

San Bernardino Community College District
Regular Meeting of the Board of Trustees
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, July 11, 2013 – 4:00 p.m. – Board Room

THERE WILL BE NO CLOSED SESSION.
THE MEETING WILL BEGIN AT 4:00 P.M.

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. INSTITUTIONAL PRESENTATIONS
 - A. Redistricting – Community College League of California
 - B. Safety - Whitney Fields, District Environmental Health and Safety Administrator
3. REPORTS
 - A. Board Members
 - B. Student Trustees
 - C. Chancellor
4. PUBLIC COMMENT ON AGENDA ITEMS

The San Bernardino Community College Board of Trustees welcomes public comment on any issue within the jurisdiction of the District. Comments must 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. As a matter of law, members of the Board may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session.

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.

5. 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 – CHC (p.1)

B. HUMAN RESOURCES

1. Consideration of Approval of Classified Employees (p.4)
2. Consideration of Approval of Classified Resignations (p.6)
3. Consideration of Approval of New Classified Job Descriptions (p.7)
4. Consideration of Approval of Placement of Classified Employee on 39-Month Reemployment List (p.15)
5. Consideration of Approval of Short-Term, Substitute and Professional Expert Employees (p.16)
6. Consideration of Approval of Adjunct and Substitute Academic Employees (p.23)
7. Consideration of Approval of Non-Instructional Pay (p.29)
8. Consideration of Revised Professional Expert Rate of Pay Schedule (p.32)
9. Consideration of Approval of Academic Employees (p.35)
10. Consideration of Approval of Reduced Workload for Academic Employees (p.37)
11. Consideration of Approval of Management Appointments (p.38)
12. Consideration of Approval of Interim Management Appointment (p.39)
13. Consideration of Approval of Revised Retirement Date for Management Employee (p.41)
14. Consideration of Approval of Management Tuition Reimbursement (p.42)
15. Consideration of Approval of Revised Management Job Description (p.43)
16. Consideration of Approval of Revised Interim Management Employee Classification (p.51)
17. Consideration of Approval of District Volunteers (p.52)

C. FISCAL SERVICES

1. Consideration of Approval of Routine Contracts and Agreements (p.55)
2. Consideration of Approval of Professional Services Contracts and Agreements (p.77)
3. Consideration of Approval of Conference Attendance (p.85)
4. Consideration of Approval of District/College Expenses (p.93)
5. Consideration of Approval of Surplus Property and Authorize Disposal or Private Sale (p.96)
6. Consideration of Approval of Individual Memberships (p.106)
7. Consideration of Approval to Adopt Resolutions and Signature Authorizations for State of California (p.109)
8. Consideration of Approval to Appoint Staff Member to Serve on RDA Successor Agency Oversight Board for the Inland Valley Development Agency (p.116)

6. ACTION AGENDA

A. INSTRUCTIONAL/STUDENT SERVICES

B. HUMAN RESOURCES

1. Consideration of Approval of Classified Retirement (p.117)
2. Consideration of Approval of Management Employee Retirement (p.118)
3. Consideration of Approval to Conduct a Public Hearing and Present CSEA Chapter #291 Initial Proposal to SBCCD for Negotiation of the Collective Bargaining Successor Agreement for the Period July 1, 2013 through June 30, 2016.(p.119)
4. Consideration of Approval to Conduct a Public Hearing and Present SBCCD Initial Proposal to CSEA Chapter #291 for Negotiation of the Collective Bargaining Successor Agreement for the Period July 1, 2013 through June 30, 2016.(p.123)

C. FISCAL SERVICES

1. Consideration of Approval of Bond Measure M Construction Change Orders and Contract Amendments (p.128)
2. Consideration of Approval of Amendment 005 to the Steinberg Architects Contract (p.134)
3. Consideration of Approval of Change Order 02 to the Coutts Heating and Cooling, Inc. (p.139)
4. Consideration of Approval to Award Bid and Contract to Woodcliff Corporation – SBVC (p.142)
5. Consideration of Approval to Approve a Contract with HMC Architects – SBVC (p.144)
6. Consideration of Approval to Terminate Contract with Kishimoto Architects – CHC (p.147)
7. Consideration of Approval of Sole Source Purchases with Blackboard, Inc. (p.150)
8. Consideration of Approval to Conduct a Public Hearing on the CHC Final Supplemental Environmental Impact Report for the Proposed CHC Master Plan Update and Adopt a Mitigation Monitoring Program and on the SBVC Stadium Expansion Final Supplemental Environmental Impact Report (p.151)
9. Consideration of Approval to Adopt a Resolution Certifying a Supplemental Environmental Impact Report for the Proposed CHC Master Plan Update and Adopt a Mitigation Monitoring Program Pursuant to Public Code Section 21151 (p.153)
10. Consideration of Approval to Adopt a Resolution and Proceed with the SBVC Stadium Expansion Project (p.158)
11. Consideration of Approval of Economic Development and Corporate Training Foundation (p.163)

12. Consideration of Approval to Appoint a Board Member to Serve on the Economic Development and Corporate Training Foundation Board of Directors (p.181)
13. Consideration of Approval to Accept Board Policy 2140 Public Participation at Board Meetings and Board Policy 6330 Purchasing for First Reading (p.182)

7. INFORMATION ITEMS

- A. Summary of Bond Measure M Capital Improvement Program Change Orders and Amendments for Construction Contracts (p.186)
- B. Budget Report (p.202)
- C. Purchase Order Report (p.243)
- D. General Fund Cash Flow Analysis (p.247)
- E. Clery Act Compliance Report (p.249)
- F. Administrative Procedure 6330 Purchasing (p.251)
- G. Applause Cards (p.271)

8. STAFF REPORTS

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

9. ADJOURN – The next regular meeting of the Board of Trustees will be Thursday, July 25, 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: July 11, 2013
SUBJECT: Consideration of Approval of Curriculum Modifications

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

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

MODIFIED COURSES

COURSE ID	COURSE TITLE
MATH 251	Single Variable Calculus II

SCHEDULE DESCRIPTION: Methods of integration, applications of the integrals, improper integrals, conic sections, parametric equations, infinite series, and polar coordinates. If purchasing a used textbook, new software access may need to be purchased at an additional expense. Ask instructor for details.

Note: Course currently equates with MATH 251 at SBVC

Effective: FA14

Rationale: Course is being revised to match the Course Identification (C-ID) record at the state level.

COURSE ID	COURSE TITLE
MATH 252	Multivariable Calculus

SCHEDULE DESCRIPTION: Study of vectors and solid analytic geometry, functions of several variables, partial derivatives, multiple integrals, and line and surface integrals. Green's Theorem, Divergence Theorem, Stokes's Theorem. If purchasing a used textbook, new software access may need to be purchased at an additional expense. Ask instructor for details.

Note: Course currently equates with MATH 252 at SBVC

Effective: FA14

Rationale: Course is being revised to match the Course Identification (C-ID) record at the state level.

COURSE ID	COURSE TITLE
MATH 265	Linear Algebra

SEMESTER UNITS: 4

LECTURE: 4 contact hours per week
64 – 72 contact hours per semester

CATALOG DESCRIPTION: An introduction to linear algebra that complements advanced courses in calculus. Topics include systems of linear equations, matrix algebra and operations, Gaussian elimination, determinants, vectors and vector spaces, inner product spaces, norms, orthogonality, linear transformations, eigenvalues and eigenvectors.

SCHEDULE DESCRIPTION: An introduction that complements advanced courses in calculus. Topics include systems of linear equations, matrix operations, determinants, vectors and vector spaces, inner product spaces, linear transformations, eigenvalues and eigenvectors. If purchasing a used textbook, new software access may need to be purchased at an additional expense. Ask instructor for details.

Note: Course currently equates with MATH 265 at SBVC

Effective: FA14

Rationale: Course is being revised to match the Course Identification (C-ID) record at the state level. Units are being change to reflect the additional hours and to be consistent with San Bernardino Valley College.

COURSE ID	COURSE TITLE
MATH 266	Introduction to Ordinary Differential Equations

SEMESTER UNITS: 4

LECTURE: 4 contact hours per week
64 – 72 contact hours per semester

CATALOG DESCRIPTION: 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. (Formerly MATH 254).

SCHEDULE DESCRIPTION: 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. If purchasing a used textbook, new software may need to be purchased at an additional expense. Ask instructor for details.

Note: Course currently equates with MATH 266 at SBVC

Effective: FA14

Rationale: Course is being revised to match the Course Identification (C-ID) record at the state level. Units are being change to reflect the additional hours and to be consistent with San Bernardino Valley College.

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: July 11, 2013

SUBJECT: Consideration of Approval of Classified Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Theresa Davis, Student Services Technician II, Science Department, SBVC, and Marianne Kuhns, Secretary I, STAR Program, SBVC.

OVERVIEW

The individuals on the attached list are submitted for approval.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget..

Classified Employees
July 11, 2013

Theresa Davis, Student Services Technician II, Science Department, SBVC, 47.5 FTE, effective July 29, 2013, Classified Salary Schedule, Range 34, Step A, \$1,441.63 per month. New Position.

Marianne Kuhns, Secretary I STAR Program, SBVC, full-time, 12-month position, effective July 29, 2013, Classified Salary Schedule, Range 29, Step A, \$2,685.00 per month. Replacing Monica Smith.

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: July 11, 2013

SUBJECT: Consideration of Acceptance of Classified Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Renise Anderson, Food Service Worker I, SBVC.

OVERVIEW

Renise Anderson, Food Service Worker I, SBVC, submitted a letter of resignation with an effective date of June 10, 2013. Her last day of employment with the District was June 9, 2013.

ANALYSIS

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

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

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

DATE: July 11, 2013

SUBJECT: Consideration of Approval of the New Classified Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the new classified job descriptions for Budget Analyst and Administrative Curriculum Coordinator.

OVERVIEW

The Budget Analyst position performs a variety of complex and technical budget analysis functions; provides advice and technical assistance with cost analysis, fiscal allocation and budget preparation; conducts budget and financial studies, prepares various statements and reports; performs a variety of duties in support of the collective bargaining process, budgeting and financial reporting.

The Administrative Curriculum Coordinator position performs a variety of highly responsible, complex and sensitive administrative and curriculum related support duties. Provides technical support in the design, development, approval, and implementation of the College's curriculum; coordinates and provides support for establishing, changing, coding, maintaining, and reporting curriculum-related activities. The Administrative Curriculum Coordinator supports curriculum development and maintenance and is expected to be self-directed.

ANALYSIS

The Budget Analyst position is essential to the overall operation of Fiscal Services and the District.

