196.77	869,196.77	68.9	0.00	390,803.23	31.0
TOTAL:	1000-5999	897,000.00	708,124.45	708,124.45	78.9	19,429.70	169,445.85	18.8
TOTAL:	1000-6999	897,000.00	708,124.45	708,124.45	78.9	19,429.70	169,445.85	18.8
TOTAL:	1000-7999	1,397,000.00	708,124.45	708,124.45	50.6	19,429.70	669,445.85	47.9
TOTAL EXPENSES	(1000 - 7999)	1,397,000.00	708,124.45	708,124.45	50.6	19,429.70	669,445.85	47.9

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	45,500.00	29,585.00	29,585.00	65.0	0.00	15,915.00	34.9
8600.00 STATE REVENUES	1,291,984.00	890,121.36	890,121.36	68.8	0.00	401,862.64	31.1
8800.00 LOCAL REVENUES	834,809.96	603,373.98	603,373.98	72.2	0.00	231,435.98	27.7
TOTAL: 8000	2,172,293.96	1,523,080.34	1,523,080.34	70.1	0.00	649,213.62	29.8
1100.00 CONTRACT CLASSROOM INST.	10,450,801.35	8,917,081.56	8,917,081.56	85.3	0.00	1,533,719.79	14.6
1200.00 CONTRACT CERT. ADMINI STRATORS	3,151,409.33	2,575,735.67	2,575,735.67	81.7	0.00	575,673.66	18.2
1300.00 INSTRUCTORS DAY/HOURLY	5,296,358.00	4,296,241.50	4,296,241.50	81.1	0.00	1,000,116.50	18.8
1400.00 NON-INSTRUCTION HOURLY CERT.	507,948.99	276,583.92	276,583.92	54.4	0.00	231,365.07	45.5
TOTAL: 1000	19,406,517.67	16,065,642.65	16,065,642.65	82.7	0.00	3,340,875.02	17.2
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	5,947,554.76	5,054,580.66	5,054,580.66	84.9	0.00	892,974.10	15.0
2200.00 INSTRUCTIONAL AIDS	751,256.00	602,061.65	602,061.65	80.1	0.00	149,194.35	19.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	301,679.09	140,602.27	140,602.27	46.6	0.00	161,076.82	53.3
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	309,069.19	128,927.36	128,927.36	41.7	0.00	180,141.83	58.2
TOTAL: 2000	7,309,559.04	5,926,171.94	5,926,171.94	81.0	0.00	1,383,387.10	18.9
3100.00 CERTIFICATED RETIREMENT	1,544,384.73	1,188,731.29	1,188,731.29	76.9	0.00	355,653.44	23.0
3200.00 CLASSIFIED RETIREMENT	858,619.70	712,956.50	712,956.50	83.0	0.00	145,663.20	16.9
3300.00 OASDHI /FICA	860,596.19	703,511.06	703,511.06	81.7	0.00	157,085.13	18.2
3400.00 HEALTH AND WELFARE BENEFITS	3,723,705.76	2,982,407.06	2,982,407.06	80.0	0.00	741,298.70	19.9
3500.00 STATE UNEMPLOYMENT INSURANCE	295,418.26	239,236.35	239,236.35	80.9	0.00	56,181.91	19.0
3600.00 WORKERS COMPENSATION INSURANCE	477,334.00	380,741.77	380,741.77	79.7	0.00	96,592.23	20.2
3900.00 OTHER BENEFITS	92,952.34	74,554.04	74,554.04	80.2	0.00	18,398.30	19.7
TOTAL: 3000	7,853,010.98	6,282,138.07	6,282,138.07	79.9	0.00	1,570,872.91	20.0
4100.00 TEXTBOOKS	1,550.00	4.33-	4.33-	.0	1,475.45	78.88	100.0
4200.00 BOOK, MAGAZINE&PERIOD-DI ST. USE	60,249.71	21,189.83	21,189.83	35.1	13,381.04	25,678.84	42.6
4300.00 INSTRUCTIONAL SUPPLIES	72,879.65	36,537.96	36,537.96	50.1	19,228.30	17,113.39	23.4
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	9,519.19	632.68	632.68	6.6	2,196.91	6,689.60	70.2
4500.00 NONINSTRUCTIONAL SUPPLIES	412,296.33	225,619.40	225,619.40	54.7	111,090.19	75,586.74	18.3
4700.00 FOOD SUPPLIES	3,243.00	804.46	804.46	24.8	1,438.54	1,000.00	30.8
TOTAL: 4000	559,737.88	284,780.00	284,780.00	50.8	148,810.43	126,147.45	22.5
5100.00 PERSON&CONSULTANT SVC-DI ST USE	843,666.37	46,644.62-	46,644.62-	.0	592,442.26	297,868.73	100.0
5200.00 TRAVEL & CONFERENCE EXPENSES	101,949.13	36,768.84	36,768.84	36.0	21,343.29	43,837.00	42.9
5300.00 POST/DUES/MEMBERSHI PS-DI ST. USE	135,672.00	67,836.19	67,836.19	50.0	2,960.16	64,875.65	47.8
5400.00 INSURANCES - DISTRICT USE	1,000.00	0.00	0.00	.0	0.00	1,000.00	100.0
5500.00 UTILITIES & HOUSEKEEP-DI ST. USE	1,593,200.44	1,242,843.22	1,242,843.22	78.0	338,791.24	11,565.98	.7
5600.00 RENTS, LEASES&REPAIRS-DI ST. USE	659,684.72	409,021.90	409,021.90	62.0	146,397.74	104,265.08	15.8
5800.00 OTHER OPERATING EXP-DI ST. USE	1,321,044.07	148,963.68	148,963.68	11.2	26,967.63	1,145,112.76	86.6
5900.00 INTERPROGRAM CHARGES-DI ST. USE	180.00	0.00	0.00	.0	0.00	180.00	100.0
TOTAL: 5000	4,656,396.73	1,858,789.21	1,858,789.21	39.9	1,128,902.32	1,668,705.20	35.8
TOTAL: 1000-5999	39,785,222.30	30,417,521.87	30,417,521.87	76.4	1,277,712.75	8,089,987.68	20.3

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	2,500.00	0.00	0.00	.0	2,500.00	0.00	.0
6300.00 LIBRARY BOOKS - EXPANSION	60,000.00	17,414.26	17,414.26	29.0	42,585.74	0.00	.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	542,505.70	253,385.15	253,385.15	46.7	27,477.85	261,642.70	48.2
TOTAL: 6000	605,005.70	270,799.41	270,799.41	44.7	72,563.59	261,642.70	43.2
TOTAL: 1000-6999	40,390,228.00	30,688,321.28	30,688,321.28	75.9	1,350,276.34	8,351,630.38	20.6
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	40,450,634.00	30,748,727.28	30,748,727.28	76.0	1,350,276.34	8,351,630.38	20.6

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,172,293.96	1,523,080.34	1,523,080.34	70.1	0.00	649,213.62	29.8
TOTAL:	1000-5999	39,785,222.30	30,417,521.87	30,417,521.87	76.4	1,277,712.75	8,089,987.68	20.3
TOTAL:	1000-6999	40,390,228.00	30,688,321.28	30,688,321.28	75.9	1,350,276.34	8,351,630.38	20.6
TOTAL:	1000-7999	40,450,634.00	30,748,727.28	30,748,727.28	76.0	1,350,276.34	8,351,630.38	20.6
TOTAL EXPENSES	(1000 - 7999)	40,450,634.00	30,748,727.28	30,748,727.28	76.0	1,350,276.34	8,351,630.38	20.6

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	25,886.00	7,374.59	7,374.59	28.4	0.00	18,511.41	71.5
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	67,780.59	67,780.59	78.5	0.00	18,511.41	21.4
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	0.00	24.76-	24.76-	.0	0.00	24.76	100.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	23,930.00	6,450.00	6,450.00	26.9	0.00	17,480.00	73.0
TOTAL: 2000	23,930.00	6,425.24	6,425.24	26.8	0.00	17,504.76	73.1
3300.00 OASDHI /FICA	1,831.00	302.24	302.24	16.5	0.00	1,528.76	83.4
3500.00 STATE UNEMPLOYMENT INSURANCE	263.00	68.98	68.98	26.2	0.00	194.02	73.7
TOTAL: 3000	2,094.00	371.22	371.22	17.7	0.00	1,722.78	82.2
TOTAL: 1000-5999	26,024.00	6,796.46	6,796.46	26.1	0.00	19,227.54	73.8

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)	86,292.00	67,780.59	67,780.59	78.5	0.00	18,511.41	21.4
TOTAL:	1000-5999	26,024.00	6,796.46	6,796.46	26.1	0.00	19,227.54	73.8
TOTAL:	1000-6999	26,024.00	6,796.46	6,796.46	26.1	0.00	19,227.54	73.8
TOTAL:	1000-7999	26,024.00	6,796.46	6,796.46	26.1	0.00	19,227.54	73.8
TOTAL EXPENSES	(1000 - 7999)	26,024.00	6,796.46	6,796.46	26.1	0.00	19,227.54	73.8



Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ 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	470,915.20	470,915.20	85.5	0.00	79,560.80	14.4
8800.00 LOCAL REVENUES	491,686.95	250,969.02	250,969.02	51.0	0.00	240,717.93	48.9
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	735,066.97	735,066.97	69.0	0.00	328,955.98	30.9
1100.00 CONTRACT CLASSROOM INST.	4,624,813.90	3,983,107.84	3,983,107.84	86.1	0.00	641,706.06	13.8
1200.00 CONTRACT CERT. ADMINISTRATORS	2,301,184.00	1,851,664.77	1,851,664.77	80.4	0.00	449,519.23	19.5
1300.00 INSTRUCTORS DAY/HOURLY	1,861,989.00	1,489,324.28	1,489,324.28	79.9	0.00	372,664.72	20.0
1400.00 NON-INSTRUCTION HOURLY CERT.	122,263.00	60,723.04	60,723.04	49.6	0.00	61,539.96	50.3
TOTAL: 1000	8,910,249.90	7,384,819.93	7,384,819.93	82.8	0.00	1,525,429.97	17.1
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,316,987.97	2,759,998.18	2,759,998.18	83.2	0.00	556,989.79	16.7
2200.00 INSTRUCTIONAL AIDS	484,535.00	383,398.23	383,398.23	79.1	0.00	101,136.77	20.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	209,780.48	140,653.83	140,653.83	67.0	0.00	69,126.65	32.9
2400.00 INST AIDS-HOURLY- DIR. INSTRUC	373,594.00	267,432.83	267,432.83	71.5	0.00	106,161.17	28.4
TOTAL: 2000	4,384,897.45	3,551,483.07	3,551,483.07	80.9	0.00	833,414.38	19.0
3100.00 CERTIFICATED RETIREMENT	690,450.00	546,109.01	546,109.01	79.0	0.00	144,340.99	20.9
3200.00 CLASSIFIED RETIREMENT	512,486.49	401,391.86	401,391.86	78.3	0.00	111,094.63	21.6
3300.00 OASDHI /FICA	464,150.00	371,999.52	371,999.52	80.1	0.00	92,150.48	19.8
3400.00 HEALTH AND WELFARE BENEFITS	1,923,130.49	1,435,264.03	1,435,264.03	74.6	0.00	487,866.46	25.3
3500.00 STATE UNEMPLOYMENT INSURANCE	147,510.17	118,743.49	118,743.49	80.4	0.00	28,766.68	19.5
3600.00 WORKERS COMPENSATION INSURANCE	248,159.00	193,196.81	193,196.81	77.8	0.00	54,962.19	22.1
3900.00 OTHER BENEFITS	51,860.00	47,846.68	47,846.68	92.2	0.00	4,013.32	7.7
TOTAL: 3000	4,037,746.15	3,114,551.40	3,114,551.40	77.1	0.00	923,194.75	22.8
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	1,645.00	615.35	615.35	37.4	111.42	918.23	55.8
4300.00 INSTRUCTIONAL SUPPLIES	53,339.94	27,556.21	27,556.21	51.6	12,102.12	13,681.61	25.6
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	2,425.00	1,108.26	1,108.26	45.7	50.00	1,266.74	52.2
4500.00 NONINSTRUCTIONAL SUPPLIES	151,675.23	88,818.49	88,818.49	58.5	38,666.07	24,190.67	15.9
4700.00 FOOD SUPPLIES	500.00	0.00	0.00	.0	0.00	500.00	100.0
TOTAL: 4000	209,585.17	118,098.31	118,098.31	56.3	50,929.61	40,557.25	19.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	69,628.00	23,932.92	23,932.92	34.3	14,803.21	30,891.87	44.3
5200.00 TRAVEL & CONFERENCE EXPENSES	49,743.51	35,199.40	35,199.40	70.7	3,872.39	10,671.72	21.4
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	48,750.00	36,776.18	36,776.18	75.4	2,729.88	9,243.94	18.9
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	527,359.00	434,962.27	434,962.27	82.4	84,272.65	8,124.08	1.5
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	352,152.40	197,377.89	197,377.89	56.0	86,703.09	68,071.42	19.3
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	3,000.00	2,100.00	2,100.00	70.0	900.00	0.00	.0
5800.00 OTHER OPERATING EXP-DIST. USE	750,090.50	59,677.37	59,677.37	7.9	3,946.28	686,466.85	91.5
TOTAL: 5000	1,800,723.41	790,026.03	790,026.03	43.8	197,227.50	813,469.88	45.1
TOTAL: 1000-5999	19,343,202.08	14,958,978.74	14,958,978.74	77.3	248,157.11	4,136,066.23	21.3

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
6300.00 LIBRARY BOOKS - EXPANSION	13,150.00	6,122.66	6,122.66	46.5	3,795.88	3,231.46	24.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	40,179.87	15,470.76	15,470.76	38.5	4,698.64	20,010.47	49.8
TOTAL: 6000	53,329.87	21,593.42	21,593.42	40.4	8,494.52	23,241.93	43.5
TOTAL: 1000-6999	19,396,531.95	14,980,572.16	14,980,572.16	77.2	256,651.63	4,159,308.16	21.4

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	735,066.97	735,066.97	69.0	0.00	328,955.98	30.9
TOTAL:	1000-5999	19,343,202.08	14,958,978.74	14,958,978.74	77.3	248,157.11	4,136,066.23	21.3
TOTAL:	1000-6999	19,396,531.95	14,980,572.16	14,980,572.16	77.2	256,651.63	4,159,308.16	21.4
TOTAL:	1000-7999	19,396,531.95	14,980,572.16	14,980,572.16	77.2	256,651.63	4,159,308.16	21.4
TOTAL EXPENSES	(1000 - 7999)	19,396,531.95	14,980,572.16	14,980,572.16	77.2	256,651.63	4,159,308.16	21.4

BDX110  
 CHC UNRESTRICTED  
 72 San Bernardino Community Col

BEST NET CONSORTIUM  
 BUDGET SUMMARY REPORT  
 07/01/2012 TO 05/01/2013

#J357

04/29/2013

PAGE 4

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  
 CHC UNRESTRICTED  
 72 San Bernardino Community Col

BEST NET CONSORTIUM  
 BUDGET SUMMARY REPORT  
 07/01/2012 TO 05/01/2013

#J357

04/29/2013

PAGE 5

Fund: 51 BOOKSTORE FUND

SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDING/	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: 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	3,719.91	3,719.91	100.0	0.00	719.91-	.0
TOTAL: 8000	3,000.00	3,719.91	3,719.91	100.0	0.00	719.91-	.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	2,000.00	3,200.00	3,200.00	100.0	0.00	1,200.00-	.0
TOTAL: 2000	2,000.00	3,200.00	3,200.00	100.0	0.00	1,200.00-	.0
3300.00 OASDHI /FICA	153.00	241.04	241.04	100.0	0.00	88.04-	.0
3500.00 STATE UNEMPLOYMENT INSURANCE	22.00	34.66	34.66	100.0	0.00	12.66-	.0
TOTAL: 3000	175.00	275.70	275.70	100.0	0.00	100.70-	.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	3,475.70	3,475.70	100.0	0.00	462.70-	.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	3,719.91	3,719.91	100.0	0.00	719.91-	.0
TOTAL:	1000-5999	3,013.00	3,475.70	3,475.70	100.0	0.00	462.70-	.0
TOTAL:	1000-6999	3,013.00	3,475.70	3,475.70	100.0	0.00	462.70-	.0
TOTAL:	1000-7999	3,013.00	3,475.70	3,475.70	100.0	0.00	462.70-	.0
TOTAL EXPENSES	(1000 - 7999)	3,013.00	3,475.70	3,475.70	100.0	0.00	462.70-	.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: May 9, 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 March 18, 2013 to April 21, 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**  
**May 9, 2013**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
133781	LOMA LINDA UNIVERSITY HEALTH	Self Insurance Claims	\$ 674.00
133782	PLUMBING PIPING & CONST INC	Repairs & Maintenance	\$ 606.48
133783	MOWBRAY'S TREE SERVICE	Repairs & Maintenance	\$ 38,727.00
133784	VERIZON WIRELESS	Phone Utilities	\$ 164.12
133785	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$ 23.70
133786	SBVC BOOKSTORE	Non-instructional Supplies	\$ 5,249.50
133787	LIFETIME MEMORY PRODUCTS	Non-instructional Supplies	\$ 92.48
133788	THREE PEAKS CORP	New Buildings	\$ 5,160.00
133789	DUNCAN, RICHARD D. DBA	New Buildings	\$ 4,880.00
133790	NICHOLS, BARBARA	Mileage Reimbursement	\$ 44.98
133791	BLANQUET, FRANCISCO	Mileage Reimbursement	\$ 108.65
133792	AMERICAN TOWER CORPORATION	Leases	\$ 9,686.40
133793	DELL COMPUTER COMPANY	IT Equipment	\$ 505.42
133794	AMAZON.COM	Instructional Supplies	\$ 29.13
133795	AMAZON.COM	Instructional Supplies	\$ 28.44
133796	NAPA AUTO PARTS	Equipment	\$ 581.04
133797	GENUINE AUTO PARTS	Equipment	\$ 645.84
133798	SYMMETRY DATA INC	Contract Services	\$ 8,947.26
133799	BOWMAN, ROGER	Consultants & Other Services	\$ 10,000.00
133800	AEI-CASC ENGINEERING INC DBA	Consultants & Other Services	\$ 2,004.00
133801	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 2,000.00
133802	SPAHN, MICHELLE	Conference	\$ 128.43
133803	SOLA, MIKE	Conference	\$ 578.91
133804	NG, CHARLIE	Conference	\$ 1,725.00
133805	MONEYMAKER, MELINDA	Conference	\$ 526.00
133806	MARSHALL, CHERYL A	Conference	\$ 1,243.75
133807	GOVERNMENT FINANCE OFFICERS	Conference	\$ 635.00
133808	INLAND EMPIRE TOURS & TRANSPOR	Bus Rentals	\$ 680.00
133809	DIVISION OF STATE ARCHITECT	Building Improvements	\$ 698.64
133810	PROSOURCE SPECIALTIES	Advertising	\$ 348.62
133811	FAILSAFE TESTING	Repairs & Maintenance	\$ 146.40
133812	PEREZ, AMALIA	Refreshments	\$ 41.73
133813	SBVC BOOKSTORE	Other Expenses & Fees	\$ 2,000.00
133814	GAMEWORKS ONTARIO	Other Expenses & Fees	\$ 376.70
133815	FOUNDATION FOR CALIFORNIA COMM	Other Expenses & Fees	\$ 295.00
133816	NASCO WEST	Media	\$ 95.19
133817	LAKESHORE LEARNING MATERIALS	Instructional Supplies	\$ 413.40
133818	NAPA AUTO PARTS	Instructional Supplies	\$ 580.24
133819	NASCO WEST	Instructional Supplies	\$ 524.86
133820	PHENIX TECHNOLOGIES INC	Equipment	\$ 275.40
133821	DEVELOPMENT EXCHANGE INC, THE	Consultants & Other Services	\$ 1,644.84
133822	SCHOOL SERVICES OF CA INC	Conference	\$ 175.00
133823	CCLC	Conference	\$ 1,050.00

**Purchase Order Board Report**  
**May 9, 2013**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
133824	KUCK, GLEN	Conference	\$ 350.00
133825	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 384.98
133826	KING, ROSELLA	Conference	\$ 688.86
133827	FENDER, ROCHELLE	Conference	\$ 128.43
133828	AMERICAN PUBLIC TELEVISION	Broadcast Program Rights	\$ 502.00
133829	AMERICAN PUBLIC TELEVISION	Broadcast Program Rights	\$ 518.00
133830	EBSCO SUBSCRIPTION SERVICES	Magazines & Subscriptions	\$ 19,140.34
133831	STAPLES	Non-instructional Supplies	\$ 296.60
133832	ROYAL WHOLESALE ELECTRIC	Software	\$ 546.76
133833	LEARNING PIT, THE	Software	\$ 972.00
133834	KLEIN EDUCATIONAL SYSTEMS	Repairs & Maintenance	\$ 3,000.00
133835	GATHERING OF NATIONS INDIAN	Rentals	\$ 1,100.00
133836	SILVIA'S PARTY SUPPLY & RENTAL	Rentals	\$ 288.00
133837	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 500.00
133838	CENTER THEATRE GROUP	Other Expenses & Fees	\$ 310.00
133839	STAPLES	Non-instructional Supplies	\$ 160.65
133840	STAPLES	Non-instructional Supplies	\$ 730.54
133841	COMMUNITY PLAYTHINGS	Non-instructional Supplies	\$ 4,352.40
133842	CULINARY INSTITUTE OF AMERICA	Media	\$ 2,362.03
133843	PROQUEST CSA	Magazines & Subscriptions	\$ 8,983.75
133844	COLTON TRUCK SUPPLY	Instructional Supplies	\$ 1,211.27
133845	NAPA AUTO PARTS	Instructional Supplies	\$ 1,681.53
133846	HOSPITAL ASSOCIATES	Equipment	\$ 1,327.66
133847	STUDICA INC	Contract Services	\$ 1,332.72
133848	IBM	Contract Services	\$ 2,338.66
133849	BOYD, GYDA DEAHN	Consultants & Other Services	\$ 8,000.00
133850	HUSTON, CELIA	Conference	\$ 454.03
133851	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 249.30
133852	ALVAREZ, ALEXIS	Conference	\$ 250.00
133853	LOSEE, CALEB	Conference	\$ 148.28
133854	RP GROUP, THE	Conference	\$ 500.00
133855	RELYMEDIA	Advertising	\$ 10,071.00
133856	PACIFIC OFFSET INDUSTRIES	Repairs & Maintenance	\$ 783.00
133857	DAVID OLLIS LANDSCAPE DEVELOPM	Repairs & Maintenance	\$ 2,040.00
133858	RED EARTH INC	Rentals	\$ 800.00
133859	GALLS INC	Reference Books	\$ 373.61
133860	MORENO, MARIANA	Other Expenses & Fees	\$ 53.75
133861	TROPHY STORE, THE	Other Expenses & Fees	\$ 600.00
133862	STAPLES	Non-instructional Supplies	\$ 172.78
133863	KAPLAN SCHOOL SUPPLY CORP	Non-instructional Supplies	\$ 333.16
133864	LAKESHORE LEARNING MATERIALS	Non-instructional Supplies	\$ 1,419.98
133865	STAPLES	Non-instructional Supplies	\$ 115.95
133866	STAPLES	Non-instructional Supplies	\$ 111.76

**Purchase Order Board Report**  
**May 9, 2013**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
133867	STAPLES	Non-instructional Supplies	\$ 461.74
133868	STAPLES	Non-instructional Supplies	\$ 62.11
133869	SEHI COMPUTER PRODUCTS INC	Non-instructional Supplies	\$ 1,181.92
133870	FLINN SCIENTIFIC INC	Instructional Supplies	\$ 337.21
133871	VASQUEZ, TATIANA	Instructional Supplies	\$ 23.44
133872	MILLER, SARAH	Instructional Supplies	\$ 16.49
133873	HARDY DIAGNOSTICS	Instructional Supplies	\$ 86.58
133874	PREPTECH CONSULTING INC	Independent Contractor	\$ 56,000.00
133875	STAPLES	Equipment	\$ 1,213.14
133876	SARS SOFTWARE PRODUCTS INC	Contract Services	\$ 9,120.00
133877	STONEWARE INC	Contract Services	\$ 4,158.00
133878	HARRIS, TERRY	Consultants & Other Services	\$ 5,000.00
133879	SMG COX CONVENTION CENTER	Consultants & Other Services	\$ 259.00
133880	WOMBA INC	Consultants & Other Services	\$ 820.00
133881	QUICK SHOTS STUDIO	Consultants & Other Services	\$ 114.95
133882	TRUJILLO, MARIA	Conference	\$ 45.00
133883	REVOLVING CASH	Athletic Entry Fees	\$ 375.00
133884	SPICERS PAPER INC	Non-instructional Supplies	\$ 1,035.72
133885	STAPLES	Non-instructional Supplies	\$ 106.12
133886	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 150.00
133887	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 150.00
133888	TRAM, YVETTE	Conference	\$ 200.00
133889	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 150.00
133890	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 550.00
133891	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 550.00
133892	AMERICA'S XPRESS RENT A CAR	Bus/Car Rentals	\$ 255.00
133893	CABRALES, JOE	Conference	\$ 465.80
133894	COLVEY, KIRSTEN	Conference	\$ 408.87
133895	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 717.80
133896	RYCKEVIC, SUSAN	Conference	\$ 110.00
133897	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 265.20
133898	GOVERNMENT FINANCE OFFICERS	Conference	\$ 160.00
133899	ACCCA	Conference	\$ 415.00
133900	MULTIN ELECTRIC INC	Consultants & Other Services	\$ 5,222.00
133901	CCCCSSAA	Dues & Memberships	\$ 300.00
133902	AMAZON.COM	Instructional Supplies	\$ 30.24
133903	BIO-RAD LABORATORIES	Instructional Supplies	\$ 398.17
133904	RIVERA, ERNESTO	Mileage Reimbursement	\$ 63.62
133905	STAPLES	Non-instructional Supplies	\$ 328.85
133906	STAPLES	Non-instructional Supplies	\$ 92.54
133907	STAPLES	Non-instructional Supplies	\$ 152.96
133908	BEST BUY GOV LLC	Non-instructional Supplies	\$ 561.56
133909	BLANQUET, FRANCISCO	Non-instructional Supplies	\$ 80.97

**Purchase Order Board Report**  
**May 9, 2013**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
133910	CM SCHOOL SUPPLY CO	Non-instructional Supplies	\$ 6,528.20
133911	ACCUCUT	Non-instructional Supplies	\$ 1,304.10
133912	TIME WARNER CABLE	Phone Utilities	\$ 8,000.00
133913	BEST GOLF CARTS INC	Repairs & Maintenance	\$ 270.00
133914	HENRY, DR KATHLEEN	Conference	\$ 67.70
133915	P A P A	Conference	\$ 80.00
133916	COLTON TRUCK SUPPLY	Equipment	\$ 7,755.12
133917	P & P UNIFORMS	Equipment	\$ 313.19
133918	JASCO ANALYTICAL INSTRUMENTS	Instructional Supplies	\$ 177.40
133919	STAPLES	Instructional Supplies	\$ 559.98
133920	ABC DRIVE IN CLEANERS	Laundry	\$ 20.16
133921	CAROLINA BIOLOGICAL SUPPLY CO	Non-instructional Supplies	\$ 1,094.95
133922	STAPLES	Non-instructional Supplies	\$ 138.75
133923	STAPLES	Non-instructional Supplies	\$ 189.46
133924	SCHOOL DATEBOOKS	Other Student Aid	\$ 1,025.74
133925	ACS DIVCHED EXAM INSTITUTE	Reference Books	\$ 2,324.50
133926	LAERDAL MEDICAL CORPORATION	Repairs & Maintenance	\$ 1,395.00
133927	INTUIT INC	Software	\$ 745.20
133928	SAN BERNARDINO COUNTY FIRE	Repairs & Maintenance	\$ 1,077.17
133929	HOBART CORP	Repairs & Maintenance	\$ 1,185.64
133930	HOBART CORP	Repairs & Maintenance	\$ 583.86
133931	HOBART CORP	Repairs & Maintenance	\$ 383.31
133932	INTERIOR OFFICE SOLUTIONS	Repairs & Maintenance	\$ 273.71
133933	HONORS TRANSFER COUNCIL OF CA	Other Expenses & Fees	\$ 270.00
133934	HOME DEPOT, THE	Non-instructional Supplies	\$ 225.64
133935	AMAZON.COM	Non-instructional Supplies	\$ 131.74
133936	STAPLES	Non-instructional Supplies	\$ 115.96
133937	CURRIER & HUDSON	Legal Expenses	\$ 45,000.00
133938	QUARK ENTERPRISES	Instructional Supplies	\$ 350.70
133939	PASCO SCIENTIFIC	Equipment	\$ 22,519.08
133940	DIAMONDBACK FIRE & RESCUE	Equipment	\$ 3,512.66
133941	PARTNERSHIP FOR PHILANTHROPIC	Dues & Memberships	\$ 200.00
133942	BEAUMONT CHAMBER OF COMMERCE	Dues & Memberships	\$ 60.00
133943	CCLC	Conference	\$ 3,475.00
133944	HOGREFE JR, RICHARD K	Conference	\$ 295.73
133945	MENCHACA, PATRICIA	Conference	\$ 227.73
133946	RIVERA, ERNESTO	Conference	\$ 234.68
133947	CHANG, ANDREW	Conference	\$ 150.00
133948	PARADA, OSMAN	Conference	\$ 150.00
133949	KINDE, HARAGWEN A	Conference	\$ 827.70
133950	HENRY, DR KATHLEEN	Mileage Reimbursement	\$ 13.00
133951	KUCK, GLEN	Conference	\$ 50.00
133952	CHANG, ANDREW	Conference	\$ 50.00

**Purchase Order Board Report**  
**May 9, 2013**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
133953	SBVC BOOKSTORE	Reference Books	\$ 15.12
133954	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$ 102.45
133955	MY ASSET TAG.COM	Non-instructional Supplies	\$ 615.60
133956	DISTRIBUTION MANAGEMENT ASSOC	Advertising	\$ 600.00
133957	DELL COMPUTER COMPANY	Computer Systems Maintenance Agmnts	\$ 1,234.61
133958	GUADIANA, LORENA	Conference	\$ 189.00
133959	URBANOVIKH, JAMES	Conference	\$ 500.00
133960	SBVC FOOD SERVICES	Conference	\$ 727.38
133961	INTERNET2	Conference	\$ 600.00
133962	INTERNET2	Conference	\$ 600.00
133963	REAL VOLLEYBALL	Instructional Supplies	\$ 427.63
133964	HUSTON, CELIA	Conference	\$ 827.70
133965	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 1,033.15
133966	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 1,033.15
133967	CALIFORNIA COMMUNITY COLLEGES	Conference	\$ 225.00
133968	INTERNET2	Conference	\$ 600.00
133969	REDLANDS PAINT INC	Equipment	\$ 927.72
133970	ALLIED REFRIGERATION INC	HVAC Supplies	\$ 2,800.00
133971	SOCCER CENTER	Instructional Supplies	\$ 265.46
133972	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 25.25
133973	WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	\$ 2,477.92
133974	CONSOLIDATED ELECTRICAL DIST	Instructional Supplies	\$ 248.40
133975	CONSOLIDATED ELECTRICAL DIST	Instructional Supplies	\$ 486.00
133976	KEN'S SPORTING GOODS	Instructional Supplies	\$ 129.49
133977	STAPLES	Non-instructional Supplies	\$ 59.22
133978	STAPLES	Non-instructional Supplies	\$ 55.59
133979	STAPLES	Non-instructional Supplies	\$ 55.49
133980	CALIFORNIA COMMUNITY COLLEGES	Other Expenses & Fees	\$ 600.00
133981	WESTERN CENTER ON LAW & POVERT	Other Student Aid	\$ 3,272.00
133982	VERIZON WIRELESS	Phone Utilities	\$ 164.12
133983	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 22.50
133984	SNAP-ON INDUSTRIAL	Software	\$ 6,369.71
133985	OTTAVIO'S ITALIAN RESTAURANT	Conference	\$ 154.75
133986	K-LOG INC	Equipment	\$ 27,877.28
133987	DELL COMPUTER COMPANY	Equipment	\$ 22,595.63
133988	CHATTERJEE, ACHALA	Mileage Reimbursement	\$ 500.00
133989	GIACONA, JUDY	Mileage Reimbursement	\$ 21.14
133990	PARISH, CYNTHIA	Mileage Reimbursement	\$ 41.62
133991	PARISH, CYNTHIA	Mileage Reimbursement	\$ 120.91
133992	LEEVEER ELECTRONICS	IT Equipment	\$ 1,211.76
133993	CPR SAVERS & FIRST AID SUPPLY	Equipment	\$ 1,366.10
133994	AIRCRAFT SPRUCE & SPECIALTY	Equipment	\$ 1,187.99
133995	INGMAR MEDICAL LTD	Equipment	\$ 867.12