The Administrative Curriculum Coordinator position is essential to the College's curriculum program and related support activities to the Vice President of Instruction.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BUDGET ANALYST

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

SUMMARY DESCRIPTION

Under direction of the assigned administrator, performs a variety of complex and technical budget analysis functions; provides advice and technical assistance with cost analysis, fiscal allocation and budget preparation; conducts budget and financial studies, prepares various statements and reports; performs a variety of duties in support of the collective bargaining process, budgeting and financial reporting.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of complex and technical budget analysis; compiles and analyzes data, prepares financial, budgetary and statistical studies and reports.
2. Assists in the development of budget calendar or schedule; aids in developing budget worksheet instructions; helps in the preparation of District budget; produces budget worksheet; reviews compiled budget worksheets for accuracy and completeness; presents budget materials to Director of Fiscal Services for review.
3. Processes and maintains all files for budget transfers and budget adjustments and provides all necessary documentation as required for audits.
4. Performs account analysis for categorical programs; audits all categorical program claims and reports; analyzes and reconciles data for accuracy, gathers necessary signatures.
5. Assists in the allocations, tracking and reconciliation of categorically funded budgets; ensures adherence to categorical and contract guidelines; monitors for compliance with District and funding agency policies.
6. Prepares all financial reports for federal, state and local funding sources in accordance with specific formats and established accounting principles; maintains files related to reports.
7. Assists with monitoring of District finances; maintains and reviews District revenues and expenditures; recommends corrective action for negative budgets and/or projected negative budgets.
8. Prepares a variety of reports as required and serves as a resource for District staff in obtaining reports and information from the District financial system.
9. Maintains the District-wide position control systems; monitors and assigns proper account and coding.
10. Assists and responds to questions and requests for information from students, staff and the general public; answers questions that involve searching for and abstracting technical data; provides detailed explanations and interpretation of laws, rules and regulations as well as policies and procedures related to area of assignment.
11. Utilizes various computer programs and applications; enters and maintains data; generates reports from a database or in-house system; creates spreadsheets and generates reports using spreadsheet software; creates documents using word processing software.

12. Within limits of the classification, assists in controlling operations of various segments of the accounting system; assists staff in implementing and completing a variety of computer data entries; provides instruction, guidance and assistance on budgeting procedures and practices.
13. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

Operations, services, and activities of the District's accounting and budgeting system and program areas.

Generally accepted accounting principles including varied technical accounting principles and practices used in the most difficult and complex financial record keeping and reporting.

Governmental and/or fund accounting principles and procedures and District accounting system requirements and procedures.

Governmental Fund Accounting, chart of accounts and internal/external financial reports

Principles of budget preparation, analysis, and monitoring.

Automated data processing as applied in accounting operations.

Procedures, policies, rules, and practices affecting the development, maintenance, and control of fiscal record keeping systems.

Methods and techniques of auditing, verifying, balancing, and reconciling accounting records.

Principles and practices used in establishing and maintaining files and information retrieval systems.

Principles and practices of fiscal, statistical, and administrative record keeping and reporting.

Mathematical principles.

Business letter writing and report preparation.

English usage, spelling, grammar, and punctuation.

Methods and techniques of effective customer service.

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

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

Oral and written communication skills.

Ability to:

Perform a full range of varied technical and paraprofessional accounting.

Maintain accounting systems; develop recommendations to improve systems.

Perform the full range of accounting, fiscal, and statistical record keeping duties including to analyze and reconcile a variety of complex records.

Analyze and review financial records, reports, and related documents, identify discrepancies, and resolve complex problems related to assigned area of responsibility.

Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

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

Understand, interpret, and apply general and specific administrative and departmental policies and procedures.

Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment.

Exercise tact and judgment in responding to inquiries and resolving difficult complaints and problems.

Advise and provide interpretation to others on how to apply policies, procedures, and standards to

specific situations.

Type and enter data at a speed necessary for successful job performance.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Plan and organize work to meet changing priorities and deadlines.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

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

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

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

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

Communicate clearly and concisely, both orally and in writing.

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

Education and Experience –A typical way to obtain the knowledge and abilities would be:

Education/Training:

An Associates degree from an accredited college or university with major course work in accounting, finance or a related field.

Required Experience:

Five (5) years of increasingly responsible accounting and/or budgeting experience including two (2) years of experience in fund or public agency accounting.

Preferred Experience:

1. A Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field.
2. Experience in California Community College setting.

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: July 11, 2013

Range: 54

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE CURRICULUM COORDINATOR

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

SUMMARY DESCRIPTION

Under general direction of the Vice President of Instruction, performs a variety of highly responsible, complex and sensitive administrative and curriculum related support duties. Provides technical support in the design, development, approval, and implementation of the College's curriculum; coordinates and provides support for establishing, changing, coding, maintaining, and reporting curriculum-related activities. The Administrative Curriculum Coordinator supports curriculum development and maintenance and is expected to be self-directed.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Serves as Curriculum Coordinator to the Vice President of Instruction; participates and assists in the administration of the assigned Vice President of Instruction, relieving the executive of a variety of technical and administrative duties; serves frequently as a liaison between the executive and the public, students, staff, and other campus officials; promotes and maintains positive staff, student, and community relations; exercises judgment, diplomacy, and discretion in handling matters of a difficult and sensitive nature.
2. Assists the assigned Vice President of Instruction in meeting reporting requirements, functional responsibilities, and research objectives; assists in organizing programs, functions, and activities promoted by the District, College, or program area.
3. Coordinates daily activities to support the Vice President of Instruction.
4. Provides administrative support to the Vice President of Instruction following approved curriculum development and modification process which include updating and maintaining approved curriculum in curriculum maintenance databases.
5. Participates in and makes curriculum revisions and modifications as approved by the appropriate administrator and enters the approved curriculum information into internal and/or external curriculum databases as appropriate.
6. Develops, maintains, and updates a variety of reports, lists, and databases related to curriculum and programs as directed by the appropriate administrator.
7. Provides administrative assistance and support to administrators who oversee curriculum processes.
8. Serves as an informational resource, responding to requests, inquiries, and questions from administrators, faculty, staff and students.
9. Prepares various reports, contracts, Board agenda items, statistical data, and other materials to support the curriculum development and maintenance functions.
10. Prepares and maintains a variety of special materials including, but not limited to, directories and content for college catalogs.
11. Prepares and/or oversees preparation of internal and externally mandated curriculum-related administrative reports.

12. Functions as the Instruction Office liaison with the Articulation Officer in reviewing and maintaining articulation agreements with applicable higher education institutions.
13. Compiles, analyzes and summarizes data for special projects, programs and reports.
14. Coordinates and performs special projects and programs and maintains a calendar of curriculum and other committee activities, coordinating with other departments for attendance.
15. Maintains up-to-date records, logs, and filing systems pertaining to curriculum. Provides support to faculty and staff on documentation needed for curriculum design and maintenance.
16. Prepares a variety of correspondences, memoranda, reports, proposals, and other materials; composes and edits correspondence; records and prepares minutes from a variety of meetings; distributes materials as appropriate.
17. Monitors projects by prioritizing and tracking timelines and activities, following up on a variety of items and details, researching and coordinating information sources.
18. Assists the assigned Vice President of Instruction in the preparation and administration of program budget(s); assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures in a timely manner; provides regular budget reports to executive for control of expenditures; assists in resolving budget issues and problems; interacts with others regarding deposits; processes budget/expense transfers; recommends budget revisions.
19. Utilizes various computer applications and software packages; enters updates, corrects, and extracts information; maintains and generates reports from a database or network system.
20. 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 or ability to obtain knowledge of:

District organization, operations, policies, and objectives.

Curriculum development, maintenance, and review processes and procedures.

Principles, guidelines and procedures used in the curriculum articulation process.

Rules, laws, policies, procedures, and requirements for maintaining an appropriate curriculum record.

Curriculum characteristics, services, and activities of the functions, programs, and operations of the assigned Vice President of Instruction.

Work organization and office management principles and practices.

Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the California Education Code.

Instructional process and college environment.

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

Processes, procedures, and practices of budget preparation and administration.

Principles, practices, and procedures of business letter writing.

Principles and procedures used in complex, inter-related record keeping.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles, practices and procedures of complex fiscal, statistical, and administrative research and report preparation.

Statistical procedures and mathematical concepts.

Principles and techniques used in public relations including methods and techniques of proper

receptionist and telephone etiquette.
Interpersonal skills using tact, patience, and courtesy.
Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.
English usage, grammar, spelling, punctuation, and vocabulary.
Oral and written communication skills.

Ability to:

Perform difficult and complex administrative and secretarial work to effectively relieve the assigned executive staff member of routine administrative detail.
Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.
Oversee and participate in the management of the administrative functions and operations of the assigned office.
Understand the organization and operation of the assigned Vice President of Instruction as necessary to assume assigned responsibilities.
Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures independently, apply them with good judgment, and use judgment and discretion to act when precedents do not exist.
Troubleshoot most office administration problems and respond to all inquiries and requests related to work area.
Effectively handle and resolve difficult and sensitive situations.
Develop office procedures.
Establish, review, and revise office work priorities.
Plan, organize, and delegate work to meet schedules and deadlines.
Train, lead, and provide work direction and guidance to area staff.
Select, train, evaluate and provide work direction to student workers.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, compile, assemble, analyze, and interpret data from diverse sources.
Prepare a variety of clear and concise administrative and financial reports.
Independently compose and prepare correspondence and memoranda.
Maintain confidential, complex, and interrelated files and records.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Type at a rate of speed necessary for successful job performance.
Take and transcribe dictation at a rate of speed necessary for successful job performance.
Use sound judgment in recognizing scope of authority.
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.
Participate in the preparation and administration of assigned budgets.
Use correct English usage, grammar, spelling, punctuation, and vocabulary.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

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

Communicate clearly and concisely, both orally and in writing.

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

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

Education/Training:

An Associate's degree or the equivalent of 60 units in a related field which includes specialized training in business, secretarial science, office automation from an accredited college.

Experience:

Five (5) years of increasingly responsible administrative support experience involving a high level of public contact to executive and management staff.

Preferred Experience:

Three (3) years of experience in providing administrative support in an Office of Instruction and Curriculum or other educational environment.

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: July 11, 2013

Range: 43

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: July 11, 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 Asaph Green, Multi-Media Specialist, District, on the 39-month reemployment list.

OVERVIEW

Asaph Green, Multi-Media Specialist, District, on the 39-Month Reemployment list effective July 1, 2013.

ANALYSIS

On April 11, 2013, the Board of Trustees adopted a resolution eliminating certain classified services due to lack of funds. In accordance with Article 9: Layoff and Reemployment, of the CSEA Agreement, Asaph Green elected placement on the 39-month reemployment list in lieu of an assignment as a substitute multi-medical specialist.