**Purchase Order Board Report**  
**May 9, 2013**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
133996	JOINT LICENSEE GROUP	Dues & Memberships	\$ 150.00
133997	CHATTERJEE, ACHALA	Conference	\$ 450.00
133998	NEWSOM, HELEN	Conference	\$ 437.83
133999	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 430.00
134000	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 195.16
134001	STAPLES	Non-instructional Supplies	\$ 179.58
134002	STAPLES	Non-instructional Supplies	\$ 108.32
134003	SARGENT WELCH	Instructional Supplies	\$ 34.30
134004	CASTLE METALS AEROSPACE	Instructional Supplies	\$ 1,443.85
134005	STAPLES	Equipment	\$ 372.81
134006	AKERS, ELAINE	Conference	\$ 60.00
134007	HARMONIC INC	Computer Systems Maintenance Agmnts	\$ 2,064.81
134008	INNOVATION ECONOMY KONNECT INC	Advertising	\$ 1,500.00
134009	MIKE'S CUSTOM FLOORING INC	Building Improvements	\$ 9,080.00
134010	DALKE & SONS CONSTRUCTION INC	Building Improvements	\$ 8,330.00
134011	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 150.00
134012	SCHOOL SERVICES OF CA INC	Conference	\$ 175.00
134013	SANKER, EDDIE	Conference	\$ 1,080.96
134014	BURGESS MOVING & STORAGE	Consultants & Other Services	\$ 2,116.00
134015	MYERS INFORMATION SYSTEMS INC	Contract Services	\$ 3,277.35
134016	ENVIRONMENTAL MANAGEMENT TECH	Hazardous Materials	\$ 182.42
134017	STAPLES	Instructional Supplies	\$ 383.60
134018	ROWLEY, KATHLEEN	Mileage Reimbursement	\$ 100.00
134019	STAPLES	Non-instructional Supplies	\$ 83.13
134020	STAPLES	Non-instructional Supplies	\$ 433.93
134021	STAPLES	Non-instructional Supplies	\$ 140.88
134022	AMC TYLER 16	Other Expenses & Fees	\$ 3,000.00
134023	TROPHY HOUSE	Other Expenses & Fees	\$ 62.68
134024	US BANK CORPORATE PMT SYSTEMS	Reference Books	\$ 19.00
134025	HERFF JONES INC	Rentals	\$ 300.00
134026	STAPLES	Non-instructional Supplies	\$ 156.40
134027	KELLY PAPER COMPANY	Non-instructional Supplies	\$ 3,287.02
134028	THE FIELLO GROUP LLC	Non-instructional Supplies	\$ 243.56
134029	DELL COMPUTER COMPANY	IT Equipment	\$ 1,422.35
134030	AMAZON.COM	Instructional Supplies	\$ 870.96
134031	IDEAL GRAPHICS	Instructional Supplies	\$ 1,557.60
134032	INNOV8 CREATIVE GROUP	Consultants & Other Services	\$ 4,500.00
134033	GREENBERG, SANDRA	Conference	\$ 350.00
134034	BAUGHER, JEFF	Conference	\$ 450.00
134035	HMC GROUP DBA	Building Improvements	\$ 3,500.00
134036	DAVE'S AUTO MEDICS	Repairs & Maintenance	\$ 560.30
134037	STAPLES	Non-instructional Supplies	\$ 441.42
134038	STAPLES	Non-instructional Supplies	\$ 214.77

**Purchase Order Board Report**  
**May 9, 2013**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
134039	SEHI COMPUTER PRODUCTS INC	Non-instructional Supplies	\$ 394.30
134040	DESERT BUSINESS INTERIORS	Non-instructional Supplies	\$ 5,642.27
134041	DELL COMPUTER COMPANY	IT Equipment	\$ 4,407.54
134042	DELL COMPUTER COMPANY	IT Equipment	\$ 4,407.54
134043	DELL COMPUTER COMPANY	IT Equipment	\$ 6,766.16
134044	FISHER SCIENTIFIC	Instructional Supplies	\$ 7,168.04
134045	FLINN SCIENTIFIC INC	Equipment	\$ 3,908.80
134046	KI INCORPORATED	Equipment	\$ 78,690.23
134047	ETD CREATIVE SERVICES	Consultants & Other Services	\$ 3,400.00
134048	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 1,350.72
134049	DIAL, TROY LYNN	Conference	\$ 260.00
134050	WURTZ, KEITH	Conference	\$ 157.00
134051	COUNCIL FOR ADVANCEMENT AND	Conference	\$ 125.00
134052	COUNCIL FOR ADVANCEMENT AND	Conference	\$ 2,395.00
134053	CHATTERJEE, ACHALA	Conference	\$ 1,626.58
134054	BLANQUET, FRANCISCO	Conference	\$ 279.78
134055	AMERICAN PUBLIC TELEVISION	Broadcast Program Rights	\$ 1,683.00
134056	STANLEY CONVERGENT SECURITY	Building Improvement	\$ 30,486.00
134057	EDU BUSINESS SOLUTIONS	Computer Systems Maintenance Agmnts	\$ 3,866.40
134058	SYMMETRY DATA INC	IT Equipment	\$ 18,867.18
134059	SYMMETRY DATA INC	IT Equipment	\$ 111,425.82
134060	SIGMANET	IT Equipment	\$ 16,862.49
134061	AMAZON.COM	Non instructional Supplies	\$ 78.84
134062	DIRECT CONNECTION	Postage & Freight	\$ 3,158.30
134063	DIRECT CONNECTION	Postage & Freight	\$ 1,469.85
134064	GILBERT, JEREMIAH	Conference	\$ 1,555.83
134065	RAN GRAPHICS INC	Consultants & Other Services	\$ 7,354.80
134066	CM SCHOOL SUPPLY CO	Equipment	\$ 750.60
134067	SOUTHERN CALIFORNIA GAS CO	Gas Utilities	\$ 68,190.00
134068	GRAINGER INC, W W	Instructional Supplies	\$ 416.22
134069	MILLER, SARAH	Instructional Supplies	\$ 12.98
134070	BIOPAC SYSTEMS INC	Instructional Supplies	\$ 495.60
134071	AMAZON.COM	Instructional Supplies	\$ 19.14
134072	APPLE COMPUTER INC	IT Equipment	\$ 861.84
134073	SIGMANET INC	IT Equipment	\$ 21,276.66
134074	SIGMANET INC	IT Equipment	\$ 21,401.90
134075	ENKO SYSTEMS	IT Equipment	\$ 6,743.98
134076	DASH MEDICAL GLOVES INC	Non-instructional Supplies	\$ 94.93
134077	STAPLES	Non-instructional Supplies	\$ 3,455.57
134078	INLAND LIGHTING SUPPLIES	Non-instructional Supplies	\$ 601.56
134079	STAPLES	Non-instructional Supplies	\$ 517.56
134080	MACGILL	Non-instructional Supplies	\$ 1,675.24
134081	AMAZON.COM	Non-instructional Supplies	\$ 23.31

**Purchase Order Board Report**  
**May 9, 2013**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
134082	IDENTIFICATION AND SECURITY	Non-instructional Supplies	\$ 927.50
134083	AMAZON.COM	Non-instructional Supplies	\$ 20.15
134084	FLINN SCIENTIFIC INC	Non-instructional Supplies	\$ 460.57
134085	STAPLES	Non-instructional Supplies	\$ 285.74
134086	SPICERS PAPER INC	Non-instructional Supplies	\$ 883.44
134087	SBVC SUN ROOM	Other Expenses & Fees	\$ 1,620.00
134088	RIDDELL/ALL AMERICAN SPORTS	Repairs & Maintenance	\$ 5,069.24
134089	CRESCENDO INTERACTIVE INC	Software	\$ 826.80
134090	CALIFORNIA SURVEILLANCE SYSTEM	Repairs & Maintenance	\$ 1,000.00
134091	4IMPRINT	Other Student Aid	\$ 791.67
134092	SBVC BOOKSTORE	Other Expenses & Fees	\$ 453.29
134093	STAPLES	Non-instructional Supplies	\$ 7,690.01
134094	SEHI COMPUTER PRODUCTS INC	Non-instructional Supplies	\$ 215.95
134095	AMAZON.COM	Media	\$ 51.38
134096	FLINN SCIENTIFIC INC	Instructional Supplies	\$ 140.93
134097	FISHER SCIENTIFIC	Instructional Supplies	\$ 238.19
134098	VASQUEZ, TATIANA	Instructional Supplies	\$ 41.06
134099	AMAZON.COM	Instructional Supplies	\$ 24.45
134100	WESTWICK, NATHAN	Consultants & Other Services	\$ 500.00
134101	TECHNICAL EMPLOYMENT TRAINING	Consultants & Other Services	\$ 9,300.00
134102	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 296.00
134103	GAMBOA, BENJAMIN	Conference	\$ 133.34
134104	STATER BROS MARKETS	Refreshments	\$ 400.00
134105	US BANK CORPORATE PMT SYSTEMS	Reference Books	\$ 24.14
134106	NAPOLI RESTAURANT	Other Expenses & Fees	\$ 199.80
134107	SENSMEIER, MARTIN	Non-instructional Supplies	\$ 300.00
134108	BADGE EXPRESS	Non-instructional Supplies	\$ 24.56
134109	STAPLES	Non-instructional Supplies	\$ 942.89
134110	COMPLIANCE SIGNS INC	Instructional Supplies	\$ 190.44
134111	AMAZON.COM	Instructional Supplies	\$ 194.01
134112	US BANK CORPORATE PMT SYSTEMS	Instructional Supplies	\$ 160.38
134113	HMC GROUP DBA	Building Improvements	\$ 2,500.00
134114	BLACKHAWK CONTENT	Broadcast Program Rights	\$ 1,000.00
134115	DIVISION OF STATE ARCHITECT	Building Improvements	\$ 709.62
134116	KYOCERA DOCUMENT SOLUTIONS INC	Leases	\$ 275.40
134117	AMAZON	Reference Books	\$ 74.28
134118	APD INC	Instructional Supplies	\$ 677.42
134119	STAPLES	Non-instructional Supplies	\$ 138.38
134120	ECORP CONSULTING INC	Consultants & Other Services	\$ 1,224.13
134121	SOLA, MIKE	Conference	\$ 171.09
134122	P A P A	Conference	\$ 160.00
134123	STATER BROS MARKETS	Conference	\$ 400.00
134124	WILLIAMS, MARK	Conference	\$ 80.00



**Purchase Order Board Report**  
**May 9, 2013**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
134125	RNA PRODUCTIONS LLC	Consultants & Other Services	\$ 66,000.00
134126	TECHSMITH	Contract Services	\$ 1,248.75
134127	WAXIE SANITARY SUPPLY	Equipment	\$ 4,369.43
134128	MUSICIAN'S FRIEND	Equipment	\$ 3,471.98
134129	MF ATHLETIC	Instructional Supplies	\$ 3,914.30
134130	COLTON TRUCK SUPPLY	Instructional Supplies	\$ 341.92
134131	CUMMINS CAL PACIFIC	Instructional Supplies	\$ 272.88
134132	PATTON SALES CORP	Instructional Supplies	\$ 4,468.43
134133	STAPLES	Non-instructional Supplies	\$ 749.15
134134	STAPLES	Non-instructional Supplies	\$ 187.12
134135	STAPLES	Non-instructional Supplies	\$ 1,463.90
134136	STAPLES	Non-instructional Supplies	\$ 69.37
134137	MUDDY ELBOW MANUFACTURING	Non-instructional Supplies	\$ 113.20
134138	STAPLES	Non-instructional Supplies	\$ 192.60
134139	SBVC FOOD SERVICES	Other Expenses & Fees	\$ 1,920.25
134140	TIMELESS PLAQUES AND AWARDS	Other Expenses & Fees	\$ 202.50
134141	AMAZON.COM	Reference Books	\$ 106.79
134142	TYPECARE OFFICE MACHINE SERV	Repairs & Maintenance	\$ 150.00
134143	SNAP SURVEYS	Computer Systems Maintenance Agmnts	\$ 4,250.00
134144	SITCORE USA INC	Computer Systems Maintenance Agmnts	\$ 8,600.00
134145	SIGMANET INC	Computer Systems Maintenance Agmnts	\$ 13,575.60
134146	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 860.00
134147	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 500.00
134148	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 500.00
134149	STAPLES	Non-instructional Supplies	\$ 885.46
134150	REYNOLDS ADVANCED MATERIALS	Instructional Supplies	\$ 192.02
134151	SVM LP	Other Student Aid	\$ 5,705.00
134152	VASQUEZ, HENRY	Conference	\$ 50.00
134153	KELLY PAPER COMPANY	Non-instructional Supplies	\$ 1,554.05
134154	SPICERS PAPER INC	Non-instructional Supplies	\$ 12,367.46
134155	UNISOURCE PAPER	Non-instructional Supplies	\$ 11,232.00
134156	MAURIZI, TAMARA	Conference	\$ 128.43
134157	SIMENTAL, YOLANDA	Conference	\$ 128.43
134158	MARQUIS, JEANNE	Conference	\$ 750.00
134159	STAPLES	Non-instructional Supplies	\$ 1,643.27
134160	VIATRON SYSTEMS INC	Consultants & Other Services	\$ 4,435.00
134161	KELLY PAPER COMPANY	Non-instructional Supplies	\$ 917.57
134162	SPICERS PAPER INC	Non-instructional Supplies	\$ 1,360.80
134163	INSIGHT MEDIA	Media	\$ 139.32
134164	STAPLES	Non-instructional Supplies	\$ 316.66
134165	TROXELL COMMUNICATIONS INC	Equipment	\$ 2,458.94
134166	AMAZON.COM	Reference Books	\$ 37.14
134167	BLANQUET, FRANCISCO	Non-instructional Supplies	\$ 178.18