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

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

DATE: July 11, 2013

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

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Professional Expert Hourly Employees
July 11, 2013

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Amaya, Teresa D	Professional Development Center	DIST	Workforce Development/PDC Trainer	7/15/13	12/31/13	\$40.00
Cardenas, Michael A	KVCR	DIST	Editor	7/12/13	9/12/13	\$25.00
Gartenlaub, Marshall N	Professional Development Center	DIST	Workforce Development/PDC Trainer	7/15/13	12/31/13	\$50.00
Holod, Sarah M	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level IV	7/12/13	12/20/13	\$15.00
Lapham, Rory H	KVCR	DIST	Camera & Lighting Technician	7/12/13	12/31/13	\$12.00
Melancon, Berchman K	Professional Development Center	DIST	Workforce Development/PDC Trainer	7/15/13	12/31/13	\$46.85
Montalvo III, Robert	KVCR	DIST	3D Animator	7/15/13	12/31/13	\$40.00
Vasquez, Leo	Professional Development Center	DIST	Workforce Development/PDC Trainer	7/15/13	12/31/13	\$50.00
Woo, Joanne C	FNX	DIST	TV Closed Captioning	7/12/13	12/31/13	\$12.00

Amend Board of June 13, 2013 to read as follows: Rate of Pay Increased - Retro to April 11th

Underwood, Bruce	Professional Development Center	DIST	Workforce Development/ PDC Trainer	4/11/13	6/30/13	\$68.00
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Amend Board of June 13, 2013 to read as follows: Position and Pay - Not Listed

Boatwright, Horace	Criminal Justice	SBVC	Tactical Officer			\$28.00
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Amend Board of June 13, 2013 to read as follows: Incorrect Postion Listed

Bolita, Anthony	FNX	DIST	Closed Captioning			
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Amend Board of June 13, 2013 to read as follows: Correction Last Name

Glaze, Nicholas S						
Newsom, Helen D						
Nyrady, Laura						
Recatto, Peter						

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Short Term Hourly Employees

July 11, 2013

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Atkinson, Eric C	STAR Program	SBVC	Tutor III	8/19/13	12/20/13	\$13.00
Baum, Kevin A	Student Success Center	SBVC	Tutor II	8/16/13	12/31/13	\$11.00
Bojorquez Gonzalez, Samuel O	DSPS	SBVC	Project Assistant I	7/15/13	8/8/13	\$9.00
Campos, Sergio	Science Division	SBVC	Tutor II	7/15/13	12/24/13	\$11.00
Caldwell, Ashley	Tutoring Center	CHC	Tutor II	7/15/13	8/16/13	\$11.00
Carranza, Richard	STAR Program	SBVC	Tutor III	8/19/13	12/20/13	\$13.00
Cerrillo, Quintus-Leus	STEM Pathways Grant	CHC	Tutor II	8/1/13	12/31/13	\$11.00
Chiem, Vinh	Science Division	SBVC	Tutor II	7/15/13	12/24/13	\$11.00
Contreras, Aaron	Tutoring Center	CHC	Tutor II	7/15/13	8/16/13	\$11.00
Cuellar, Domingo	Tutoring Center	CHC	Tutor II	7/15/13	8/16/13	\$11.00
Eastburn, Halia R	Science Division	SBVC	Tutor II	7/15/13	12/24/13	\$11.00
Felix Montoya, Gilbert	Student Success Center	SBVC	Tutor II	8/16/13	12/31/13	\$11.00
Furness, Alexandra	Art	SBVC	Model (undraped)	8/19/13	12/13/13	\$15.00
Gamache, Steven K	Tutoring Center	CHC	Tutor II	7/15/13	8/16/13	\$11.00
Grant, Diane	Art	SBVC	Tutor II	8/19/13	12/13/13	\$11.00
Grisham, Breanna	Tutoring Center	CHC	Tutor II	7/15/13	8/16/13	\$11.00
Herzer, Brian C	Student Success Center	SBVC	Tutor II	8/16/13	12/31/13	\$11.00
Hynes, Jenna	Tutoring Center	CHC	Tutor III	7/15/13	8/16/13	\$13.00
Jaco, Herberth	Science Division	SBVC	Tutor II	7/15/13	12/24/13	\$11.00
Keyes, Sara	Art	SBVC	Model (undraped)	8/19/13	12/13/13	\$15.00
Leon, Jessica	Tutoring Center	CHC	Tutor II	7/15/13	8/16/13	\$11.00
Lovell, Jeanne-Marie	Art	SBVC	Model (undraped)	8/19/13	12/13/13	\$15.00
Ludwig, Kameron	Tutoring Center	CHC	Tutor II	7/15/13	8/16/13	\$11.00
Markley, Hannah	Tutoring Center	CHC	Tutor II	7/15/13	6/30/14	\$11.00
Mendoza Jr, Agustin	Student Success Center	SBVC	Tutor II	8/16/13	12/31/13	\$11.00

Miller, Britany	Tutoring Center	CHC	Tutor II	7/15/13	6/30/14	\$11.00
Neuharth, Rose	Art	SBVC	Model (undraped)	8/19/13	12/13/13	\$15.00
Nguyen, Linda	Science Division	SBVC	Tutor II	7/15/13	12/24/13	\$11.00
Ogubuike, Chidinma C	Student Success Center	SBVC	Tutor II	8/16/13	12/31/13	\$11.00
Ordonez Romero, Armando	Student Success Center	SBVC	Tutor II	8/16/13	12/31/13	\$11.00
Perez-Varela, Nuria A	Science Division	SBVC	Tutor II	7/15/13	12/24/13	\$11.00
Rea, Daisy	STAR Program	SBVC	Tutor III	8/19/13	12/20/13	\$13.00
Rhodes, Robert T	Tutoring Center	CHC	Tutor II	7/15/13	6/30/14	\$11.00
Romulo, Lovely J	Tutoring Center	CHC	Tutor II	7/15/13	8/8/13	\$11.00
Ruiz, Xavier	Art	SBVC	Tutor II	8/19/13	12/13/13	\$11.00
Sharpless, KimberlyK	STEM Pathways Grant	CHC	Tutor II	8/1/13	12/31/13	\$11.00
Shibley, Paul S	Tutoring Center	CHC	Tutor II	7/15/13	6/30/14	\$11.00
Snapp-Kolas, Christopher R	Tutoring Center	CHC	Tutor II	7/15/13	8/16/13	\$11.00
Suderman, Frances	Tutoring Center	CHC	Tutor III	7/15/13	8/16/13	\$13.00
Tasaka, Bethany	Tutoring Center	CHC	Tutor III	7/15/13	8/16/13	\$13.00
Truong, Dan	Science Division	SBVC	Tutor II	7/15/13	12/24/13	\$11.00
Vazquez, Fernando	Art	SBVC	Tutor II	8/19/13	12/13/13	\$11.00
Vilhauer, Kimberly R	Tutoring Center	CHC	Tutor II	7/15/13	8/16/13	\$11.00
Winters, Maria	Tutoring Center	CHC	Tutor II	7/15/13	8/16/13	\$11.00

Ratification is request By: The Admissions & Records Department to ratify employment for the employees listed below who worked prior to being approved by the Board of Trustees.

Arciniega, Antoinette O	Admissions & Records	SBVC	Project Assistant I	7/1/13	8/30/13	\$9.00
Lee, Takara C	Admissions & Records	SBVC	Project Assistant I	7/1/13	8/30/13	\$9.00

Ratification is request By: The Counseling Department to ratify employment for the employees listed below who worked prior to being approved by the Board of Trustees.

Cervantes, Stephanie	Counseling	CHC	Project Assistant I	7/1/13	8/15/13	\$9.00
Cooper, Gregory Lee	Counseling	SBVC	Project Assistant I	7/1/13	8/30/13	\$9.00

Del Pilar, Xiomara	Counseling	SBVC	Project Assistant I	7/1/13	8/30/13	\$9.00
Garcia, Sofia	Counseling	CHC	Project Assistant I	7/1/13	8/15/13	\$9.00
Lewis, Branden R	Counseling	SBVC	Project Assistant I	7/1/13	8/30/13	\$9.00
Sanchez, Andrew T	Counseling	SBVC	Project Assistant I	7/1/13	8/30/13	\$9.00

Ratification is request By: The DSPS Department to ratify employment for the employees listed below who worked prior to being approved by the Board of Trustees.

Sullivan, Jordan	DSPS	CHC	Project Assistant I	7/1/13	8/15/13	\$9.00
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Ratification is request By: The English Department to ratify employment for the employees listed below who worked prior to being approved by the Board of Trustees.

Jackson, Shelly	English	SBVC	Tutor III	7/1/13	12/20/13	\$13.00
O'Connell, Karen	English	SBVC	Tutor III	7/1/13	12/20/13	\$13.00
Ruston, Megin	English	SBVC	Tutor III	7/1/13	12/20/13	\$13.00
Slocum, Melanie	English	SBVC	Tutor III	7/1/13	12/20/13	\$13.00

Ratification is request By: The Financial Aide Department to ratify employment for the employees listed below who worked prior to being approved by the Board of Trustees.

Navia, Karina	Financial Aide	SBVC	Project Assistant I	7/1/13	8/30/13	\$9.00
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Ratification is request By: The STEM Department to ratify employment for the employees listed below who worked prior to being approved by the Board of Trustees.

Chavez, Arturo	STEM Pathways Grant	CHC	Project Assistant II	7/1/13	12/31/13	\$11.00
Gonzales, Aaron M	STEM Pathways Grant	CHC	Project Assistant II	7/1/13	12/31/13	\$11.00
Gross, Jennifer D	STEM Pathways Grant	CHC	Project Assistant II	7/1/13	12/31/13	\$11.00
Hergert, Steve	STEM Pathways Grant	CHC	Project Assistant II	7/1/13	12/31/13	\$11.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT						
Substitute Employees						
July 11, 2013						
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Batana, Guadalupe	Child Development Center	SBVC	Child Development Assistant	5/28/13	6/30/13	\$12.35
Caines, Daniel L	Tool Room	SBVC	Tool Room Specialist	7/1/13	9/1/13	\$14.31
Carnero, Viviana L	Custodial	SBVC	Custodian	7/1/13	9/1/13	14.68/Day 15.05/Swing
Clark Jr, Ellis L	Custodial	SBVC	Custodian	7/1/13	9/1/13	14.68/Day 15.05/Swing
Cooper, Katie Jo	Police	DIST	Dispatch Clerk	7/1/13	8/29/13	\$15.81
De La Cruz, Nikole	Police	DIST	College Security Officer	7/1/13	8/29/13	\$15.43
Espinoza, Clara	Payroll	DIST	Senior Payroll Accountant	5/8/13	6/30/13	\$21.78
Fierro, Dorothy N	Arts and Humanities	SBVC	Administrative Secretary	7/1/13	8/30/13	\$18.78
Lapham, Garrett	KVCR	DIST	Broadcast Operator	7/1/13	9/1/13	\$19.25
Laque-Ogea, Valerie	Child Development Center	SBVC	Child Development Assistant	5/23/13	6/30/13	\$12.35
Lara, Naomi	EMS / FIRE	CHC	Secretary II	5/5/13	6/30/13	\$17.02
Lara, Naomi	EMS / FIRE	CHC	Secretary II	7/1/13	8/30/13	\$17.02
Lopez, Richard E	Custodial	CHC	Custodian	6/4/13	6/16/13	14.68/Day 15.05/Swing
Lopez, Rosa	Facilities	DIST	Lead Custodian	7/1/13	9/1/13	\$16.20
Manuel, Anand	KVCR	DIST	Web Developer	5/2/13	6/4/13	\$28.59
McCartney, Karen A	Biology	CHC	Lab Technician	7/1/13	9/1/13	\$19.25
McCumber, Jeffrey	FNX	DIST	Graphic Specialist	5/3/13	6/13/13	\$19.75
Medina, Miguel	Police	DIST	College Police Officer	7/1/13	8/29/13	\$22.33
Molina, Liliana	Campus Business Office	SBVC	Account Clerk I	7/1/13	9/1/13	\$14.31
Porter, Janine	KVCR	DIST	Broadcast Operator	7/1/13	9/1/13	\$19.25
Reynolds, Valen L	Food Service	SBVC	Food Service Worker	7/1/13	9/1/13	\$11.75
Rodriguez, Victoria	Custodial	SBVC	Custodian	7/1/13	9/1/13	14.68/Day 15.05/Swing

Rosales Jr, Manuel	KVCR	DIST	Broadcast Operator	7/1/13	9/1/13	\$19.25
Rykbos, Tiffany R	Food Service	SBVC	Food Service Worker	7/1/13	9/1/13	\$11.75
Sanchez, Mark C	Custodial	SBVC	Custodian	7/1/13	9/1/13	14.68/Day 15.05/Swing
Smith, Sally	Payroll	DIST	Account Clerk II	6/5/13	6/30/13	\$15.81
Trujillo, Karla L	Human Resources	DIST	HR Technician	7/1/13	9/1/13	\$20.24
Willming, Aaron	Police	DIST	College Security Officer	7/1/13	8/29/13	\$15.43
Zapien, Lorena	Human Resources	DIST	Clerical Assistant II	7/1/13	9/1/13	\$13.97

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

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

PREPARED BY: Dr. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, Interim President, SBVC

DATE: July 11, 2013

SUBJECT: Consideration of Approval of Adjunct & Substitute
Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of adjunct and substitute academic employees as needed for the 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 2013-2014 academic year.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

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

NAME	DISCIPLINE
Abad, Jeremy	English
Alder, Michael	Fire Technology
Allison, George	Accounting
Amoui, Mehran	Biology
Anderson, Jonathan	English
Aniello, Lisa	Physical Education
Antone, Letitia	Counselor
Atkinson, Anne	Health Education
Baez, Milagros	Sociology
Baird, Eric	Physics
Baker, Deena	English
Ballester, Maria	Spanish
Bastedo, Yvonne (Vonny)	Physical Education
Bedoya, Rosemary	Counselor, College Life
Begley, David	Mathematics
Bell, Judith	Campus Nurse
Bedoya, Rosemary	Counselor, College Life
Blanck, Robert	English
Bogh, Debbie	Counselor, Personal Career Development
Booth, Marsha	Campus Nurse
Bradford, Deborah	Theatre Arts
Branson, Joanna	English
Bridges, Andrew	Religious Studies
Bullock, Scott	Mathematics
Burke, Jeffrey	Mathematics
Burns, Carole	Microbiology
Burns-Peters, Davena	American Sign Language
Camp, Brad	Counselor, Personal Career Development
Cannon, Judy	English
Carroll, La Mont	Computer Information Systems
Chairez, Octavio	Mathematics
Chapman, Dee	Counselor
Chase, Kristina	Campus Nurse
Chavira, Rejoice	Counselor, Personal Career Development
Chaks, Leslie	Learning Disabilities Specialist
Clarke, Sally	Allied Health, Computer Information Systems
Clayton, Michael	Mathematics
Colvey, Kirsten	Counselor, Personal Career Development
Commander, John	Emergency Medical Services
Costello, Gerarda	History
Cowles, Randee Teresa	English
Craw, Hillary	Counselor, College Life
Cruz, Jason	Business Administration
Cummings, Lou'Rie	Counselor, College Life
Davis, Joyce	Librarian

De La O, Sheila	American Sign Language
Deng, Yuwen	Computer Information Systems
Denson, Tommie	Mathematics
Dial, Troylynn	Counselor, College Life, Personal Career Development
Dobbs, Anne	English
Dolson-Andrew, Stephen	Political Science
Donnhauser, Marc	Counselor
Douthit, Milly	Counselor, Learning Resources, Personal Career Development
Downey, Jennifer	Psychology
Drake-Green, Penny Marie	Communication Studies
Ducey, James	Physical Education
Duong, Nancy	Mathematics
Eastmond, Elizabeth	English
Elliott, Verlingia	Librarian
Enright, Evan	Mathematics
Estrada, Colleen	Fire Technology
Estrada, Laura	Campus Nurse
Estus, Steven	English
Fellows Olteanu, Marta	Chemistry
Firtha, Farah	Chemistry
Ford, Patricia	Health Education
Franko, Karla	Religious Studies
Fry, Maureen	Counselor, Learning Disabilities Specialist, Learning Resources
Garcia, Claudia	Counselor
Garcia, Eddie	Counselor
Garcia, Maria	Campus Nurse
Gilbert, Laurie	Campus Nurse
Gist, John	Counselor, College Life, Personal Career Development
Gradias, Ben	Emergency Medical Services
Grazhdansky, Anna	Theatre Arts
Green, Robert	Mathematics
Griffith, Barbara	Counselor, College Life
Gross, Nathan	Theatre Arts
Gunter, Melody	Theatre Arts
Gutierrez, Mark	Mathematics
Hadden, Jay	Anthropology
Hamlett, Cynthia	English
Hansler, Kathryn	English
Hallman, John	Physical Education
Hardin, Corey	Engineering
Harmoush, Mahmoud	Arabic
Harris, Joel	English
Harter-Speer, Joan	Psychology
Hawkins, D. J.	English
Hawkins, Damaris	English
Hawkins, John	Counselor
Hawkins, Judith	English
Hayes, Ashley	English
Hayes, Chauncey	Health Education

Henriquez, Aja	English
Horn, Chuck	Counselor
Howard, Kristy	Biology
Hunt, Beverly	Physical Education
Hunter, Morris	Radiologic Technology
Jensen, DeAnna	English
Johns, Karl	Librarian
Johnsen, Torgeir	Anatomy
Kapoor, Anil	Microbiology
Kelsey, David	Philosophy
Kimbrough, Pamela	Chemistry
Knudsen, Arin	Counselor
Lakatos, Catherine	Counselor
Larsen, Amber	Reading and Study Skills
Lee, Young Pyo	Learning Disabilities Specialist
Leon, Ralph	Mathematics
Levy, Steven	Theatre Arts
Licerio, Marty	Counselor
Linfield, Leon	Philosophy
Madrigal, Javier	Counselor
Malik, Neal	Health Education
Maloney-Hinds, Colleen	Health Education
Manning, Lucas	Physical Education
Martinez, Michelle	Counselor
McAtee, Robert	Counselor, Personal Career Development
McClurg, Bruce	Music
McCool, Karol	Librarian
McCoy, Danielle	Mathematics
McNamara, Laurence	Art
McNaughton, Barry	Music
Millan, Christopher	English
Mineyama, Yoshimitsu	Japanese
Molino, Gloria	Counselor
Molloy, David	Emergency Medical Services
Mondragon, Luis	Mathematics
Monteil, Liliana	English
Moreno, Mariana	Counselor, Personal Career Development
Muir, William	Geology
Muleta, Tilahun	Chemistry
Munz, Kristina	English
Musch, German	Anatomy
Nakamura, Aki	Japanese
Namekata, James	Physical Education
Newman, Ronald	Business Administration
Newson, Helen	Nurse Practitioner
Nguyen, Khanhvy	Counselor
Nicholson, Karl	Emergency Medical Services
Niessen, Amy	English
O'Shaughnessy, Vonda	Communication Studies
Overstreet-Murphy, Penni	Fire Technology
Papp, Edward	Computer Information Systems

Phillips, Jasmine	Counselor
Piamonte, Rennard	Mathematics
Pierce, Leah	Mathematics
Piluso, Robert	English
Poffek, Christine	Physical Education
Porritt, Mark	Psychology
Pritchard, Bekki	Sociology
Purves, Dianne	Biology
Ramirez, Robert	Mathematics
Rivera, Ernesto	Personal Career Development
Roberts, Charles	Oceanography
Roche, Joshua	Mathematics
Romano, Nicholas	Computer Information Systems
Romero, Brian	Philosophy
Ruiz, Ruben	Astronomy
Ruiz, Sabrina	Librarian
Saldana, Katherine	Counselor
Sanchez, Bret	Mathematics
Sanchez, Paul	Librarian
Schoenfeld, Racquel	Counselor
Schwartz, Christine	Librarian
Seager, Elena	Mathematics
Shacklett, Todd	Librarian
Shelby, Patricia	Sociology
Shelton II, Stephen	Communication Studies
Shum, Cindy	Counselor
Singh, Manika	Counselor, Personal Career Development
Slota, Daniel	Librarian
Smith, Alexandria	Counselor
Snow, Stephen	History
Snowwhite, Mark	English
Sonico, Melissa	English
Spencer, Emily	Chemistry
Sternard, Evan	Counselor, College Life, Personal Career Development
Stone, Harry	Emergency Medical Services
Stone, Henry	Mathematics
Stupin, Mary	Music
Suderman, Frances	English
Swanson, Justin	Physical Education
Swanson, William	English
Ta, Canh	Anatomy
Tasaka, Bethany	Mathematics
Thurston, Omyia	Counselor
Tillman, Susan	Counselor, Learning Disabilities Specialist
Townsend, Melody	Librarian
Train, Jesse	Mathematics
Van Wolferen, Michelle	Communication Studies
Vasquez, Alta	Computer Information Systems
Vasquez, Violetta	Counselor
Veldhuis, Stefan	Political Science
Verosik, Eileen	Emergency Medical Services

Wagner, Aaron	Mathematics
Walter, Michael	Computer Information Systems
Washburn, Ben	Counselor, College Life
White-Elliott, Cassundra	English
Williams, Carolyn	English
Williams, Lorry	Librarian
Wilson, Debra	Counselor, College Life, Personal Career Development
Wise, Louise	Reading and Study Skills
Xayaphanthong, Soutsakhone	Counselor, Personal Career Development
Yamashiro, Sabrina	Emergency Medical Services

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

NAME	DISCIPLINE
McCool, Karol	Librarian

**San Bernardino Valley College
Adjunct & Substitute Academic Employees
Academic Year 2013-2014
July 11, 2013**

NAME	DISCIPLINE
Polino, Marc	Nursing
Sarhad, Jonathan	Math

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: July 11, 2013

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

RECOMMENDATION

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

OVERVIEW

The attached list of employees is submitted for approval.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

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

**San Bernardino Valley College
Non-Instructional Pay
Academic Year 2013-2014
July 11, 2013**

Alvarez, Vicente, to facilitate pre-assessment Math and/or peer Supplemental Instruction workshops, 8-20-13 to 5-22-14, not to exceed 36 hours, at \$43.16 per hour.