**Purchase Order Board Report**  
**May 9, 2013**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
134168	QUANTUM GROUP, THE	Advertising	\$ 302.84
134169	VISION MAKER MEDIA INC	Broadcast Program Rights	\$ 810.00
134170	STAPLES	Non-instructional Supplies	\$ 897.50
134171	STAPLES	Non-instructional Supplies	\$ 259.99
134172	STAPLES	Non-instructional Supplies	\$ 71.44
134173	TOT LOT	Site Improvements	\$ 14,000.00
134174	SCIENTIFICS DIRECT	Instructional Supplies	\$ 633.67
134175	JONES & BARTLETT LEARNING LLC	Reference Books	\$ 455.00
134176	BIOPAC SYSTEMS INC	Repairs & Maintenance	\$ 236.00
134177	BLANQUET, FRANCISCO	Conference	\$ 675.18
134178	4IMPRINT	Other Student Aid	\$ 3,348.36
134179	STAPLES	Non-instructional Supplies	\$ 278.71
134180	STAPLES	Non-instructional Supplies	\$ 354.39
134181	STAPLES	Non-instructional Supplies	\$ 1,174.40
134182	STAPLES	Non-instructional Supplies	\$ 344.25
134183	STAPLES	Non-instructional Supplies	\$ 98.86
134184	ULINE	Non-instructional Supplies	\$ 160.87
134185	MILLER, SARAH	Non-instructional Supplies	\$ 56.05
134186	HARDY DIAGNOSTICS	Instructional Supplies	\$ 1,844.61
134187	SYSCO LOS ANGELES INC	Instructional Supplies	\$ 10,713.00
134188	FISHER SCIENTIFIC	Instructional Supplies	\$ 611.47
134189	TRI-ANIM HEALTH SERVICES	Instructional Supplies	\$ 224.12
134190	STAPLES	Instructional Supplies	\$ 380.08
134191	NEVER DOUBT	Consultants & Other Services	\$ 13,000.00
134192	HAY GROUP INC	Consultants & Other Services	\$ 50,000.00
134193	DREAMAKER PUBLISHING INC	Other Student Aid	\$ 730.90
134194	SODEXO	Other Expenses & Fees	\$ 1,226.69
134195	SEHI COMPUTER PRODUCTS INC	IT Equipment	\$ 2,471.56
134196	PEPSI-COLA	Instructional Supplies	\$ 1,500.00
134197	TJT QUALITY FOOD SOLUTIONS	Instructional Supplies	\$ 4,000.00
134198	PASQUINI ESPRESSO CO	Instructional Supplies	\$ 3,550.37
134199	DISH FACTORY INC, THE	Instructional Supplies	\$ 8,962.16
134200	K-LOG INC	Equipment	\$ 1,144.24
134201	NG, CHARLIE	Conference	\$ 450.00
134202	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 407.57
134203	ACBO	Conference	\$ 285.00
134204	SOGOMONIAN, NORI	Conference	\$ 60.00
134205	ZINN, WENDY	Conference	\$ 960.00
134206	CITADEL ENVIROMENTAL SERV INC	Consultants & Other Services	\$ 2,000.00
134207	COLLEGE HEALTH SERVICES LLC	Contract Services	\$ 4,050.00
134208	TOMARK INC	Equipment	\$ 248.92
134209	STAPLES	Equipment	\$ 515.70
134210	TRI-ANIM HEALTH SERVICES	Instructional Supplies	\$ 599.09

**Purchase Order Board Report**  
**May 9, 2013**

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
134211	VWR SCIENTIFIC PRODUCTS	Instructional Supplies	\$ 10,769.26
134212	SIGMANET	IT Equipment	\$ 2,126.89
134213	THREE PEAKS CORP	New Buildings	\$ 5,856.00
134214	STAPLES	Non-instructional Supplies	\$ 1,759.98
134215	STAPLES	Non-instructional Supplies	\$ 800.09
134216	NORTHEASTERN PA EDUCATION	Other Expenses & Fees	\$ 2,000.00
134217	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 27.50
134218	WEATHERPROOFING TECH INC	Repairs & Maintenance	\$ 2,750.00
134219	SOLFOCUS INC	Site Improvements	\$ 63,571.44
Total Number of Purchase Orders: 439		Total Encumbrances:	<u>\$ 1,397,605.90</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: May 9, 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 April 30, 2013 is \$12,523,826. It includes repayment of the remaining constitutional advance balance of \$4,975,000. It also includes interfund borrowing of \$10 million for cash flow purposes. The interfund borrowing – \$8 million from Capital Outlay and \$2 million from Workers Compensation – will be returned to its original funds during the first quarter of fiscal year 2013-14.

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.

	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	10,786	12,524	8,527		
Receipts														
Federal	12	105	177	-61	599	644	2	21	788	271	500	1,860	335	5,254
State	417	4,245	3,891	2,151	3,285	7,653	1,218	2,720	1,278	1,263	2,080	14,800	16,035	61,037
State Deferrals	13,750	1,738		2,132										17,620
Local		2,953	317	9	1,932	4,563	2,081	2,281	853	1,596	750	575	1,280	19,190
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	9	9			5,383
Total Receipts	26,810	10,130	4,716	4,870	6,390	12,924	3,325	4,832	3,089	13,139	3,338	17,235	17,651	128,448
Disbursements														
Academic Salaries		918	2,737	2,859	2,873	2,914	2,985	2,669	2,879	2,925	2,850	2,850	1,075	30,534
Classified Salaries	1,477	1,400	1,626	1,749	1,875	1,924	1,747	1,560	1,540	1,720	1,825	1,830	200	20,473
Benefits	695	1,081	1,283	1,308	1,300	1,324	1,298	1,257	1,245	1,282	1,300	1,300	115	14,788
Supplies & Materials	21	147	60	119	105	82	129	84	141	134	180	160	154	1,515
Other Operating Exp	398	1,337	1,087	879	776	579	742	789	690	706	850	713	2,783	12,328
Capital Outlay	1	32	31	77	114	89	67	272	93	148	190	250	204	1,567
Other Outgo	750	78	92	278	979	83	114	96	171	107	140	115		3,004
Loan Repayment			10,000			4,975				4,975				19,950
Accounts Payable/Accruals	2,245	3,048	1,170	-492	653	11	241	-120	506	-596				6,665
Total Disbursements	5,587	8,041	18,086	6,776	8,674	11,982	7,323	6,608	7,264	11,401	7,335	7,217	4,531	110,825
Ending Cash Balance	35,264	37,353	23,983	22,076	19,792	20,735	16,737	14,961	10,786	12,524	8,527	18,545		

\*Rounded to the nearest 1,000.

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: May 9, 2013  
SUBJECT: Quarterly Investment Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

This report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: "The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency."

ANALYSIS

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the County are subject to the County of San Bernardino Treasurer's Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services office.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.



**Quarterly Investment and Deposit Report**

Quarter Ending March 31, 2013

<b>Account</b>	<b>Amount</b>	<b>Interest</b>	<b>Type</b>	<b>Institution</b>
<b>General Fund</b>				
Clearing Account	\$ 111,040.35	0.00	Checking	Citizens Business Bank, San Bernardino CA
Revolving Cash/Flex Fund	19,368.10	0.00	Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 130,408.45</u>			
<b>Bond Fund</b>	\$ 143,336,701.92	0.00	Investment	Bank of New York Mellon, Los Angeles CA
<b>Enterprise Funds</b>				
Bookstore	\$ 459,163.68	0.00	Checking	Bank of America, Colton CA
Cafeteria	181,107.11	0.00	Checking	Bank of America, Colton CA
Bookstore CD <i>(due 2/2/2014)</i>	104,589.58	(y)0.80	CD	Inland Valley Bank, Redlands CA
	<u>\$ 744,860.37</u>			
<b>Special Revenue</b>				
KVCR Educational Foundation	\$ 486,037.02	0.00	Checking	Citizens Business Bank, San Bernardino CA
<b>Internal Service Funds</b>				
Workers Comp	122,937.73	0.10	Checking	Union Bank, Los Angeles CA
Property & Liability	25,000.00	0.00	Checking	Bank of America, Concord CA
	<u>\$ 147,937.73</u>			
<b>Trust Funds</b>				
Financial Aid	\$ 7,103.31	0.00	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	19,941.76	0.05	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	84,440.76	0.00	Checking	Citizens Business Bank, San Bernardino CA
Scholarships	22,714.53	0.20	Checking	Community Bank, Redlands CA
Emergency Loan	17,444.53	0.00	Checking	Community Bank, Redlands CA
SBVC Clubs/Trusts	197,809.01	0.00	Checking	Wells Fargo, San Bernardino CA
SBVC ASB	202,290.83	0.00	Checking	Wells Fargo, San Bernardino CA
CHC Clubs/Trust & ASB	87,627.08	0.00	Checking	Bank of America, Yucaipa CA
Scholarships	90,380.97	0.70	Money Market	Inland Valley Bank, Redlands CA
SBVC/CHC Student Rep Fee	114,597.96	0.00	Checking	Inland Valley Bank, Redlands CA
SBVC ASB CD <i>(due 11/3/12)</i>	47,374.49	(y)0.40	CD	Inland Valley Bank, Redlands CA
	<u>\$ 891,725.23</u>			
<b>Total Checking, Savings &amp; Investments</b>	<b>\$ 145,737,670.72</b>			

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Charlie Ng, Vice Chancellor, Fiscal Services  
**PREPARED BY:** Steve Sutorus, Business Manager  
**DATE:** May 9, 2013  
**SUBJECT:** CCFS-320 Apportionment Attendance Report for FY 2013 Period 2

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

The CCFS-320 Apportionment Attendance Report for FY 2013 Period 2 has been submitted to the State Chancellor's Office.

### **ANALYSIS**

The Period 2 report includes preliminary figures for the period July 1, 2012 – April 15, 2013 and uses annualizers to forecast fiscal year end data. The chart below summarizes the District's status as of P2 and provides comparison data.

<b>Comparison – FY12 P3 vs FY13 P2</b>						
<b>FY 12 at Year End (P3)</b>			<b>FY 13 at P2</b>			
				<b># Change</b>	<b>% Change</b>	
CHC	4,141		CHC	3,975	-166	-4.01%
SBVC	9,595		SBVC	9,337	-258	-2.69%
Total	13,736		Total	13,312	-424	-3.09%

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications.



**CERTIFICATION**  
**2012-13 APPORTIONMENT ATTENDANCE**  
**Second Period**

I, the District Chief Executive Officer, hereby certify that, to the best of my knowledge and belief (1) this report is true and correct, and (2) all data have been reported and compiled in accordance with provisions of the Education Code and Title 5 regulations adopted by the Board of Governors and instructions on this form.

I further certify that I have determined through consultation with staff directly responsible that (1) FTES reported on this form for State apportionments includes only courses which had received individual prior approval or were part of programs with prior approval by the governing board of the district and the Chancellor's Office; (2) no attendance has been reported for: (a) courses which do not fully comply with Title 5 Section 58051.5 relative to open enrollment and participation by any person who is otherwise qualified and eligible for admission to the college, except for inmate education courses maintained pursuant to Title 5 Section 58051.6, or (b) courses excluded from State apportionments by Education Code Section 8538 or, (c) indentured apprentices in courses of related and supplemental instruction maintained pursuant to Section 3074 of the Labor Code; and (3) all FTES eligible for State support have been reported whether or not funding is available.

**The original signature of the district Chief Executive Officer is required.**

**San Bernardino CCD  
Chief Executive Officer**

Signature: 

Typed Name: Bruce Baron

Signature Date: 4/17/2013

Electronic Certification Date: Wednesday, April 17, 2013

<b>For Supplemental Information, contact</b>	
<b>Name:</b>	Steve Sutorus
<b>Title:</b>	Business Manager
<b>Phone Number:</b>	(909) 382-4031
<b>Phone Extension:</b>	
<b>E-Mail:</b>	ssutorus@sbccd.edu

<b>Please return completed form to:</b>
Chancellor's Office
California Community Colleges
Fiscal Services Unit
1102 Q Street, 4th Floor
Sacramento, CA 95811

**California Community Colleges**  
**2012-13 APPORTIONMENT ATTENDANCE REPORT**  
**COMPOSITE - State Residents**

**Second Period**

**Date Due in Chancellor's Office: April 19, 2013**

**San Bernardino CCD**

<b>Part I. Full-Time Equivalent Student</b>	Attendance FTES* of State Residents (and Nonresidents Attending Noncredit Courses)	Factored FTES
<b>A. Summer Intersession (Summer 2012 Only)</b>		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.1. + IV.A.1. + VI.A.1.)	399.57	399.57
<b>B. Summer Intersession (Summer 2013 - Prior to July 1, 2013)</b>		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	0.00	0.00
<b>C. Primary Terms (Exclusive of Summer Intersession)</b>		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	9, 446.39	9, 446.39
(b) Daily Census Contact Hours (Part III)	1, 283.73	1, 304.70
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	54.05	54.05
(b) Credit (Part IV.D.)	965.10	969.01
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	849.77	849.77
(b) Daily Census Procedure Courses (Part VI.)(Credit)	287.50	288.40
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
<b>D. Total FTES</b>	<b>13, 286.11</b>	<b>13, 311.89</b>

<b>SUPPLEMENTAL INFORMATION ***</b>	
In-service Training Courses (FTES)	0.00
Basic Skills Courses and Immigrant Education ** (FTES)	
1. Non-Credit	0.00
2. Credit	842.65

**California Community Colleges**  
**2012-13 APPORTIONMENT ATTENDANCE REPORT**  
**COMPOSITE - Non-Residents**

**Second Period**

**Date Due in Chancellor's Office: April 19, 2013**

**San Bernardino CCD**

<b>Part I. Full-Time Equivalent Student</b>	Attendance FTES* of Non-Residents	Factored FTES
A. Summer Intersession (Summer 2012 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.2. + IV.A.2. + VI.A.2.)	2.21	2.21
B. Summer Intersession (Summer 2013 - Prior to July 1, 2013)		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	0.00	0.00
C. Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	159.00	159.00
(b) Daily Census Contact Hours (Part III)	15.09	15.33
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	2.19	2.19
(b) Credit (Part IV.D.)	7.43	7.46
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	7.47	7.47
(b) Daily Census Procedure Courses (Part V.)(Credit)	1.52	1.53
(c) Non-credit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
D. Total FTES	194.91	195.19

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: May 9, 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 April (See attached)

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



Case #	Reported	Reportable Clery Crimes	Location	Date (s)	Time (s)	Disposition
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**CRAFTON HILLS**

**No Clery Crimes**

13c-054	4/15/13	Burglary	Gym	4/15/13	12:24pm	Report taken
13c-061	4/25/13	Vehicle Theft	Parking Lot G	4/25/13	6:55pm	Report taken

**DISTRICT**

**No Clery Crimes**

**VALLEY**

	4/4/13	Robbery	Swap Meet Lot	4/4/13	7:40pm	SBPD Handled
13-177	4/11/13	Poss of Paraphernalia	Grant Street	4/11/13	12:06pm	Cited
13-183	4/15/13	Smoking Marijuana	Planetarium Port	4/15/13	7:00pm	Cited
13-187	4/16/13	Smoking Marijuana	Cafeteria	4/16/13	2:00pm	Arrested
	4/17/13	Robbery/Carjacking	Esperanza	4/17/13	2:28pm	SBPD Handled

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Cheryl A. Marshall, President, CHC  
PREPARED BY: Cheryl A. Marshall, President, CHC  
DATE: May 9, 2013  
SUBJECT: Advancement in Rank - CHC

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

In accordance with the CHC Advancement in Rank Policy, the faculty members listed on the attached memo have received advancement in rank.

ANALYSIS

BOARD IMPERATIVE

FINANCIAL IMPLICATIONS

None.

**CRAFTON HILLS COLLEGE**

**MEMORANDUM**

**TO:** CHC Faculty & Staff

**FROM:** Cheryl A. Marshall  
President

**DATE:** April 26, 2013

**SUBJECT: ADVANCEMENT IN RANK**

---

It is a pleasure to announce the following advancement in academic rank:

**Associate Professor**

Amber Contreras  
Michael Sheahan

**PROFESSOR**

Ryan Bartlett  
Robert Brown  
Steve Hellerman  
Elizabeth Langenfeld  
Ted Phillips  
Dan Sullivan  
Jimmy Urbanovich  
Gary Williams

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: May 9, 2013

SUBJECT: MOU – CTA Health & Welfare Benefits

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The District & Association met and the parties entered into a MOU on April 25, 2013 for Health & Welfare Benefits for Fiscal Year 2013-2014.

ANALYSIS

The District and the Association agreed to the Fiscal Year 2013-2014 benefit plan adjustments.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.



## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is between the San Bernardino Community College District Teachers Association (hereinafter "Association") and the San Bernardino Community College District (hereinafter the "District").

### ARTICLE 11- HEALTH AND WELFARE BENEFITS

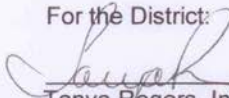
1. The District shall fully fund the least expensive benefit package for each unit member for the year 2013-2014.
2. Individual unit members shall have the option to select other health plans offered by the District during open enrollment and shall be responsible for the cost differential between the plans.
3. The new benefit cap shall be increased from \$11,522.92 to \$14,564.76.

This Agreement shall be in effect July 1, 2013 through June 30, 2014.

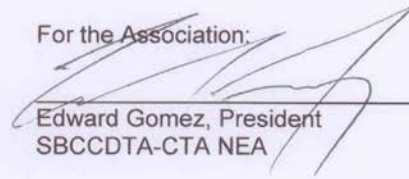
This Memorandum of Understanding constitutes the full and complete Agreement regarding Health & Welfare Benefits for fiscal year 2013-2014.

This Agreement is made and entered into this 25 day of April, 2013.

For the District:

  
\_\_\_\_\_  
Tanya Rogers, Interim Vice Chancellor  
Human Resources & Employee Relations

For the Association:

  
\_\_\_\_\_  
Edward Gomez, President  
SBCCDTA-CTA NEA

2012-13

	HMO w/Delta Care	HMO w/Delta PPO	PPO w/Delta Care	PPO	PPD with Delta PPO	Low Kaiser w/Delta Care	Low Kaiser w/Delta PPO	High Kaiser w/Delta Care	High Kaiser w/Delta PPO	Opt Out w/Delta Care	Opt Out w/PPD
Benefit											
Anthem Blue Cross HMO	\$12,776.88	\$12,776.88	\$16,498.20	\$16,498.20							
Anthem Blue Cross PPO								\$15,719.64	\$15,719.64		
Kaiser High						\$14,696.28	\$14,696.28				
Kaiser Low						\$1,130.28	\$1,130.28				
Dental PPO								\$378.24	\$378.24		
Delta Care	\$378.24	\$378.24	\$378.24	\$378.24						\$218.04	\$218.04
MES Vision	\$218.04	\$218.04	\$218.04	\$218.04				\$57.00	\$57.00	\$57.00	\$57.00
ASCH Chiro	\$57.00	\$57.00	\$23.40	\$23.40				\$23.40	\$23.40	\$23.40	\$23.40
EAP	\$23.40	\$23.40	\$49.68	\$49.68				\$49.68	\$49.68	\$49.68	\$49.68
Prudential Basic Life	\$49.68	\$49.68									
CTA											
Cost	\$13,503.24	\$14,255.28	\$17,224.56	\$17,976.60	\$17,976.60	\$15,204.60	\$15,956.64	\$16,227.96	\$16,980.00	\$794.36	\$794.36
Contribution	\$13,503.24	\$12,672.04	\$11,522.92	\$11,522.92	\$11,522.92	\$11,522.92	\$11,522.92	\$11,522.92	\$3,794.36	\$3,794.36	\$3,794.36
Employee Cost	\$0.00	\$1,583.24	\$5,701.64	\$6,453.68	\$6,453.68	\$3,681.68	\$4,433.72	\$4,705.04	\$5,457.08	-\$3,000.00	-\$3,000.00
Employee Monthly Cost	\$0.00	\$131.94	\$475.14	\$537.81	\$537.81	\$306.81	\$369.48	\$392.09	\$454.76	-\$250.00	-\$250.00

2013-14

	HMO w/Delta Care	HMO w/Delta PPO	PPO w/Delta Care	PPO	PPD with Delta PPO	Low Kaiser w/Delta Care	Low Kaiser w/Delta PPO	High Kaiser w/Delta Care	High Kaiser w/Delta PPO	Opt Out w/Delta Care	Opt Out w/PPD
Benefit											
Anthem Blue Cross HMO	\$13,897.68	\$13,897.68	\$14,189.64	\$14,189.64							
Anthem Blue Cross PPO								\$16,225.56	\$16,225.56		
Kaiser High											
Kaiser Low						\$15,172.20	\$15,172.20				
Dental PPO								\$1,018.68	\$1,018.68		
Delta Care	\$378.24	\$378.24	\$378.24	\$378.24						\$215.16	\$215.16
MES Vision	\$215.16	\$215.16	\$215.16	\$215.16				\$0.00	\$0.00	\$0.00	\$0.00
ASCH Chiro	\$0.00	\$0.00	\$24.00	\$24.00				\$24.00	\$24.00	\$24.00	\$24.00
EAP	\$24.00	\$24.00	\$49.68	\$49.68				\$49.68	\$49.68	\$49.68	\$49.68
Prudential Basic Life	\$49.68	\$49.68									
CTA											
Cost	\$14,564.76	\$15,205.20	\$14,856.72	\$15,497.16	\$15,497.16	\$15,524.12	\$16,264.56	\$16,677.48	\$17,317.92	\$616.52	\$616.52
Contribution	\$14,564.76	\$14,564.76	\$14,564.76	\$14,564.76	\$14,564.76	\$14,564.76	\$14,564.76	\$14,564.76	\$14,564.76	\$3,616.52	\$3,616.52
Employee Cost	\$0.00	\$640.44	\$291.96	\$932.40	\$932.40	\$1,059.36	\$1,699.80	\$2,112.72	\$2,753.16	-\$3,000.00	-\$3,000.00
Employee Monthly Cost	\$0.00	\$53.37	\$24.33	\$77.70	\$77.70	\$88.28	\$141.65	\$176.06	\$229.43	-\$250.00	-\$250.00
Retires											
Cost	\$443.51	\$782.06	\$782.06	\$663.61	\$663.61	\$663.61	\$663.61	\$619.65	\$619.65		
Contribution	\$443.51	\$782.06	\$782.06	\$663.61	\$663.61	\$663.61	\$663.61	\$619.65	\$619.65		
CTA											
CSEA	52	104	1	3	4	17	1	1	1	3	18
Management	126	166	3	4	8	11	3	6	4	18	18
Retires	16	40	0	7	1	11	2	1	1	1	13
Retires	36		6	17			0				
CTA											
District Cost 2010-11	\$702,168.48	\$1,317,892.16	\$11,522.92	\$4,568.76	\$46,091.68	\$195,889.64	\$11,522.92	\$11,522.92	\$11,383.08	\$66,298.48	\$2,410,861.04
District Cost 2011-12	\$757,367.52	\$1,514,735.04	\$14,564.76	\$43,694.28	\$58,259.04	\$247,600.92	\$14,564.76	\$14,564.76	\$10,849.56	\$65,097.36	\$2,741,298.00
Variance	\$55,199.04	\$196,842.88	\$3,041.84	\$9,125.52	\$12,167.36	\$51,711.28	\$3,041.84	\$3,041.84	-\$533.52	-\$3,201.12	\$330,436.96

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: May 9, 2013  
SUBJECT: Administrative Procedures  
2175 Management Evaluation – Chancellor  
3590 Energy Conservation  
7250 Management Employees  
7251 Management Evaluation

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. These Administrative Procedures have been modified and are being forwarded for information only.

ANALYSIS

AP 2175 was amended by the Board of Trustees and the Chancellor.

AP 3590 is new and explains how the district's energy conservation program will be administered.

AP 7250 and 7251 has been amended to exclude any reference to the evaluation of the Chancellor.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

3  
4 MANAGEMENT EVALUATION - CHANCELLOR

5  
6 A. Frequency of Evaluation

7  
8 The Chancellor will be evaluated once per year for the first two years of employment, and every  
9 three years thereafter. Evaluations may be held on a more frequent basis when deemed  
10 necessary by the Board of Trustees.

11  
12 B. Evaluation Committee

13  
14 By September 1 of the evaluation year, the Board and the Chancellor will meet and mutually  
15 agree upon the formation of an evaluation committee. The evaluation committee is advisory to  
16 the Board of Trustees and The Board of Trustees will be responsible for preparation of the  
17 Chancellor's evaluation. The evaluation committee shall include the following members:

18  
19 The Chancellor will nominate three individuals from each of the categories below, from which the  
20 appointment to the evaluation committee will be made by the constituency group named.

- 21  
22
  - One manager from San Bernardino Valley College (SBVC) selected by the SBVC President  
23 from among the three names submitted by the Chancellor.
  - One manager from Crafton Hills College (CHC) selected by the CHC President from among  
24 the three names submitted by the Chancellor.
  - One manager from the District Office selected through a process of nomination and voting  
25 conducted by all District Office managers from among the three names submitted by the  
26 Chancellor.
  - One faculty member appointed by the Academic Senate from San Bernardino Valley  
27 College from among the three names submitted by the Chancellor.
  - One faculty member appointed by the Academic Senate at Crafton Hills College from  
28 among the three names submitted by the Chancellor.
  - One classified employee from San Bernardino Valley College appointed by the CSEA from  
29 among the three names submitted by the Chancellor.
  - One classified employee from Crafton Hills College appointed by the CSEA from among the  
30 three names submitted by the Chancellor.
  - One classified employee from the district office appointed by CSEA from among the three  
31 names submitted by the Chancellor.
  - One student from SBVC selected by the Associated Student Body.  
32
  - One student from CHC selected by the Associated Student Body.  
33

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43 In each case, the Chancellor will nominate three individuals from each category, (management,  
44 faculty, classified and student), from which the appointments shall be made.

45  
46 C. Campus/District Survey

47  
48 The evaluation committee shall seek written feedback from applicable managers, faculty, classified  
49 staff, community leaders, and others, who are in a position to know how effectively the Chancellor is  
50 performing the assigned responsibilities. To assist in this task, the Chancellor will provide the  
51 committee with a preliminary list of those with whom he/she interacts with on a regular basis. The  
52 committee may add names of managers, faculty and classified staff to this list. The Board of  
53 Trustees may provide additional names of community members.

54 Responses to the survey shall be signed, and the evaluation committee shall prepare a consolidated  
55 summary of the ratings and comments. Unsigned survey forms shall not be included in the  
56 consolidated summary. Original survey documents will be destroyed once the consolidated  
57 summary is prepared. A copy of the consolidated summary will be made available to the Chancellor.  
58

59 D. Evaluation Report for the Chancellor

60  
61 The committee will produce a written "advisory" report no later than November 7th. The report shall  
62 include:

- 63  
64 1. A summary of duties from the job description, which shall serve as a basis for the evaluation.
- 65  
66 2. A summary list of the goals and objectives from the prior year.
- 67  
68 3. A self-evaluation from the Chancellor including a portfolio of representative work, or any  
69 other items that the Chancellor submitted to the committee.
- 70  
71 4. An assessment of the management strengths of the Chancellor.
- 72  
73 5. The identification of any areas in which the Chancellor can improve his/her performance or  
74 management skills.

75  
76 The advisory report shall be signed by all members of the Evaluation Committee. The Board of  
77 Trustees and the Chancellor shall receive a copy of the evaluation report.

78  
79 The Board shall have 60 days to give the Chancellor the official evaluation. The evaluation shall be  
80 signed by all members of the Board. The Chancellor shall receive a copy of the evaluation report,  
81 and will have an opportunity to attach a written response within fifteen working days. This response  
82 may offer clarification, additional information, or a rebuttal. There will be only three copies of a  
83 completed evaluation. One copy will remain in the possession of the Chancellor one copy will  
84 remain with the Board's attorney, and the original will become a part of the official file in the  
85 Personnel Office.

86  
87 As part of the evaluation meeting, the Board and the Chancellor will set new short- and long-term  
88 goals and objectives.

89  
90

3  
4 **ENERGY CONSERVATION**

5  
6 **The District is committed to and responsible for a safe and healthy learning environment.**  
7 **Every person is encouraged to become an “energy saver” as well as an “energy**  
8 **consumer.”**  
9

- 10 • Faculty and staff members are encouraged to implement these guidelines during the times  
11 that they are present in the instruction room/office.
- 12 • The custodial staff is responsible for control of common areas, i.e. lights in hallways, dining  
13 areas, etc.
- 14 • Security personnel are responsible for verification of the nighttime shutdown.
- 15 • The Energy Education Administrator provides regular (at least semiannually) program  
16 update reports to district and college administration.
- 17 • The Energy Education Administrator has the authority to enter all district facilities, without  
18 prior notice, in order to perform routine audits. Audit results will be communicated to the  
19 appropriate personnel.
- 20 • The Energy Education Administrator is responsible for either directly or indirectly making  
21 adjustments to the organization’s energy management system (EMS), including temperature  
22 settings and run times for heating, ventilation and air conditioning (HVAC), and other  
23 controlled equipment.
- 24 • The Energy Education Administrator provides monthly energy savings reports to facilities  
25 management detailing performance results.
- 26 • Administration will regularly communicate the importance and impact of the energy  
27 conservation program to its internal and external constituents.
- 28 • To complement the organization's behavioral-based energy conservation program, the  
29 District shall strive to develop and implement a preventive maintenance and monitoring plan  
30 for its facilities and systems, including HVAC, building envelope, and moisture control.

31  
32 **General**

- 34 1. Instruction room doors shall remain closed when HVAC is operating. Ensure doors between  
35 conditioned space and non-conditioned space remain closed at all times (i.e. between  
36 hallways and gym or pool area).
- 37 2. Proper and thorough utilization of data loggers will be initiated and maintained to monitor  
38 relative humidity, temperature, and light levels throughout campus buildings to ensure  
39 compliance with guidelines.
- 40 3. All exhaust fans should be turned off daily.
- 41 4. All office machines (printers, copy machines, laminating equipment, etc.) should be switched  
42 off each night and during unoccupied times. Fax machines may remain on.
- 43 5. All computers should be turned off each night. This includes the monitor, local printer, and  
44 speakers. Network (i.e. LAN) equipment is excluded.
- 45 6. All capable personal computers should be programmed for the “energy saver” mode using  
46 the power management feature. If network constraints restrict this, ensure the monitor  
47 “sleeps” after 10-minutes of inactivity.

51 **Air Conditioning Equipment**

52  
53 **Cooling Season Set Points: Occupied–74-78°F, Unoccupied–85°F**

- 54  
55 1. Occupied temperature settings shall NOT be set below 74°F.
- 56 2. During unoccupied times, the air conditioning equipment shall be off. The unoccupied period  
57 begins when the students leave the area. It is anticipated that the temperature of the  
58 instruction room will be maintained long enough to afford comfort for the period the faculty  
59 remains in the instruction room after the students have left.
- 60 3. Air conditioning start times may be adjusted (depending on weather) to ensure instruction  
61 room comfort when instruction begins.
- 62 4. Ensure outside air dampers are closed during unoccupied times.
- 63 5. Ceiling fans should be operated in all areas that have them.
- 64 6. Relative humidity levels shall not exceed 60% for any 24 hour period.
- 65 7. Where cross-ventilation is available during periods of mild weather, shut down HVAC  
66 equipment and adjust the temperature with windows and doors. Cross-ventilation is defined  
67 as having windows and/or doors to the outside on each side of a room.

68  
69 **Heating Equipment**

70  
71 **Heating Season Set Points: Occupied–68-72°F, Unoccupied–55°F**

- 72  
73 1. Occupied temperature settings shall NOT be above 72°F.
- 74 2. The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a  
75 60°F setting during extreme weather.
- 76 3. The unoccupied time shall begin when the students leave an area.
- 77 4. During the spring and fall when there is no threat of freezing, all steam and forced air  
78 heating systems should be switched off during unoccupied times. Hot water heating  
79 systems should be switched off using the appropriate loop pumps.
- 80 5. Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria  
81 service (with dishwasher booster).
- 82 6. Ensure all domestic hot water re-circulating pumps are switched off during unoccupied  
83 times.
- 84 7. For heat pumps, ensure a 6°F dead-band between heating and cooling modes.

85  
86 **Lighting**

- 87  
88 1. All unnecessary lighting in unoccupied areas will be turned off. Faculty and staff members  
89 should make certain that lights are turned off when leaving the instruction room or office  
90 when empty. Utilize natural lighting where appropriate.
- 91 2. All outside lighting shall be off during daylight hours.
- 92 3. Gymnasium lights should not be left on unless the gymnasium is being utilized.
- 93 4. All lights will be turned off when students and staff leave for the day. Custodial staff will turn  
94 on lights only in the areas in which they are working.
- 95 5. Refrain from turning lights on unless definitely needed. Remember that lights not only  
96 consume electricity but also give off heat that places an additional load on the air  
97 conditioning equipment and thereby increases the use of electricity necessary to cool the  
98 room.