Avelar, Amy, supporting the Minority Science and Engineering Improvement Program (MSEIP) by organizing and implementing the Supplemental Instruction Program, 8-15-13 to 12-24-13, not to exceed 80 hours, at \$43.16 per hour.

Barajas-Zapata, Lydia, to provide translation services for the Marketing & Public Relations Office, 7-15-13 to 6-30-14, not to exceed 40 hours per semester, at \$43.16 per hour.

Beebe, Yvonne, to facilitate developing pre-assessment workshop videos, 7-12-13 to 8-8-13, not to exceed 72 hours, at \$43.16 per hour.

Gibbons, Ann, to facilitate developing "Math Across the Curriculum" Workbooks, 7-12-13 to 8-8-13, not to exceed 20 hours, at \$43.16 per hour.

Gilbert, Jeremiah, to review existing course management systems training, 7-12-13 to 8-8-13, not to exceed 72 hours, at \$43.16 per hours.

Maestre, Joanne, to provide additional hours of service in the Reading Lab and Writing Center, 7-15-13 to 6-30-14, not to exceed 300 hours, at \$43.16 per hours.

Moberly, Erik, adjunct counselor for the Minority Science and Engineering Improvement Program (MSEIP), 8-15-13 to 12-24-13, not to exceed 422 hours, at \$43.16 per hour.

Recinos, Jose, to provide translation services for the Marketing & Public Relations Office, 7-15-13 to 6-30-14, not to exceed 40 hours per semester, at \$43.16 per hour.

Strong Teri, to facilitate developing "Math Across the Curriculum" Workbooks, 7-12-13 to 8-8-13, not to exceed 20 hours, at \$43.16 per hour.

Ting, Lycretia, to facilitate student peer tutor support and training in the Student Success Center, 8-20-13 to 5-22-14, not to exceed 144 hours, at \$43.16 per hour.

Vasquez, Tatiana, supporting the Minority Science and Engineering Improvement Program (MSEIP) by organizing and implementing the Supplemental Instruction Program, 8-15-13 to 12-24-13, not to exceed 80 hours, at \$43.16 per hour.

Vazquez-Celaya, Sandra, to facilitate student peer tutor support and training in the Student Success Center, 8-20-13 to 5-22-14, not to exceed 144 hours, at \$43.16 per hour.

Amendments:

Cisneros, Maribel, EOPS/CARE, 7-1-13 to 6-30-14, not to exceed 180 hours per semester, at \$43.16 per hour.

Gasca, Susan, Middle College High School, 7-1-13 to 6-30-14, not to exceed 422 hours per semester, at \$43.16 per hour.

Hernandez, Ramiro, Counseling Department, 7-1-13 to 6-30-14, not to exceed 422 hours per semester, at \$43.16 per hour.

Luke, Sr., Craig, Counseling Department, 7-1-13 to 6-30-14, not to exceed 422 hours per semester, at \$43.16 per hour.

Amendments:

Academic Year 2012-2013

Barrios, Mary Beth, Adjunct Counselor, Counseling Department, 5-10-13 to 6-30-13, not to exceed 23 hours per semester, at \$43.16 per hour.

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

Amendment:

Allen, Denise, Hiring Committee, Health and Physical Education Instructor, \$43.16 per hour not to exceed 30 hours, 06/01/13 – 07/31/13

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: July 11, 2013

SUBJECT: Consideration of Approval of Revision to the Professional Expert Rate of Pay Schedule

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to the Professional Expert Rate of Pay Schedule.

OVERVIEW

The following classification has been added to the Professional Expert Rate of Pay Schedule: Post Masters Counseling Intern, at the hourly rate of \$25.00, effective July 12, 2013

ANALYSIS

The Post Masters Counseling Intern will improve accessibility to appropriate mental health services for students staffed with clinicians possessing the skills, experience, and educational background beyond the trainee level.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

PROFESSIONAL EXPERT RATES OF PAY
Revised July 2013

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
3D Animator	\$25.00 to \$40.00
Assistant Instructor	\$20.00
Background Investigator	\$30.00
Bilingual Translator/Interviewer	\$20.00
CAHSEE Facilitator	\$50.00
Camera & Lighting Technician	\$10.00 to \$20.00
Clinical Instructor	\$20.00
Content Specialist (FNX)	\$15.00 to \$40.00
Counseling Trainee	\$12.00
Criminal Justice Academy Liaison	\$30.00
Editor (KVCR, FNX, Pledge Drive)	\$18.00 to \$30.00
EMT-1 Skills Laboratory Assistant	\$12.00
Fire Agility Group Leader/Proctor	\$12.50
Fire Agility Instructor	\$30.00
Flight Simulator Repair	\$30.00
Foster Parenting Education	\$45.00
GIS Technician	\$18.00 to \$24.00
Grant Writer	\$30.00
Interpreting/Transliterating Level I	\$24.00
Interpreting/Transliterating Level II	\$21.00
Interpreting/Transliterating Level III	\$18.00
Interpreting/Transliterating Level IV	\$15.00
Laboratory Instructor	\$20.00
Mental Health Educator/Counselor Intern	\$35.00
Nurse Practitioner	\$50.00
Physician/EMT(EMS)/Respiratory Care/Fire Tech	
PE/ASL Specialist	\$30.00
Police Science Facilitator/Instructor	\$35.00

Post Masters Counseling Intern	\$25.00
Primary Instructor	\$25.00
Public Information Specialist	\$60.00
Radiologic Technology Specialist	\$30.00
Respiratory Care Clinical	\$40.00
Safety Facilitator	\$19.00 to \$25.00
Safety Officer	\$22.50
Social Media Specialist (FNX)	\$21.00 to \$25.00
Special Events Planner	\$25.00 to \$35.00
Staff Writer/Photographer	\$16.00 to \$20.00
Tactical Officer/Police	\$28.00
Tactical Officer/Fire	\$23.00
Tech Prep	\$30.00
Training Specialist	\$19.00
TV Closed Captioning	\$10.00 to \$15.00
Veteran's Resource Specialist	\$50.00
Workforce Development /PDC Trainer	\$15.00 to \$100.00 or up to 85% of Enrollment or up to 60% of net

PROFESSIONAL EXPERT ASSIGNMENT

SESSION RATE

Foster Parent Host	\$25.00
Musician	\$75.00

DAILY RATE

Evaluator (<i>per scenario</i>)	\$105.00
Theatre Production Assistant	\$500.00
CPR/Lifeguard Certification Facilitator	\$200.00 to \$300.00
Consultant	\$300.00 to \$500.00

SEMESTER RATE

Faculty Intern	\$600.00
Future Teacher Intern	\$300.00
Grant Assignment	\$300.00
Medical Director (EMT)	\$3,500.00
Medical Director (Respiratory Care)	\$3,000.00

Board Approved: January 17, 2013
Revised: July 11, 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: July 11, 2013

SUBJECT: Consideration of Approval of Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the academic appointment of Berchman Melancon Instructor, Diesel, SBVC, and Tarif Halabi, Instructor Electricity/Electronics SBVC,

OVERVIEW

The individuals on the attached list are submitted for approval.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

Academic Employees
July 11, 2013

Berchman Melancon, Instructor, Diesel, SBVC, effective July 29, 2013, 177 days of service. Salary placement Range C, Step 6, \$53,871.76 per year. Replacement for Daniel Hook.

Tarif Halabi, Instructor Electricity/Electronics, SBVC, effective July 29, 2013, 177 days of service. Salary placement to be determined upon verification of education and experience. Replacement for Edward Szumski.

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: July 11, 2013

SUBJECT: Consideration of Approval of Reduced Workload for Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the pre-retirement reduced workload for Julie Tilton, Instructor, English, SBVC.

OVERVIEW

Julie Tilton, Instructor, English, SBVC, has submitted a request to participate in the pre-retirement reduced workload plan per Article 22 of the CTA Agreement. Ms. Tilton will work a .50 FTE during the 2013-2014 academic year.

ANALYSIS

In accordance with Article 22 of the CTA Agreement, full-time faculty employees who meet the requirements may reduce their contract from full-time to percent of contract while maintaining their retirement benefits pursuant to Ed Code Sections 22713 and 87483 or Government Code Section 20900.

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: July 11, 2013

SUBJECT: Consideration of Approval of Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Carol Wells, Associate Dean Nursing, SBVC, Jose Torres, Director, Fiscal Services, District, Bryan Reece, Vice President, Instruction, CHC, and Heather Chittenden, Aquatics Director, CHC.

OVERVIEW

Carol Wells, Associate Dean Nursing, SBVC, full-time, 12-month position, Management Salary Schedule, Range 17, Step A, \$7,585 per month, effective July 29, 2013.

Jose Torres, Director, Fiscal Services, District, full-time, 12-month position, Management Salary Schedule, Range 19, Step C, \$9,219 per month, effective July 29, 2013.

Bryan Reece, Vice President, Instruction, CHC, full-time, 12-month position, Management Salary Schedule, Range 23, Step B, \$10,672 per month, plus doctorate stipend, effective August 1, 2013.

Heather Chittenden, Aquatics Director, CHC, full-time, 12-month position, Management Salary Schedule, Range 9, Step B, \$5,390 per month, effective August 5, 2013.

ANALYSIS

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

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: July 11, 2013

SUBJECT: Consideration of Approval of Interim Management Appointments

RECOMMENDATION

It is recommended that the Board of Trustees approve the interim management appointments of Joseph Nguyen, Scholarship Program Administrator, SBVC, Odette McGinnis, Dean, Mathematics, Business & Computer Technology Division, SBVC, Eddie Rubio, Caltrans Project Administrator, PDC, District, and Joe Cabrales, Vice President, Student Services, SBVC.

OVERVIEW

The individuals on the attached list are recommended for interim appointments.