101 **Water**

102

- 103 1. Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
- 104 2. Ground watering should only be done between 4am-10am. Do not water during the heat of
- 105 the day, typically between 10am – 8pm.
- 106 3. When spray irrigating, ensure the water does not directly hit the facility.
- 107 4. Consider installing water sub-meters on irrigation and cooling tower supply lines to eliminate
- 108 sewer charges.

109

110 The organization encourages the adoption, observation and implementation of these guidelines

111 as provided. However, these guidelines are not intended to be all-inclusive, and they may be

112 modified for local conditions. These guidelines supersede all previous instructions related to

113 energy conservation or facility management.

114

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3  
4 MANAGEMENT EMPLOYEES  
5

6 The San Bernardino Community College District seeks a qualified and diverse administration,  
7 faculty, and staff dedicated to student success. The District is committed to an open, inclusive,  
8 and lawful, hiring process that supports the goals of diversity and equal opportunity providing  
9 equal consideration and opportunities for all qualified candidates. The goal of every hiring  
10 process is to select the most qualified candidate who best meets the needs of our students both  
11 directly and indirectly.  
12

13 The administration, faculty, and staff recognize the importance of an effective hiring process that  
14 reflects mutual professional responsibility and interest in achieving the common goal of hiring  
15 outstanding employees who will enhance the learning experience for all students and fulfill the  
16 mission and goals of the College and the District.  
17

18 **RECRUITMENT AND HIRING**

19  
20 **HIRING QUALIFICATIONS**  
21

22 The San Bernardino Community College District has established the following hiring qualifications  
23 for all classified management positions:  
24

- 25 A. Demonstrated sensitivity to, understanding of, and respect for the diverse academic,  
26 socio-economic, cultural, disability, religious, sexual orientation, and ethnic backgrounds  
27 of community college students.  
28
- 29 B. Meet the minimum qualifications as stated in the job description.  
30
- 31 C. Commitment to participate in the collegiate consultation process of the College and the  
32 District.  
33

34 **GENERAL HIRING PROVISIONS**  
35

36 **A. Approval to Fill a Position**  
37

38 Requests to fill new or vacant positions must be processed through the appropriate administrator,  
39 College President, Fiscal Services and the Office of Human Resources, and must receive the  
40 approval of the Vice Chancellor of Human Resources & Employee Relations or Designee. All  
41 management positions shall be approved by Chancellor's Cabinet prior to being announced.  
42

43 **B. Online Employment Application Process**  
44

45 The Office of Human Resources implemented this system in order to automate and streamline  
46 many of the paper-driven aspects of the employment application process. All requested positions  
47 must be submitted through the Online Application System. After the requested information for the  
48 vacant position is filled out and submitted, the request will then be approved by the appropriate  
49 administrators. The receipt of the Personnel Requisition Form by the Office of Human Resources  
50 and budget authorization by Fiscal Services indicates approval to begin the recruitment process.  
51

52 **C. Recruitment**  
53

54 The District shall maintain a program of verifiable Equal Employment Opportunity recruitment of  
55 qualified members of historically underrepresented groups in all job categories and

56 classifications, including but not limited to faculty, classified and confidential employees;  
57 categorically funded positions; and all other executive, administrative and managerial positions.

58  
59 **D. Job Announcements**

60  
61 Job announcements shall clearly state job specifications setting forth the knowledge, skills, and  
62 abilities necessary for job performance. All job specifications which the District wishes to utilize  
63 shall be reviewed by the appropriate administrator and the Office of Human Resources before the  
64 position is announced to ensure conformity with the requirements of Title 5 and both State and  
65 Federal non-discriminatory laws. The content of the job announcement is the responsibility of the  
66 appropriate administrator and the Office of Human Resources and must be approved by the Vice  
67 Chancellor of Human Resources & Employee Relations or Designee.

68  
69 The position announcement must include the following:

- 70  
71 1. A description of the duties and responsibilities;
- 72  
73 2. Minimum qualifications;
- 74  
75 3. Additional desirable qualifications that are job related and support the  
76 responsibilities of the position;
- 77  
78 4. Provision for presentation of qualifications that are equivalent to the minimum  
79 qualifications;
- 80  
81 5. Notification of testing if required; and
- 82  
83 6. Legal qualifiers, established by the Office of Human Resources to comply with  
84 Federal, State, and District regulations (e.g. *Title 5, Title VII, EEO* and *ADA*).

85  
86 **E. Pre-Screening Process**

87  
88 The Office of Human Resources will pre-screen the applications to ensure that applicants meet  
89 minimum qualifications and requirements as set forth in the position announcement and, on that  
90 basis, will certify the "qualified" pool of applicants.

91  
92 **F. The Screening Committee**

- 93  
94 1. The appropriate administrator in consultation with the Office of Human  
95 Resources will designate the composition of the Screening Committee to ensure  
96 appropriate representation from the affected department.
  - 97  
98 2. The Screening Committee for management positions shall have no less than  
99 three (3) and no more than nine (9) members who have been trained by the  
100 Office of Human Resources.
  - 101  
102 3. All Screening Committee members must receive training on equal opportunity,  
103 diversity, and the employment process for each Screening Committee on which  
104 they serve. Such training will be provided by the Office of Human Resources.
  - 105  
106 4. The majority of the members shall be those with applicable knowledge in the job  
107 category or classification with at least one member being directly from the  
108 affected department.
- 109

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5. Every Screening Committee shall have at least one management member and one California Schools Employee Association (CSEA) appointee and when appropriate, an appointee from the Academic Senate.
  6. The administrator of the vacant position will appoint the remaining members of the Screening Committee. Each Screening Committee will also include an Equal Employment Opportunity representative designated by the Office of Human Resources.
  7. The Equal Employment Opportunity representative's role and responsibility is to maintain confidentiality and ensure the hiring process remains fair and equitable.
  8. Every effort must be made to incorporate broad representation on every Screening Committee to bring a variety of perspectives to the screening process.
  9. The appropriate administrator of the vacant position submits the membership of the Screening Committee to the Office of Human Resources for approval.

128 **G. Interview Process**

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164
1. In cases where fewer than three (3) candidates are invited for interview, the Screening Committee Chair shall provide written justification to the Office of Human Resources.
  2. The screening Committee develops job related interview questions. All questions will be reviewed by the Vice Chancellor of Human Resources & Employee Relations or designee. All Interview questions are confidential.
  3. The Screening Committee will determine the candidates, date, and time to interview.
  4. The Office of Human Resources will contact the candidates to be interviewed. The appropriate administrator will coordinate with the Office of Human Resources the arrangements for the time and place of the interview.
  5. The interview will be conducted by the members of the Screening Committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees.
  6. All Screening Committee members must sign a confidentiality statement prior to the interviews and are required to fill out an evaluation form and rank all interviewees.
  7. If a Screening Committee member is absent from any part of the interview process, that member is disqualified from any future participation unless otherwise determined by the Vice Chancellor of Human Resources & Employee Relations.
  8. After the 1<sup>st</sup> level interviews are concluded, each member of the Screening Committee will evaluate the qualifications of the interviewees. The EEO representative will be responsible for all documentation of the interview and recommendation. The Screening Committee will identify strengths and concerns of all candidates advancing to 2<sup>nd</sup> level interviews.
  9. The supervisor may participate on the 1<sup>st</sup> level interviews on recommendation of the appropriate administrator. In unique situations where the only representative

165 of the affected department is the supervisor, the Office of Human Resources will  
166 assess the particular circumstance.

- 167
- 168 10. The Screening Committee will recommend at least three (3) candidates to the  
169 appropriate administrator for 2<sup>nd</sup> level interviews. The Screening Committee shall  
170 recommend no less than three (3), unless fewer were interviewed or unless the  
171 Screening Committee Chair presents written justification for submitting fewer  
172 than three (3) for 2<sup>nd</sup> level interview.
- 173
- 174 11. Second level interviews will be convened for all finalists by the appropriate  
175 administrator or designee.
- 176
- 177 12. The Office of Human Resources will contact the finalists to be interviewed at 2<sup>nd</sup>  
178 level and communicate the arrangements for the time and place for the interview,  
179 as determined by the appropriate administrator or designee.

180

181 **H. Selection Process**

182

183 The appropriate administrator and designee shall select one of the finalists, who is best qualified  
184 to fill the position and shall recommend such person to the Chancellor.

185

186 The appropriate administrator will submit an online notification to the Office of Human Resources  
187 to forward the screening to the Board of Trustees for approval.

188

189 **I. Reference Check**

190

191 Upon receipt of the selected candidate, the Office of Human Resources or the College President  
192 will conduct reference check in accordance with the policies and principles of Equal Employment  
193 Opportunity.

194

195 The Office of Human Resources will contact the successful candidate to make a provisional offer  
196 of employment, contingent upon passing the Department of Justice clearance, pre-employment  
197 physical, and Board of Trustee approval.

198

199 Once the successful candidate has accepted the offer, the Office of Human Resources will notify  
200 the unsuccessful candidates in writing of non-selection.

201

202 **EMPLOYMENT REQUIREMENTS**

203

204 All management employees will be required to comply with all federal, state, and local requirements  
205 for employment.

206

207 **A. Fingerprints**

- 208
- 209 1. All managers shall be required to provide fingerprint cards at the time of hire. The  
210 cost of the fingerprinting shall be borne by the employee.
- 211
- 212 2. Substitute and temporary employees employed for less than a school year are  
213 exempted from the provisions of this policy.

214

215 **B. Examination for Tuberculosis**

- 216
- 217 1. New Employees:

218

219 All management employees of the San Bernardino Community College District must  
220 file with the District a certificate of evidence showing the employee was examined

221 and found free from active tuberculosis. This evidence must be filed prior to the  
222 date of the original employment. An intradermal tuberculin test is provided free of  
223 charge at each college Health Services Office. Any charge for an exam by an  
224 outside agency will be borne by the employee.

- 225
- 226 2. Renewals:
- 227
- 228 a. Thereafter, all employees shall be required to undergo an X-ray of the lungs  
229 or an approved intradermal tuberculin test that, if positive, shall be followed  
230 by an X-ray of the lungs every four years. Intradermal tests are available  
231 as described above.
- 232
- 233 b. Notice of renewal requirements shall be the responsibility of the District  
234 Personnel Office and will be mailed to the home 45 days prior to the  
235 expiration date.
- 236
- 237 c. Adequate release time from the employee's workstation will be allowed to  
238 comply with this requirement.
- 239
- 240 d. Failure to comply may result in immediate suspension without pay until  
241 such time as the employee undergoes such an examination and presents  
242 evidence thereof to school officials.
- 243
- 244 e. Requests for exemptions for religion or other reasons will not be approved.
- 245

246 **C. Loyalty Oath**

247

248 All management personnel will be required to sign the legally prescribed oath of allegiance  
249 upon employment with the District.

250

251 **D. Employment Eligibility Verification I-9**

252

253 All new employees are required to satisfy the requirements of the Employment Eligibility  
254 Verification Form I-9.

255

256 **E. Scheduling of Interviews**

257

258 Applicants who are invited for an initial interview and who live more than 200 miles away will  
259 be scheduled for an interview with the college president or chancellor, if possible, in addition  
260 to the committee interview on the same day as the initial interview.

261

262 Finalists who are invited for a second interview and live more than 200 miles away will be  
263 reimbursed for actual travel and meal expenses incurred as set forth in the Employee Travel  
264 Policy.

265

## 266 **HOURS OF EMPLOYMENT**

- 267
- 268 **A.** The workweek for all management personnel shall be a minimum of forty (40) hours.
- 269
- 270 **B.** No overtime or compensatory time off will be granted for overtime necessary in the  
271 performance of management duties.
- 272

## 273 **PROFESSIONALGROWTH**

- 274
- 275 **A.** Management personnel on the management salary schedule shall be eligible for tuition

- 276 cost reimbursement from an accredited institution.  
277  
278 B. Reimbursement will only be given for courses completed with a grade of "C" or better,  
279 "credit", or equivalent grade, which pertains to their management position.  
280  
281 C. Such reimbursement shall not exceed costs of 18 semester units of course work per  
282 year.  
283  
284 D. Reimbursement shall not be allowed for courses carrying zero units.  
285  
286 E. No tuition cost paid by the District is to exceed 80% of a per unit basis cost of similar  
287 course work at the University of California.  
288  
289 F. All courses/programs for which a manager seeks tuition reimbursement must have prior  
290 approval of the Chancellor and the Board.  
291

## 292 **MANAGEMENT EVALUATION**

293  
294 All management employees shall be evaluated in accordance with these procedures and Board  
295 Policy 7250- **7251**.

### 296 297 **A. Frequency of Evaluation**

298  
299 Each manager will be evaluated once per year for the first two years of employment, and  
300 every three years thereafter. Evaluations may be held on a more frequent basis when  
301 significant deficiencies are noted.  
302

### 303 **B. Goals/Objectives**

304  
305 Each manager will meet with his/her supervisor at the beginning of each academic year to  
306 review the goals and objectives set for the prior year and to discuss the extent to which the  
307 goals and objectives were met. They will review the job description and, by mutual  
308 agreement, revise, update, or set new short- and long-range goals and objectives.  
309

### 310 **C. Evaluation Committee**

311  
312 By September 1 of each year of required evaluation, the supervisor and employee will meet  
313 and mutually agree upon the formation of an evaluation committee.  
314

315 In the case of campus-level managers, the committee shall include the immediate  
316 supervisor as chairperson, one manager appointed by the President, one faculty member  
317 appointed by the Academic Senate, and one classified employee appointed by CSEA as  
318 appropriate to the job assignment. In each case, the manager will nominate three  
319 individuals from each category, (management, faculty and classified), from which the  
320 appointments shall be made.  
321

322 In the case of the College Presidents, the committee shall include the immediate supervisor  
323 as chairperson, one manager appointed by the Chancellor, two faculty members appointed  
324 by the Academic Senate, and one classified employee appointed by CSEA as appropriate to  
325 the campus. In each case, the President will nominate three individuals from each category,  
326 (management, faculty and classified), from which the appointments shall be made.  
327

328 In the case of the district-level managers, the committee shall include the immediate  
329 supervisor as chairperson, one manager appointed by the Chancellor, one faculty member  
330 appointed by the Academic Senate at San Bernardino Valley College, one faculty member  
331 appointed by the Academic Senate at Crafton Hills College, and one classified employee

332 appointed by CSEA as appropriate to the job assignment. In each case, the manager will  
333 nominate three individuals from each category, (management, faculty and classified), from  
334 which the appointments shall be made.  
335

336 ~~In the case of the Chancellor, the committee shall include all members of the Board of~~  
337 ~~Trustees, one manager from each campus appointed by the Board of Trustees, one faculty~~  
338 ~~member appointed by the Academic Senate from San Bernardino Valley College, one~~  
339 ~~faculty member appointed by the Academic Senate at Crafton Hills College, and one~~  
340 ~~classified employee from each campus appointed by CSEA.~~  
341

#### 342 **D. Campus/District Survey**

343

344 As appropriate to the assignment, the committee shall seek written feedback from the  
345 campus and/or district community. In obtaining this feedback, the committee shall use an  
346 evaluation form approved by the Board of Trustees. Using the approved form, the  
347 committee shall seek input from applicable managers, faculty, classified staff and any others  
348 who are in a position to know how effectively the manager is performing assigned  
349 responsibilities. To assist in this task, the manager will provide the committee with a  
350 preliminary list of those with whom he/she interacts with on a regular basis. Responses on  
351 the approved form shall be signed, and the committee shall prepare a consolidated  
352 summary of the ratings and comments. Original survey documents will be destroyed once  
353 the consolidated summary is prepared. A copy of the consolidated summary will be made  
354 available to the manager at the conclusion of the evaluation procedure.  
355

#### 356 **E. Evaluation Committee Meeting**

357

358 Prior to the evaluation conference, the person being evaluated will submit to the supervisor a  
359 written self-evaluation of his/her performance, which shall be based on the approved job  
360 description and previously established, mutually agreed upon goals and objectives. The  
361 employee may submit a portfolio of representative work, or any other items he/she considers  
362 appropriate.  
363

364 The supervisor and the evaluation committee will meet to consider the self-evaluation, the  
365 campus/district survey, and any additional material submitted by the manager. The  
366 committee may consider any other documents or information sources which they agree are  
367 appropriate.  
368

#### 369 **F. Evaluation Report**

370

371 The committee will produce a written evaluation no later than November 15. The report shall  
372 include:  
373

- 374 1. A summary of duties from the job description, which shall serve as a basis for the  
375 evaluation.  
376
- 377 2. A summary list of the goals and objectives from the prior year that have been  
378 mutually agreed upon by the manager and his/her supervisor.  
379
- 380 3. An assessment of the extent to which the manager meets his/her stated goals and  
381 objectives.  
382
- 383 4. An assessment of the management strengths of the manager.  
384
- 385 5. The identification of any areas in which the manager can improve his/her  
386 performance or management skills.  
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The written report shall specify one of the following:

1. Commendation for superior performance;
2. Confirmation of satisfactory performance;
3. Recommendation for improvement and/or further evaluation as indicated by unsatisfactory performance.