ANALYSIS

Due to resignations and newly created management positions, it is necessary to appoint individuals to serve on an interim basis until the positions are filled permanently.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

Interim Management Appointments
July 11, 2013

Joseph Nguyen, Interim Scholarship Program Administrator, SBVC, Management Salary Schedule, Range 12, Step C, \$6,552 per month, full-time, 12-month position, effective July 12, 2013 through December 31, 2013, or until the position is filled on a permanent basis. New position.

Dr. Odette McGinnis, Interim Dean, Mathematics, Business & Computer Technology Division, SBVC, at the per diem rate of \$407.90 effective August 1, 2013 through December 31, 2013. Replacement for Terri Strong.

Eddie Rubio, Interim Caltrans Project Administrator, District, Management Salary Schedule Range, 4, Step A, \$4,022 per month, full-time, 12 month position effective July 12, 2013. This is a categorically funded position and is contingent upon the availability of funds and life of the grant (CDCR-California Department of Corrections & Rehabilitation). New position.

Joe Cabrales, Interim Vice President, Student Services, SBVC, Management Salary Schedule Range 23, Step C, \$11,206 per month, full-time, 12 month position, effective August 1, 2013, through December 31, 2013 or until the position is filled on a permanent basis. Replacement for Gloria Fisher.

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: July 11, 2013

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised retirement date for Gary Holman, Tool Room Supervisor, SBVC.

OVERVIEW

Gary Holman, Tool Room Supervisor, SBVC, retirement effective June 28, 2013. His last day of employment was June 27, 2013.

ANALYSIS

Gary Holman previously submitted his letter of retirement with an effective date of June 5, 2013. Due to a request that he stay until the end of his employment contract, he retired effective June 28, 2013.

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

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

DATE: July 11, 2013

SUBJECT: Consideration of Approval of Management Tuition Reimbursement

RECOMMENDATION

It is recommended that the Board of Trustees approve the request for management tuition reimbursement for Ken Stills, Sergeant, Police Department, District.

OVERVIEW

Ken Stills is requesting tuition reimbursement to pursue a graduate degree from Northwestern California University of Law.

ANALYSIS

This request is in compliance with Board Policy 7260 which states that management personnel shall be eligible for tuition cost and reimbursement from an accredited institution and no tuition cost paid by the District is to exceed 80% of a per unit basis cost of similar course work at the University of California.

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: July 11, 2013

SUBJECT: Consideration of Approval of Revised Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the revisions to the HSI-STEM PASS GO Project Director and Director, Workforce Development.

OVERVIEW

The revisions to the HSI-STEM PASS GO Project Director and Director, Workforce Development job descriptions better defines the nature of work and summary description.

ANALYSIS

The revisions to the minimum requirements on the management job descriptions will yield a better pool of candidates and provide a clear and more defined description. The change of title from Workforce Development Manager to Director, Workforce Development better describes the illustrative duties, functions and responsibilities of the position.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

HSI-STEM PASS GO Project Director

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

SUMMARY DESCRIPTION

This is an academic management position reporting to the Dean, Mathematics, Business, and Computer Technology, that will oversee and manage the cooperative grant at San Bernardino Valley College and California State University, San Bernardino; ensures that project activities are conducted and funds expended according to the project plan. The Project Director also manages the ~~Math and Science Success program including managing~~ faculty who serve as lead mentors and as lead faculty for the learning communities and supervises supplemental instructors and tutors. The Project Director coordinates trainings, schedules, and program requirements. The Project Director is responsible for adhering to grant policies and procedures as directed by the Director of Grant Management and Development.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plans, directs, oversees, evaluates and manages all activities of the STEM PASS GO Grant and supports activities directed at students in Science Technology, Engineering and Mathematics (STEM) disciplines and manages the Student Success Center.
2. Support STEM outreach activities, with local high schools and four year institutions in order to increase the enrollment of STEM students.
3. Identifies STEM cohort according to grant objectives and provides academic support information.
4. Provides leadership in the administration of grant and related areas as identified in the grant application.
5. Develops, coordinates and recommends the STEM PASS GO Grant budgets; monitors and controls expenditures.
6. Assures accurate documentation of STEM PASS GO Grant fiscal records, student records and evaluation data. Prepares and submits required state and institutional fiscal and accounting reports.
7. Develops and implements strategies to deliver effective assessment, orientation, counseling, guidance services and educational programs to STEM students.
8. Coordinates academic counseling services to STEM PASS GO Grant students as needed.
9. Participates in the development of newsletters, brochures, forms, manuals and other appropriate information about STEM PASS GO activities.
10. Provide guidance for internal and external program audits and reviews.

11. Participates in a variety of meetings in support of STEM PASS GO programs and activities; organizes the ~~MAS³C~~ PASS GO Advisory Committee and represents the college at local, regional and state-wide activities, meetings and conferences.
12. Monitors, directs, evaluates, and trains facilitators, faculty, and staff, including the Tutorial Coordinator.
13. Serves on campus-wide committees as assigned.
14. May drive or travel to off-site meetings and conferences.
15. Performs other related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

Knowledge of grant management, outreach and recruitment, program development and evaluation;
 Familiarity with the rigor of mathematics and science requirements for community college and transfer institutions;
 Knowledge of retention strategies, peer learning models and orientation programs.

Ability to:

Ability to communicate effectively both orally and in writing;
 Work collaboratively with students, faculty and staff from diverse academic, cultural, ethnic and socioeconomic backgrounds;
 Prepare narrative, numerical and statistical reports;
 Maintain confidentiality;
 Interpret federal and state regulations and policies relating to assigned programs.

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

Education/Training:

A Master's degree from an accredited institution in the field of Mathematics and/or Science, Educational Leadership, Public Administration, Business Administration or Counseling.

Experience:

1. Two (2) years of experience managing programs or teaching ~~in a math or science field, including basic skills~~.
2. 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.

Desired Qualifications:

1. Experience supervising staff and students.
2. Experience managing budgets.
3. Experience coordinating data with a research office.
4. Experience in grant management or educational program management.

Special Requirement:

Possession of a valid California Driver's License. Requirement of California Driver's License may be waived provided that employee can demonstrate alternate means of transportation acceptable to the District to and from offsite meetings and conferences.

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 up to 25lbs; 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: November 17, 2011

Revised: June 27, 2013

Range: 15

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DIRECTOR, WORKFORCE DEVELOPMENT ~~MANAGER~~, PDC

*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 full-time categorically funded position and is contingent upon the availability of funds and “life of the grant”.

SUMMARY DESCRIPTION

Under the direction of the Executive Director of Economic Development and Corporate Training, the Director, Workforce Development ~~Manager position~~ is responsible for overseeing and managing the marketing, development and delivery of fee-based training programs, seminars and workshop and the customized contract education (credit and not-for-credit) programs offered through the Professional Development Center (PDC). This position is also responsible for managing the operation of the ~~food handling and~~ food safety management training programs, and ascertains the workforce training needs of the public and private sector employers in the geographical service area of the District.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Ascertains the workforce training needs of the public and private sector employers in the geographical service area of the District by outreaching to the business community and working closely with various business sectors and industrial clusters.
2. ~~Manages~~ Directs the development and marketing of short-term fee-based training programs, such as seminars and workshops, relevant to the human capital development needs of regional employers.
3. Provides outreach to the business community and work closely with the training needs of the employers in the geographical service area.
4. Researches, develops and submits training and grant proposals in order to secure funding and to offer workforce development programs and services to the regional employers.
5. Manages, monitor, oversees, and maintains compliance of the grant funded programs, services, specifications, and budget accounts.
6. ~~Manages~~ Directs the marketing efforts and recruitment of incumbent workers and other training participants for the short-term fee-based and customized contract education (credit and not-for-credit) programs.
7. Plans, develops, markets, organizes and ~~manages~~ directs the operation of the ~~Food Handling and~~ Food Safety Management training programs offered by the PDC.
8. ~~Manages~~ Directs and oversees the delivery of all training programs and student support services for programs offers at the PDC and at the employer or community sites.

9. Provides supervision for the trainers and clerical support staff directly related to the Workforce Development programs offered through the PDC.
10. ~~Manages~~ Directs and oversees the registration, fee collection, records management and account management functions of the training programs offered.
11. Generates adequate funds through contracts and grants to fully support the continuation of the program and other direct and indirect expenses related to the fee-based training and customized contract education programs.
12. Prepares, administers, and monitors and recommends budgets for training programs and grant projects.
13. Plans, implements, and maintains compliance with the work plan objectives, activities and deadlines of all federal and state grants received. Provides all quarterly and annual narrative reports.
14. Serves as the District representative to all required local, regional and state-wide committees and meetings.
15. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
16. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

- Operational characteristics, services, and activities of a contract education program.
- Principles and practices of administering and monitoring grants.
- Grant regulations and requirements including restrictions and financial reporting requirements.
- Principles and practices of program development and administration. Principles and practices of budget preparation and administration. Principles and practices of project management.
- Principles of supervision, training, and performance evaluation.
- Procedures, processes and programs utilized by community colleges' Economic and Workforce Development Program.
- Workforce training programs in a public college environment.
- Principles and practices in the development and implementation of marketing strategies.
- Pertinent federal, state, and local laws, codes and regulations relating to economic and workforce development programs.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, presentations, and databases.
- Methods and techniques of data collection, research, and report preparation.
- Principles and procedures of record keeping.

Ability to:

- Oversee and participate in the management of a comprehensive contract education program. Plan and organize seminars, training, and activities.
- Create and maintain project budget from overall financial plans through the use of computer base spreadsheets.

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

Manage multiple programs, projects or grants simultaneously and be sensitive to changing priorities and deadlines.

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

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.

Plan and organize work to meet changing priorities and deadlines.

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 with major course work preferably in business or public administration or a related field.

Required Experience:

Five (5) years of increasingly responsible work experience in economic and workforce development programs, including two (2) years of related project/program management, administrative and supervisory responsibility.

Special Requirements:

1. Willingness to work flexible hours, including evening and weekends.
2. Possession of a valid California Driver's License.

Preferred Experience:

1. A Master's degree in business or public administration.
2. Experience in the development and coordination of Employment Training Panel (ETP) programs offered at community colleges.
3. Experience in the working with the Workforce Investment Board (WIB) and/or the Workforce Development Department (WDD).

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 2010

Revised: July 11, 2013

Range: ~~10~~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: July 11, 2013
SUBJECT: Consideration of Approval of Revision of Interim Management Employee
Classification

RECOMMENDATION

It is recommended that the Board of Trustees approve the classification revision for Jeffrey Klug, SBVC.

OVERVIEW

Jeffrey Klug, Interim Director, Police Academies, 50% of full time, July 1, 2013 through December 31, 2013 or until the position is filled on a permanent basis.

ANALYSIS

On June 13, 2013, the Board of Trustees approved the interim management extension for Jeffrey Klug as Dean, Police Academies, SBVC. Mr. Klug will serve as Director, Police Academies, SBVC, on an interim basis.

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: Dr. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, Interim President, SBVC

DATE: July 11, 2013

SUBJECT: Consideration of Approval of District Volunteers

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

DISTRICT
Volunteers
Academic Year 2013-2014
Board of Trustees Meeting: July 11, 2013

NAME	ASSIGNMENT	DATE
Blaney, Shaelyn	KVCR-FM	7/12/2013-12/31/2013
Miller, Julian	KVCR-FM	7/12/2013-12/31/2013
Cook, Amanda	KVCR-FM	7/12/2013-12/31/2013
Woo, Joanne	FNX	7/1/2013-7/12/2013

CRAFTON HILLS COLLEGE
Volunteers
Academic Year 2013-2014
Board of Trustees Meeting: July 11, 2013

NAME	ASSIGNMENT	DATE
Gomez, Elitania	Transfer Center	8/1/2013-12/31/2013
Halley, Alicia	Student Services	8/1/2013-12/31/2013
Johnson, Heather	Counseling	7/15/2013-12/31/2013
Mannlein, Fran	Disabled Student Programs & Services	8/6/2013-12/31/2013
Martin, Lisa	Transfer Center	8/1/2013-12/31/2013

San Bernardino Valley College
Volunteers
Academic Year 2013-2014
Board of Trustees Meeting: July 11, 2013

NAME	ASSIGNMENT	DATE
Amaro, Mia Z.	Social Sciences/Athletics	07/12/2013-12/31/2013
Ancira, Christina	Student Services/DSP&S	07/12/2013-12/20/2013
Barrier, Fred	Student Services/Police Academies	07/12/2013-12/31/2013
Bocanegra, Clinton	Social Sciences/Athletics	07/12/2013-12/31/2013
De Vaughn, Dana	Social Sciences/Athletics	07/12/2013-12/31/2013
Florea, George	Student Services/Police Academies	07/12/2013-12/31/2013
Hall, Suzan K.	Student Services/Office Student Life	07/15/2013-12/20/2013
Herrera, Andres	Student Services/Police Academies	07/12/2013-12/31/2013
Nolin, Shannon C	Social Sciences/Athletics	07/12/2013-12/31/2013
Polk, Tashena	Math/Student Success Center	07/12/2013-08/19/2013
Ponce, Armando	Social Sciences/Athletics	07/12/2013-12/31/2013
Rogers Jr., Roy L	Social Sciences/Athletics	07/12/2013-12/31/2013
Saldana, Denia	Social Sciences/Athletics	07/12/2013-12/31/2013
Sanchez, Jenna	Social Sciences/Athletics	07/12/2013-12/31/2013
Serna, Ricardo	Applied Technology/Culinary Arts	08/19/2013-12/20/2013
Sosa, Abriana	Student Services/Police Academies	07/12/2013-12/31/2013
Stone, Yesenia	Student Services/Police Academies	07/12/2013-12/31/2013
Webb, Orquiall	Student Services/Police Academies	07/12/2013-12/31/2013
White, Jessica J.	Social Sciences/Athletics	07/12/2013-12/31/2013

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: July 11, 2013
SUBJECT: Consideration of Approval of Routine Contracts/Agreements and Memorandums of Understanding

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

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

Routine Contracts and Agreements

Scheduled Board Date 7/11/2013

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>CalWorks Child Care</i>				
Teddy Bear Tymes Child Care Center	(9308) CalWorks Grant to cover cost of Childcare for participating Students - Parent – Evan, Retaura at \$336.38 per week Term: 7/1/2013 - 6/30/2014 01-50-01-8120-0266-7600.00-7320 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: CalWorks	Calworks/SBVC	\$17,491.76	SSutorus
Tillett, Beverly	(9309) CalWorks Grant to cover cost of Childcare for participating Students - Parent – Zelaya, Felicia at \$359.81 per week Term: 7/1/2013 - 6/30/2014 01-50-01-8120-0266-7600.00-7320 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: CalWorks	Calworks/SBVC	\$18,710.12	SSutorus

SubTotal for CalWorks Child Care: 2

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Clinicals</u>					
	San Bernardino County Sheriff's Department	(6711) Clinical/Training Agreement for Police Science Program: Rate \$3.93 Per Student Per Instructional Hour; Amendment 5 - To extend contract to 06/30/2014 and set student contact hours for Fiscal Year 2013-2014 to 105,000 hours Term: 7/1/2010 - 6/30/2014 01-00-01-7681-0000-5113.00-2105 Funding Source: General Funds	Police Science/SBVC	\$412,650.00	SSutorus
<i>SubTotal for Clinicals: 1</i>					
<u>General</u>					
	American Public Television	(9342) Program exchange for KVCR-TV station Term: 7/1/2013 - 6/30/2014 74-50-35-8110-0113-5831.00-7099 74-50-35-8110-0114-5831.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - CPB Grant - TV	KVCR-TV/SBCCD	\$7,584.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>	American Red Cross	(9305) Red Cross shelter agreement to allow both CHC and SBVC campuses to be used as emergency shelters Term: 7/1/2013 - 6/30/2018 Funding Source: N/A	District Police/SBCCD	No Cost	SSutorus
	Armada Towing Service	(9341) On-demand tow service for District Police Department Term: 7/1/2013 - 6/30/2014 01-00-03-9503-0000-5113.00-6770 Funding Source: General Funds	District Police/SBCCD	\$500.00 Not to exceed	SSutorus
	Bio-Tox Laboratories, Inc	(9345) Blood screening services for the District Police Department Term: 7/1/2013 - 6/30/2014 01-00-03-9503-0000-5113.00-6770 Funding Source: General Funds	District Police/SBVC	\$200.00 Not to Exceed	SSutorus
	Blackboard	(9362) Help desk service for students and staff Term: 7/1/2013 - 6/30/2014 01-00-03-9010-0000-5113.00-6780 Funding Source: General Funds	DETS/SBCCD	\$234,175.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Blackwind Productions	(9318) Provide assistance in video production of "People of the Pines" series Term: 7/8/2013 - 7/8/2013 74-50-35-8110-0172-5113.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$490.00	SSutorus
Brian's Bee Removal Service	(9344) On demand bee removal Term: 7/1/2013 - 6/30/2014 01-00-02-9504-0000-5635.00-6550 Funding Source: General Funds	Maintenance/CHC	\$580.00 Not to exceed	SSutorus
Burgess Moving & Storage	(9348) Archived document storage and management Term: 7/1/2013 - 6/30/2017 01-00-03-9508-0000-5610.00-6720 Funding Source: General Funds	Fiscal Services/SBCCD	\$29,995.00	SSutorus
California, State of	(9359) California Law Enforcement Telecommunications Systems policy reciprocity agreement Term: 7/1/2013 - 6/30/2014 Funding Source: N/A	District Police/SBCCD	No Cost	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Community College League of CA	(9321) Software license for online library database: This service provides access to art and music references, eBooks and journal articles through an online subscription database Term: 7/1/2013 - 6/30/2014 01-50-02-8106-0235-5830.00-6120 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Library/CHC	\$36,090.00	SSutorus
Cynosure New Media, Inc	(9312) Development of online orientation program for SBVC Term: 7/1/2013 - 12/31/2013 01-00-01-8205-0000-5113.00-6310 Funding Source: General Funds	Counseling/SBVC	\$49,725.00	SSutorus
Dallas County Community College District	(9316) Dallas Telelearning Courseware license for online course distribution as part of the District's Distance Education program Term: 7/1/2013 - 6/30/2014 01-50-35-8103-0236-5830.00-6150 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	DETS/SBCCD	\$12,500.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Developing Leaders, Inc	(9313) Provide training for grant funded program courses in small business, team building, management and supervisory skills, and organizational development Term: 7/1/2013 - 6/30/2014 01-50-35-8115-0471-5113.00-6840 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	PDC/SBCCD	\$28,080.00	SSutorus
Developing Leaders, Inc	(9330) Provide training in global logistics supervisory skills and organizational leadership Term: 7/15/2013 - 1/31/2014 01-00-35-8115-0440-5113.00-6840 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	PDC/SBCCD	\$8,280.00	SSutorus
Developing Leaders, Inc	(9307) Recruit program participants and provide training for grant funded program courses in small business, team building, management and supervisory skills, and organizational development Term: 7/1/2013 - 6/30/2014 01-50-35-8115-0432-5113.00-6840 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	PDC/SBCCD	\$41,040.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Direct Connection	(9304) Printing of KVCR campaign materials as part of the pledge drive Term: 7/1/2013 - 8/31/2013 74-50-03-8110-0303-5113.83-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - CPB Grant - TV	KVCR-TV/SBCCD	\$15,815.48	SSutorus
	Environmental Management Technologies	(9349) Service - Hazardous waste collection, removal and disposal for the Maintenance Departments and Science Labs Term: 7/1/2013 - 6/30/2014 01-00-01-9508-0000-5536.00-6770 Funding Source: General Funds	Maintenance/SBVC	\$30,500.00	SSutorus
	ETD Creative Services	(9357) Provide assistance in video production and interviews with participants at "Bird Song and Dance Festival" Term: 1/26/2013 - 1/26/2013 74-00-03-8110-0172-5113.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$440.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>	Institute of American Indian Art	(9231) Sponsorship of the Benefit Dinner and Auction of the Institute of American Indian Art Term: 8/15/2012 - 8/15/2012 74-00-03-8110-0172-5801.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$1,200.00	SSutorus
	Institute of Student Achievement	(9310) Speaker topic "Common Core Standards and Implementation" Term: 6/3/2013 - 6/3/2013 01-00-01-9016-0435-5113.00-6499 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Other Non-General	Student Life/SBVC	\$5,200.00	SSutorus
	Interactive Communications International, Inc	(9355) Create a SBCCD pre-paid debit/gift card for district wide use at campus bookstores Term: 7/1/2013 - 6/30/2016 Funding Source: N/A	Bookstore/SBCCD	Not Cost	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Law Enforcement Medical	(9358) Blood Draw Services for District Police Department Term: 7/1/2013 - 6/30/2014 01-00-03-9503-0000-5113.00-6770 Funding Source: General Funds	District Police/SBCCD	\$200.00 Not To Exceed	SSutorus
	Lighthouse Services, Inc	(7478) Service - Provide anonymous hotline services; Amendment 2 - extend contract term to 06/30/2014 with increase in cost of \$2,830.00 Term: 7/1/2011 - 6/30/2014 01-00-03-9006-0000-5120.00-6720 Funding Source: General Funds	Fiscal Services/SBCCD	\$5,595.00 Revised Total	SSutorus
	Lipscomb, Martha Detema	(9303) Provide assistance in filling out CPB/Everyone Graduate/ John Hopkins grant final report Term: 6/1/2013 - 9/1/2013 74-50-03-8110-0303-5113.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - CPB Grant - TV	KVCR-TV/SBCCD	\$3,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Lipscomb, Martha Detema	(9302) Provide assistance in research, booking, field-producing and pre-production for 11 "Plugged Inland" programs Term: 8/1/2013 - 9/2/2013 74-50-03-8110-0303-5113.81-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - CPB Grant - TV	KVCR-TV/SBCCD	\$3,000.00	SSutorus
Magnum Range Inc	(9340) Firearm range services for District Police Officers Term: 7/1/2013 - 6/30/2014 01-00-03-9503-0000-5113.00-6770 Funding Source: General Funds	District Police/SBCCD	\$1,500.00 Not to exceed	SSutorus
Manuel's Digital Media, LLC	(9271) Provide assistance in maintaining databases with online and social media content: Monthly payments of \$2,700.00 Term: 7/1/2013 - 6/30/2014 74-00-03-8011-0303-3511.38-3709 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Foundation Fund	KVCR-TV/SBCCD	\$32,400.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Ohlone Community College District	(9322) Cisco Networking Academy operational support Term: 7/1/2013 - 6/30/2014 01-50-25-4633-0173-5113.00-0701 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Science/CHC	\$500.00	SSutorus
Pepe's Towing Service	(9339) On-demand tow service for District Police Department Term: 7/1/2013 - 6/30/2014 01-00-03-9503-0000-5113.00-6770 Funding Source: General Funds	District Police/SBCCD	\$500.00 Not to exceed	SSutorus
Phoenix Group - Information Systems	(9346) Parking citations processing service Term: 7/1/2013 - 6/30/2014 01-00-03-9503-0000-5809.00-6770 Funding Source: General Funds	District Police/SBCCD	\$7,000.00	SSutorus
PyraMed Health Systems	(9209) Software and training for online student health records management Term: 4/2/2013 - 6/30/2018 01-00-25-8210-0310-5830.00-6440 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Student Health Fee	Health Center/CHC	\$35,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Quantum Group, The	(9326) Printing of CHC logo on mechanical pencils Term: 6/7/2013 - 6/30/2013 01-00-02-8301-0161-5801.00-6460 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	DSP&S/CHC	\$994.00	SSutorus
	Quantum Group, The	(9325) Printing of SBVC logo on 1365 ink pens Term: 5/16/2013 - 6/13/2013 01-00-31-8301-0161-5801.00-6460 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Financial Aid/SBVC	\$1,005.20	SSutorus
	Rayne Water Conditioning	(9332) Water treatment services for Biology Laboratory classrooms Term: 7/1/2013 - 6/30/2014 01-00-02-4690-0000-5531.00-0401 Funding Source: General Funds	Biology/CHC	\$657.00	SSutorus
	Rayne Water Conditioning	(9334) Water treatment services for Chemistry Laboratory classrooms Term: 7/1/2013 - 6/30/2014 01-00-02-4640-0000-5531.00-1905 Funding Source: General Funds	Chemistry/CHC	\$579.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Rayne Water Conditioning	(9333) Water treatment services for Micro-Biology Laboratory classrooms Term: 7/1/2013 - 6/30/2014 01-00-02-4692-0000-5531.00-0401 Funding Source: General Funds	Biology/CHC	\$747.00	SSutorus
	RJT Compuquest	(9350) Website design for entrepreneurship program Term: 7/1/2013 - 6/30/2014 01-50-35-8115-0427-5113.00-6820 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	PDC/SBCCD	\$7,500.00	SSutorus
	Shred-It	(9336) On-demand document shredding service Term: 7/1/2013 - 6/30/2014 01-00-03-9503-0000-5113.00-6770 Funding Source: General Funds	District Police/SBCCD	\$500.00	SSutorus
	Smith, Cindra	(9353) Facilitate SBCCD Board Workshop Topic "Setting Policy Direction" part 1 Term: 8/22/2013 - 8/22/2013 01-00-03-9509-0000-5113.00-6710 Funding Source: General Funds	Chancellor/SBCCD	\$2,500.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Smith, Cindra	(9354) Facilitate SBCCD Board Workshop Topic "Setting Policy Direction" part 2 Term: 8/24/2013 - 9/30/2013 01-00-03-9509-0000-5113.00-6710 Funding Source: General Funds	Chancellor/SBCCD	\$2,500.00	SSutorus
	Sunstate Equipment Company	(9343) On demand heavy equipment rentals Term: 7/1/2013 - 6/30/2014 01-00-02-9506-0000-5610.00-6510 Funding Source: General Funds	Maintenance/CHC	\$1,500.00	SSutorus
	Unity, Inc	(9363) Booth rental at "2013 National UNITY Conference" Term: 7/12/2013 - 7/16/2013 74-50-03-8110-0172-5610.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$350.00	SSutorus
	Wirz & Company	(9356) Produce 1,000 presentation folders with KVCR logo Term: 7/1/2013 - 8/31/2013 74-50-35-8110-0172-5113.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$1,347.84	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
<i>SubTotal for General: 43</i>					
<u>Income - Contract Ed</u>					
TST, Inc	(9352) Contract education to provide training in welding Term: 7/1/2013 - 6/30/2014 01-50-03-8115-0477-8836.00-0000 Funding Source: N/A	PDC/SBCCD		\$50,000.00	SSutorus
<i>SubTotal for Income - Contract Ed: 1</i>					
<u>Income - Facilities Use</u>					
SBCCD EFCU	(9317) Use of LA 122 and LA 122A, CHC-LADM and District Conference Room: at \$300 per month Term: 7/1/2013 - 6/30/2015 Funding Source: N/A	Administrative Services/SBCC		\$7,200.00	SSutorus
Yucaipa Athletic Soccer Club	(9306) Use of Soccer field for tournament Term: 6/1/2013 - 6/2/2013 Funding Source: N/A	Administrative Services/CHC		No Charge	SSutorus
<i>SubTotal for Income - Facilities Use: 2</i>					