The evaluation record shall be read and signed by the manager, the immediate supervisor, and the responsible evaluators before being placed in his/her file. The manager shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within fifteen working days. The response may offer clarification, additional information, or a rebuttal, as the person being evaluated may wish.

An official file of evaluation reports shall be maintained in the District Personnel Office. Evaluation reports shall not be retained in the file beyond a four-year period if the manager requests that they be expunged.

There will be only three copies of a completed evaluation. One copy will remain in the possession of the manager being evaluated, one copy will remain with the immediate supervisor, and the original will become a part of the official file in the Personnel Office.

**G. Procedures in the Case of Unsatisfactory Performance of Responsibilities**

When a manager's performance is judged unsatisfactory, corrective measures will be initiated. The manager shall develop a work plan with measurable goals, objectives and a timetable to correct the areas judged unsatisfactory. This work plan shall be reviewed and approved by the immediate supervisor ~~(or Board of Trustees, in the case of the Chancellor)~~ who shall be responsible for monitoring and assisting the manager with the corrective measures. If desired, the immediate supervisor will work with the manager to identify a mentor to provide guidance and advice.

In order to ascertain the extent to which corrective measures have succeeded, the re-evaluation of the manager shall be undertaken as soon as deemed appropriate by the supervisor ~~(or Board of Trustees, in the case of the Chancellor)~~, but in no case later than six months after the initial findings of the evaluation committee. The re-evaluation process shall include the submission of new goals and objectives to the immediate supervisor, the formation of a new evaluation committee, the collection of new survey data, and the preparation of an updated evaluation report that assesses the progress (or lack of progress) made since the last evaluation.

**G. Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration**

In the case of unsatisfactory progress following re-evaluation, managers shall be notified of contract nonrenewal, dismissal, or penalty of limited duration by action of the Board of Trustees in accordance with the Education Code.

**VACATIONS**

- A. Management employees earn vacation at the rate of 1.91 days per month for each complete month of service. In determining vacation accrued at the end of any calendar month, the product of 1.91 X months worked shall be rounded to the nearest whole number.
- B. All vacation computation is based on a fiscal year of July 1 to June 30.



- 444 C. New employees with an employment date other than the first working day of the month shall  
445 not start accruing vacation until the first working day of the following month of employment.  
446
- 447 D. Each July all management employees shall be notified by the Payroll Department of their  
448 June 30 accrued vacation credits. Management employees can accrue vacation credits up  
449 to 46 days. Once vacation credits reach the maximum accrual level no more vacation  
450 credits will be earned.  
451
- 452 E. Vacations will be set at the convenience of both the employee and the District, and are  
453 subject to the approval of the manager to whom he/she is responsible, and the Campus  
454 President or Chancellor, as appropriate.  
455
- 456 F. Upon leaving the employment of the District, a management employee shall be entitled to  
457 lump sum compensation for earned and unused vacation at his/her current salary. Payment  
458 shall be made up to the accrued number of vacation days not to exceed forty-six (46) days.  
459

### 460 **LEAVES OF ABSENCE**

- 461
- 462 **A. Professional Growth** - A leave of absence for professional growth and study shall be  
463 provided for managers. Such leave shall be for a period of two months at full pay.  
464
- 465 1. Managers must have completed six years of service with the District, two of which  
466 must have been in a management position.  
467
- 468 2. Such leave will be at the convenience of the District and is subject to approval by  
469 the Board upon recommendation by the Chancellor.  
470
- 471 3. Application  
472
- 473 a. An application for professional growth leave shall be submitted for approval  
474 by February 1st of the year proceeding the fiscal year in which the leave is  
475 to be taken. Approval or denial shall be made prior to June 1st of the same  
476 year.  
477
- 478 b. Employees who meet the eligibility requirements will make application to  
479 the Chancellor after having secured the endorsement of their immediate  
480 supervisor and the college president when applicable.  
481
- 482 c. Applications will be evaluated on the following factors:  
483
- 484 (1) Purpose of the leave  
485
- 486 (2) Value to the District  
487
- 488 (3) Convenience to the District  
489
- 490 d. If the number of applications exceeds the allowable leaves (see below),  
491 resolution and selection will be based on the following:  
492
- 493 (1) Length of service with the District  
494
- 495 (2) Length of time since last leave  
496
- 497 4. Conditions  
498
- 499 a. Managers/administrators are not eligible for faculty sabbatical leaves.

- 500  
501 b. Granting of a professional growth leave shall not adversely affect the  
502 implementation of the faculty sabbatical leave policy.  
503  
504 c. Acceptance of a leave under this policy removes the recipient from the  
505 eligibility list for a period of at least an additional six years.  
506  
507 d. Not more than three managers from SBVC, one from CHC, and one from  
508 Central Services shall be granted leave in any one fiscal year. No more  
509 than three managers from the entire District shall be on leave at the same  
510 time.  
511  
512 e. For the purpose of this procedure, administrative management groups are  
513 defined as follows:  
514  
515 (1) Central Services  
516  
517 (2) College--Instruction, Student Services  
518  
519 f. Leaves granted in each administrative/management group listed in above  
520 shall be limited to the number of persons that may be on leave at one time  
521 as follows:  
522  
523 (1) Groups with three managers or less--1  
524  
525 (2) Groups with four through seven managers--2  
526  
527 (3) Groups with over seven managers--3  
528  
529 g. The president of either campus shall not be on professional growth leave at  
530 the same time as the manager responsible for instructional administration.  
531  
532 h. Duties of the manager(s) on leave are to be assumed and performed by  
533 other members of management for the period of the leave at no additional  
534 cost to the District when possible.  
535

536 **B. Sick Leave**

- 537  
538 1. Every full-time, 12-month management employee employed 5 days a week shall be  
539 entitled to 12 days leave of absence for illness and injury per year.  
540  
541 2. A management employee, employed 5 days a week, who is employed for less than  
542 a full fiscal year, is entitled to that proportion of 12 days leave of absence for illness  
543 or injury as the number of months he/she is employed bears to 12.  
544  
545 3. A management employee, employed less than 5 days per week, shall be entitled for  
546 a fiscal year of service to that proportion of 12 days leave of absence for illness or  
547 injury as the number of days he/she is employed per week bears to 5. When such  
548 person is employed for less than a full fiscal year of service, this and the preceding  
549 paragraph shall determine that proportion of leave of absence for illness or injury to  
550 which he/she is entitled.  
551  
552 4. Pay for any days of such absence shall be the same as the pay that would have  
553 been received had the employee served during the day.  
554

- 555 5. Credit for leave of absence need not be accrued prior to taking such leave by the  
556 employee and such leave of absence may be taken at any time during the year.  
557  
558 6. If an employee does not take the full amount of leave allowed in any year under this  
559 policy, the amount not taken shall be accumulated from year to year.  
560  
561 7. The Board may require proof of illness or injury for the purposes of this policy.  
562

563 **C. Maternity Leave**  
564

- 565 1. A manager may use sick leave for absences necessitated by pregnancy,  
566 miscarriage, childbirth, and recovery therefrom. The length of absence, including  
567 the date on which the leave shall commence and the date on which the employee  
568 shall resume duties, shall be determined by the employee and the employee's  
569 physician.  
570  
571 2. Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and  
572 recovery therefrom are, for all job-related purposes, temporary disabilities, and shall  
573 be treated as such under any health or temporary disability insurance or sick leave.  
574  
575 3. This provision shall be construed as requiring the District to grant leave with pay  
576 only when it is necessary to do so in order that leaves of absence for disabilities  
577 caused or contributed to by pregnancy, miscarriage, or childbirth be treated the  
578 same as leaves for illness, injury, or disability.  
579

580 **D. Bereavement Leave**  
581

- 582 1. Every person employed in a management position is entitled to a paid leave of  
583 absence, not to exceed 3 days, or 5 days if travel out-of-state or a round trip of over  
584 500 miles is required, on account of the death of any member of his/her immediate  
585 family.  
586  
587 2. Member of the immediate family means the mother, father, grandparent or a  
588 grandchild of the employee or the spouse of the employee, and the spouse, son,  
589 son-in-law, daughter, daughter-in-law, brother, brother-in-law or sister, sister-in-law  
590 of the employee, or any relative living in the immediate household of the employee.  
591

592 **E. Personal Necessity Leave**  
593

- 594 1. Any days of leave of absence for illness or injury allowed pursuant to the District  
595 sick leave policy may be used by the employee at his/her election in cases of  
596 personal necessity.  
597  
598 2. Request for such personal necessity leave shall be submitted to the Chancellor or  
599 designee prior to the absence, explaining the specific nature of the personal  
600 emergency.  
601  
602 3. The employee shall not be required to secure advance permission for leave taken  
603 for any of the following reasons:  
604  
605 a. Death or serious illness of a member of his/her immediate family.  
606  
607 b. Accident, involving his/her person or property, or the person or property of a  
608 member of his/her immediate family.  
609  
610

611 **F. Industrial Accident and Illness Leave**

- 612
- 613 1. Employees must have served in the District a minimum of 9 months.
- 614
- 615 2. Industrial accident or illness leave of absence shall not exceed 60 days in any one
- 616 fiscal year for the same accident or illness.
- 617
- 618 3. Allowable leave shall not accumulate from year to year.
- 619
- 620 4. Industrial accident or illness leave shall commence on the first day of absence.
- 621
- 622 5. During any paid leave of absence, the employee shall endorse to the District the
- 623 temporary disability indemnity checks received on account of his/her industrial
- 624 accident or illness.
- 625
- 626 6. When an accident or illness overlaps in the next fiscal year, the employee is entitled
- 627 only to the balance of the 60 days not used.
- 628
- 629 7. At such time that the employee has used his/her full entitlement of 60 days industrial
- 630 leave, he/she may use his/her accumulated sick leave. Sick leave will be used at a
- 631 rate equal to the pay received from the District less any contribution from Worker's
- 632 Compensation.
- 633
- 634 8. Evidence must support the fact that the illness or accident arose out of employment.
- 635 The Board of Trustees may require a physician's report on probable cause.
- 636
- 637 9. Management employees shall submit information regarding the nature and causes
- 638 of all absences in order that adequate personnel records may be maintained.
- 639

640 **G. Military Leave**

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642 Permanent employees or probationary employees whose combined District service and

643 military service total one full year shall be entitled to full pay for the first 30 calendar days of

644 absence for reserve training in any one fiscal year. Such leave must be verified by a copy of

645 the military orders requiring military pay.

646

647 **H. Jury Duty Leave**

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649 When a management employee is absent because of a mandatory court appearance as a

650 juror, said employee shall suffer no monetary loss by reason of said service. Such

651 employee shall receive his/ her regular salary (upon receipt by the District of a valid jury duty

652 verification), but shall reimburse to the District jury duty payment received from the court,

653 excluding reimbursement for mileage.

654

655 **I. Unpaid Leave**

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657 An unpaid leave of absence may be granted by the Board upon the recommendation of the

658 Chancellor subject to the following provisions:

659

- 660 1. A request for leave that clearly articulates the terms and conditions requested must
- 661 be submitted to the immediate supervisor. The supervisor will act upon the request
- 662 and, in the case of a favorable response, will forward the request through the
- 663 appropriate channels. If the immediate supervisor opposes the leave, he/she shall
- 664 notify the applicant within 15 working days of the date of submission. Applicants
- 665 who are denied leave have the right to appeal through the usual organizational
- 666 channels.

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2. No more than one full-year of unpaid leave will be granted to an employee, and such leave shall not extend beyond one year.
  3. No unpaid leave will be granted to an employee who takes a position with another organization which by its nature is considered to be permanent and continuing.
  4. An individual on unpaid leave retains the right to District employment at the end of the leave but does not retain the right to return to the specific position vacated.
  5. A notice of intent to return must be filed in writing with the District Personnel Office three months prior to the anticipated date of return.
  6. An unpaid leave will be treated as a "break" in service. An individual on unpaid leave will not receive advancement credit on any salary schedule, will not be credited with sick days or vacation days, and will not receive retirement credit while on leave.
  7. An individual on unpaid leave may purchase continued coverage under District health, dental, and life insurance plans.

688 **J. Family Care Leave**

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1. An employee with more than one year of continuous service with the District who is eligible for other leave benefits shall be granted upon request an unpaid family care leave up to a total of four months in any twenty-four month period pursuant to the requirements of this policy.
    - a. For purposes of this policy, the term "family care leave" means either:
      - (1) Leave for reason of the birth of a child of the employee, the placement of a child with an employee in connection with the adoption of the child by the employee, or the serious illness of a child of the employee; or
      - (2) Leave to care for a parent or spouse who has a serious health condition.
  2. An unpaid family care leave granted pursuant to this policy shall be in addition to any other leave pursuant to the Government Code, except that an unpaid family care leave used in conjunction with a pregnancy leave of four months or more may be limited by the District within its discretion to one month.
  3. An unpaid family care leave shall be treated as any other unpaid leave. During an unpaid family care leave, an employee shall retain employee status with the District, and such leave shall not constitute a break in service. An employee returning from an unpaid family care leave shall have no less seniority than when the leave commenced.
  4. If an employee's need for an unpaid family care leave is foreseeable, the employee shall provide the District with reasonable advance notice of the need for such leave. If the employee's need for such leave is foreseeable due to a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption to the operations of the District.

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5. The District requires that an employee's request for an unpaid family care leave for the purposes of caring for a child, spouse or parent who has a serious health condition be supported by a written certification issued by the health care provider of the individual family member requiring care. This written certification must include:
    - a. The date on which the serious health condition commenced;
    - b. The probable duration of the condition;
    - c. An estimate of the amount of time the health care provider believes the employee needs to care for the individual requiring care; and
    - d. A statement that the serious health condition warrants the participation of a family member to provide care during a period the treatment or supervision of the individual requiring care.
    - e. If additional leave is requested by the employee upon expiration of the time estimated by the health care provider, the employee must request such additional leave again supported by a written recertification consistent with the requirements for an initial certification.
  6. Definitions - for purposes of this policy and consistent with current law:
    - a. The term "child" means a biological, adopted, or foster child, a step-child, a legal ward, or a child of an employee standing in loco parentis who is either under eighteen years of age or an adult dependent child.
    - b. The term "parent" means biological, foster, or adoptive parent, step-parent, or a legal guardian.
    - c. The term "serious health condition" means an illness, injury, impairment, or physical or mental condition which warrants the participation of a family member to provide care during a period of the treatment or supervision, and involves either of the following:
      - (1) Inpatient care in a hospital, hospice, or residential health care facility; or
      - (2) Continuing treatment or continuing supervision by a health care provider.
    - d. The term "health care provider" means an individual holding either a physician's and surgeon's certificate issued pursuant to applicable law, or an osteopathic physician's and surgeon's certificate issued pursuant to applicable law.
  7. The District within its discretion may allow an employee upon written request to utilize accumulated illness and accident leave for the purpose of family care leave.
  8. An employee taking unpaid family care leave pursuant to this policy shall continue to be entitled to participate in health plans and other benefits to the same extent and under the same conditions as apply to other unpaid leaves of absence.
  9. The District may refuse to grant an employee's request for unpaid family care leave under this policy even though all requirements of this policy have been satisfied if:

- 778 a. The refusal is necessary to prevent undue hardship to the operations of the  
779 District;  
780  
781 b. The employee and the other parent would receive unpaid family care leave  
782 exceeding four months in any twenty-four hour period; or  
783  
784 c. The other parent is also taking family care leave at the same time or is  
785 unemployed.  
786  
787 10. Any employee returning from an unpaid family care leave shall be assigned to the  
788 same or comparable position. For purposes of this policy and consistent with  
789 current law, the term "same or comparable position" means a position that has the  
790 same or similar duties and pay which can be performed at the same or similar  
791 geographic location as the position held prior to the leave.  
792  
793 11. This policy shall not be construed to entitle the employee to receive disability  
794 benefits as provided in the Labor Code.  
795

#### **HEALTH AND WELFARE BENEFITS**

- 796  
797  
798 **A.** A program of health and welfare benefits shall be provided to all management employees.  
799  
800 **B. Hospitalization/Medical** - The insurance premium for the Board approved  
801 hospitalization/medical plan is paid for the employee, spouse and dependents by the District.  
802  
803 **C. Dental** - The insurance premium for the Board approved dental plan is paid for the  
804 employee, spouse and dependents by the District.  
805  
806 **D. Life** - The insurance premium for the Board approved life insurance plan is paid for the  
807 employee by the District.  
808  
809 **E. Health Insurance Continuation After Retirement** - Any management employee who opts  
810 for early retirement or disability retirement will continue to receive hospitalization/medical  
811 plan benefits available to certificated employees of the District, until age 65, subject to all of  
812 the following conditions:  
813  
814 1. Has attained the age of 55 before terminating employment with the District or earlier  
815 under disability retirement.  
816  
817 2. Has completed a minimum of five years service with the District (disability  
818 retirement); has completed a minimum of ten years service with the District (service  
819 retirement).  
820  
821 3. Must have been an employee of the District immediately preceding retirement  
822 status.  
823  
824 4. Must be on retirement with the State Teachers Retirement System or Public  
825 Employees Retirement System.  
826

#### **OPTIONAL PRE-RETIREMENT REDUCED WORKLOAD PROGRAM**

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829 **A.** The employee:  
830  
831 1. Must be 55 years of age prior to the reduction of workload under this program. The  
832 employee must be 55 years of age before the beginning of the college year or  
833 semester in which the reduction in workload starts.

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2. Must have been employed full-time in an academic position for at least ten (10) years of which the preceding five (5) years were full-time employment. Sabbaticals and other approved leaves do not constitute a break in service. Such leave, however, is not used to compute the five (5) years full-time service requirement prior to entering the program.
  3. Must request that the option be exercised. The plan can only be terminated by mutual consent of employee and employer.
  4. Must make contributions to the STRS or PERS Retirement System equal to the amount required for a full-time (100%) employee. Payment of this contribution shall be made in the manner in which contributions are made by regular employees.
- 848 **B.** The employer (SBCCD):  
849
1. At its discretion, may approve or disapprove the employee's request. The District shall provide the employee with written rationale for its disapproval.
  2. Except for the reduction in salary corresponding to the reduced workload, will provide the employee the same benefits (including all health, medical, insurance plans, etc.) provided a regular full-time (100%) employee.
  3. Must agree to make contributions to the STRS or PERS Retirement System in accordance with the law.
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- 860 **C.** The Plan (Pre-Retirement Option):  
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1. The option may be exercised for a period not to exceed five (5) years or age 65, whichever comes first.
  2. The minimum part-time employment under the plan shall be the equivalent of one-half of the number of days of service required by the employee's contract of employment during the final year of service in a full-time (100%) position.
  3. By mutual agreement of the employer and the employee, an Optional Pre-Retirement Reduced Workload Program may be increased or decreased within the code limitations.
  4. If an employee works less than a 100% assignment, the amount of sick leave earned varies directly to the percent of full-time (100%) employment. For example, 50% employment would yield 50% of 10 days or 5 days of full-time sick leave, or 10 days of 50% sick leave.
  5. An employee on less than full-time (100%) employment who must use sick leave will reduce earned sick leave on the same basis as employment.
  6. To allow for sufficient time in planning, scheduling and budget preparation, the following deadlines shall apply:
    - 862 a. January 15 - The employee shall notify the employer not later than January  
863 15 of intention to exercise the Pre-Retirement Option for the ensuing school  
864 year.
    - 865 b. March 15 - Agreement between employer and employee must be finalized  
866 by March 15 for the ensuing school year.
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**EARLY RETIREMENT PLAN**

- A. The employee must have been employed in the District on a full-time basis for a minimum of ten (10) years.
- B. The minimum age for eligibility under this program will be 55.
- C. The District may agree to award a consulting contract and the employee must retire from the District in accordance with all applicable statutes, rules and regulations of the STRS or PERS Retirement System. The District may disapprove any application as long as any disapproval is not arbitrary or capricious.
- D. An employee accepted under this plan can never return as a full-time employee. He/she will be employed as a part-time employee in retired status in accordance with rules and regulations of the STRS or PERS Retirement System. At the termination of this plan, the employee may be employed as a part-time employee on the non-contract hourly rate.
- E. The employee may continue certain fringe benefit coverages by assuming responsibility for premiums if accepted by the insurer.
- F. Compensation shall be at the appropriate hourly rate, not to exceed the maximum prescribed by law in any one fiscal year.
- G. There shall be no maximum or minimum number of applicants accepted under this plan. The applicant can only be certain of eligibility for acceptance after he/she has met with the Chancellor, or someone designated by the Chancellor, to determine whether or not the District will have a need for his/her services. In the event that there are more eligible applicants than the District will be able to use effectively, the principle of seniority will be used as the deciding criterion to determine who will be accepted under this plan.
- H. Employees on disability retirement do not qualify for the plan.
- I. Deadline for application is March 15.

**CELLULAR TELEPHONE USAGE**

**A. Authorization**

Each college president and each vice chancellor may designate managers to receive partial reimbursement for the use of a cellular telephone in conducting District business.

**B. Application**

Managers shall make application through the appropriate channel. Approved applications shall be forwarded from the campus to the Vice Chancellor Fiscal Affairs for implementation.

**C. Reimbursement**

Reimbursement shall be at a rate not to exceed \$50 per month, which shall include purchase of the telephone, activation, monthly service charges, and air use time—including long distance calls. While monthly application for reimbursement is not required, periodic verification of telephone usage may be requested.

**D. Review**

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This policy shall receive periodic review to assess the appropriateness of the reimbursement rate.

**HOURLY TEACHING**

Management personnel may teach one class per semester at the current hourly pay rate, subject to approval of the immediate supervisor and campus president. Any class taught for hourly pay shall be outside the manager's normal working hours.

**ADMINISTRATOR RETREAT RIGHTS**

**A.** An administrator hired after June 30, 1990, who does not have tenure in the District at the time of hire may be reassigned only to a first-year probationary faculty position and to such a position only if he or she meets the following criteria:

1. He/she holds an administrative position that is not part of the classified service, or if he/she holds an administrative position that is part of the classified service, he/she was certified by the Academic Senate as possessing qualifications in a specified discipline or disciplines similar to those expected of a newly hired faculty member in that discipline(s).
2. He/she has served in this district a total of at least two years as a faculty member or administrator. This service must have been satisfactory according to documentation.
3. He/she is being reassigned for reasons other than for cause, as defined in the Education Code.
4. Reassignment shall not result in the lay-off or forced change in the contract assignment for any contract faculty member.

**B.** To determine the discipline to which an administrator shall be assigned, the following shall apply:

1. The administrator can be assigned only to a discipline in which he/she meets the minimum qualifications as specified by the Education Code and Title 5. The Academic Senate shall certify to the Governing Board that the administrator meets at least minimum qualifications and/or equivalencies for the discipline(s) in question and shall recommend the discipline(s) to which the administrator should be assigned. The Governing Board shall provide the Academic Senate with an opportunity to present its views to the Board before the Board makes a determination. A written record of the Board's decision, including the view of the Academic Senate, shall be available for review pursuant to Education Code.
2. The administrator shall be assigned to a discipline in which he or she has not only the minimum qualifications but also where all of the following apply:
  - a. There are sufficient assignments in the discipline or service area currently held by temporary or hourly faculty or contract overload to make a full-time assignment for an additional faculty member.
  - b. The administrator has an interest as indicated by a statement of the administrator's own preference for assignment.

1001 **C.** Unless otherwise specified in a personal contract, an administrator reassigned to a faculty  
1002 position shall be compensated based on placement on the faculty salary schedule according  
1003 to his/her education and experience. Placement on the faculty salary schedule will include  
1004 years served as an administrator.  
1005

1006 **D.** These procedures will be reviewed by the joint Academic Senate Executive Committee and  
1007 the Vice President of Instruction, SBVC, and the Vice President of Instruction CHC, no later  
1008 than April 15 of each year. Changes can be proposed by joint agreement and forwarded to  
1009 the Board for approval.  
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1051 Approved: June 10, 2010

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5 MANAGEMENT EVALUATION  
6

7 All management employees shall be evaluated in accordance with these procedures and Board  
8 Policy 2175 7251.

9  
10 **Frequency of Evaluation**

11 Each manager will be evaluated once per year for the first two years of employment, and every  
12 three years thereafter. Evaluations may be held on a more frequent basis when significant  
13 deficiencies are noted.  
14

15  
16 **Goals/Objectives**

17 Each manager will meet with his/her supervisor at the beginning of each academic year to review the  
18 goals and objectives set for the prior year and to discuss the extent to which the goals and objectives  
19 were met. They will review the job description and, by mutual agreement, revise, update, or set new  
20 short- and long-range goals and objectives.  
21

22  
23 **C. Evaluation Committee**

24 By September 1 of each year of required evaluation, the supervisor and employee will meet and  
25 mutually agree upon the formation of an evaluation committee.  
26

27 In the case of campus-level managers, the committee shall include the immediate supervisor as  
28 chairperson, one manager appointed by the President, one faculty member appointed by the  
29 Academic Senate, and one classified employee appointed by CSEA as appropriate to the job  
30 assignment. In each case, the manager will nominate three individuals from each category,  
31 (management, faculty and classified), from which the appointments shall be made.  
32

33 In the case of the College Presidents, the committee shall include the immediate supervisor as  
34 chairperson, one manager appointed by the Chancellor, two faculty members appointed by the  
35 Academic Senate, and one classified employee appointed by CSEA as appropriate to the campus.  
36 In each case, the President will nominate three individuals from each category, (management, faculty  
37 and classified), from which the appointments shall be made.  
38

39 In the case of the district-level managers, the committee shall include the immediate supervisor as  
40 chairperson, one manager appointed by the Chancellor, one faculty member appointed by the  
41 Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic  
42 Senate at Crafton Hills College, and one classified employee appointed by CSEA as appropriate to  
43 the job assignment. In each case, the manager will nominate three individuals from each category,  
44 (management, faculty and classified), from which the appointments shall be made.  
45

46 ~~In the case of the Chancellor, the committee shall include all members of the Board of Trustees,  
47 one manager from each campus appointed by the Board of Trustees, one faculty member appointed  
48 by the Academic Senate from San Bernardino Valley College, one faculty member appointed by the  
49 Academic Senate at Crafton Hills College, and one classified employee from each campus  
50 appointed by CSEA.~~  
51

52  
53 **D. Campus/District Survey**

54 As appropriate to the assignment, the committee shall seek written feedback from the campus and/or  
55

56 district community. In obtaining this feedback, the committee shall use an evaluation form approved  
57 by the Board of Trustees. Using the approved form, the committee shall seek input from applicable  
58 managers, faculty, classified staff and any others who are in a position to know how effectively the  
59 manager is performing assigned responsibilities. To assist in this task, the manager will provide the  
60 committee with a preliminary list of those with whom he/she interacts with on a regular basis.  
61 Responses on the approved form shall be signed, and the committee shall prepare a consolidated  
62 summary of the ratings and comments. Original survey documents will be destroyed once the  
63 consolidated summary is prepared. A copy of the consolidated summary will be made available to  
64 the manager at the conclusion of the evaluation procedure.

65  
66 **E. Evaluation Committee Meeting**

67  
68 Prior to the evaluation conference, the person being evaluated will submit to the supervisor a written  
69 self-evaluation of his/her performance, which shall be based on the approved job description and  
70 previously established, mutually agreed upon goals and objectives. The employee may submit a  
71 portfolio of representative work, or any other items he/she considers appropriate.

72  
73 The supervisor and the evaluation committee will meet to consider the self-evaluation, the  
74 campus/district survey, and any additional material submitted by the manager. The committee may  
75 consider any other documents or information sources which they agree are appropriate.

76  
77 **F. Evaluation Report**

78  
79 The committee will produce a written evaluation no later than November 15. The report shall include:

- 80  
81 1. A summary of duties from the job description, which shall serve as a basis for the evaluation.  
82  
83 2. A summary list of the goals and objectives from the prior year that have been mutually  
84 agreed upon by the manager and his/her supervisor.  
85  
86 3. An assessment of the extent to which the manager meets his/her stated goals and  
87 objectives.  
88  
89 4. An assessment of the management strengths of the manager.  
90  
91 5. The identification of any areas in which the manager can improve his/her performance or  
92 management skills.

93  
94 The written report shall specify one of the following:

- 95  
96 1. Commendation for superior performance;  
97  
98 2. Confirmation of satisfactory performance;  
99  
100 3. Recommendation for improvement and/or further evaluation as indicated by unsatisfactory  
101 performance.

102  
103 The evaluation record shall be read and signed by the manager, the immediate supervisor, and the  
104 responsible evaluators before being placed in his/her file. The manager shall receive a copy of the  
105 evaluation report, and will have an opportunity to attach a written response within fifteen working  
106 days. The response may offer clarification, additional information, or a rebuttal, as the person being  
107 evaluated may wish.

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109 An official file of evaluation reports shall be maintained in the District Personnel Office. Evaluation  
110 reports shall not be retained in the file beyond a four-year period if the manager requests that they be  
111 expunged.

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There will be only three copies of a completed evaluation. One copy will remain in the possession of the manager being evaluated, one copy will remain with the immediate supervisor, and the original will become a part of the official file in the Personnel Office.

**G. Procedures in the Case of Unsatisfactory Performance of Responsibilities**

When a manager's performance is judged unsatisfactory, corrective measures will be initiated. The manager shall develop a work plan with measurable goals, objectives and a timetable to correct the areas judged unsatisfactory. This work plan shall be reviewed and approved by the immediate supervisor (or Board of Trustees, in the case of the Chancellor) who shall be responsible for monitoring and assisting the manager with the corrective measures. If desired, the immediate supervisor will work with the manager to identify a mentor to provide guidance and advice.

In order to ascertain the extent to which corrective measures have succeeded, the re-evaluation of the manager shall be undertaken as soon as deemed appropriate by the ~~supervisor (or Board of Trustees, in the case of the Chancellor)~~, but in no case later than six months after the initial findings of the evaluation committee. The re-evaluation process shall include the submission of new goals and objectives to the immediate supervisor, the formation of a new evaluation committee, the collection of new survey data, and the preparation of an updated evaluation report that assesses the progress (or lack of progress) made since the last evaluation.

**G. Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration**

In the case of unsatisfactory progress following re-evaluation, managers shall be notified of contract nonrenewal, dismissal, or penalty of limited duration by action of the Board of Trustees in accordance with the Education Code.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: May 9, 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.

DISTRICT

Trujillo, Karla

SBVC

Baber, Corrina  
Hector, Leticia

CHC

Cross, Laura  
Marshall, Cheryl  
Moreno, Mariana  
Paddock, Ericka  
Rea, Marty  
Riggs, Michelle  
Strong, Mike  
Veloni, Shane  
Warren-Marlatt, Rebeccah  
Zuniga, Ruby