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Grant</u>				
California Department of Corrections & Rehabilitation	(9299) Grant - Caltrans Parolee Work Crew Program Term: 7/1/2013 - 6/30/2016 01-00-03-8115-0483-8659.00-0000 Funding Source: N/A	PDC/SBCCD	\$2,625,000.00	SSutorus
California Department of Ed	(9360) Grant - General Child Care and Developmental Programs FY 2013-2014 Term: 7/1/2013 - 6/30/2014 72-50-01-8306-0203-8624.00-0000 Funding Source: N/A	Child Development/SBVC	\$508,982.00	SSutorus
<u>SubTotal for Income - Grant: 2</u>				
<u>Maintenance Agreement</u>				
ARS Enterprises, Inc - Autoclave Repair Division	(9320) Preventive maintenance agreement for Crafton Hills College's Biology program autoclave machines Term: 7/1/2013 - 6/30/2014 01-00-02-4690-0000-5630.00-0401 01-00-02-4692-0000-5630.00-0401 Funding Source: General Funds	Biology/CHC	\$1,805.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Maintenance Agreement</u>				
Dewey Pest Control	(9338) Pest Control for the CHC Campus Term: 7/1/2013 - 6/30/2014 01-00-02-9504-0000-5560.00-6550 Funding Source: General Funds	Maintenance/CHC	\$3,840.00	SSutorus
EMCOR Service	(9347) Building service agreement for mechanical and heating ventilation air conditioning program Term: 7/1/2013 - 6/30/2014 01-00-02-9506-0000-5631.00-6510 Funding Source: General Funds	Maintenance/CHC	\$11,258.00	SSutorus
<i>SubTotal for Maintenance Agreement: 3</i>				
<u>Program Acquisition</u>				
Buzz Taxi Communications	(8709) Programming acquisition rights for "My Big Fat Diet"; Amendment 1 - Language clarification Term: 10/11/2012 - 10/10/2015 74-00-03-8110-0172-5831.00-7099 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$10,200.00	BBaron

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Program Acquisition</u>					
	Vision Maker Media	(9329) Programming acquisition rights for "Apache 8" Term: 5/31/2013 - 5/31/2017 74-50-03-8110-0172-5831.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$1,210.00	SSutorus
	Vision Maker Media	(9328) Programming acquisition rights for "Choctaw Code Talkers" Term: 5/31/2013 - 5/31/2017 74-50-03-8110-0172-5831.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$810.00	BBaron

SubTotal for Program Acquisition: 3

Rescinded

	National Center for American Indian Enterprises	(8954) Booth rental fees for "2013 RES Las Vegas Conference" Term: 3/11/2013 - 3/14/2013 74-00-03-8110-0172-5610.00-7099 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$2,398.00	SSutorus
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SubTotal for Rescinded: 1

<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>					
	Blackboard	(9361) Blackboard Learn Managed Hosting: online learning system to allow students and faculty to collaborate as part of the online course delivery system Term: 7/1/2013 - 6/30/2014 01-00-03-9010-0000-5620.00-6150 Funding Source: General Funds	DETS/SBCCD	\$105,386.00	SSutorus
	Computer Applications Specialties Company	(9212) Software renewal for "Braille 2000" a Braille production software Term: 5/29/2013 - 5/28/2014 01-00-03-9020-0261-5620.00-6150 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	ATPC/SBCCD	\$3,792.60	SSutorus
	Educause	(9315) Registration of domain name "craftonhills.edu" for one year Term: 8/1/2013 - 7/31/2014 01-00-03-9010-0000-5830.00-6780 Funding Source: General Funds	DETS/SBCCD	\$40.00	SSutorus
	Educause	(9314) Registration of domain name "valleycollege.edu" for one year Term: 8/1/2013 - 7/31/2014 01-00-03-9010-0000-5830.00-6780 Funding Source: General Funds	DETS/SBCCD	\$40.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Software/Online Services</u>				
Studica, Inc	(9301) Software License - 36 copies of Autodesk Entertainment Creation Suite for Education 2013 with one year technical support Term: 2/24/2013 - 2/23/2014 01-00-01-8112-0000-5620.00-6010 Funding Source: General Funds	Computer & Information/SBVC	\$1,825.00	SSutorus
TelMate.Net Software	(9323) Software license for Telmate Enterprise Suite to track phone usage Term: 6/1/2013 - 5/31/2014 41-00-03-9627-0000-6420.00-7100 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Capital Outlay	DETS/SBCCD	\$16,526.20	SSutorus
<i>SubTotal for Software/Online Services: 6</i>				
<i>Grand Total Contracts for Board Date 7/11/2013: 64</i>				

Routine Contracts - Summary

Scheduled Board Meeting 7/11/2013

EXPENSES

<u>Category</u>	<u>Number of Contract</u>	<u>Contract Value</u>	
<u>CalWorks Child Care</u>	2	\$ 36,201.88	Not to exceed
<u>CalWorks Off-Campus Work Study</u>	0	\$ -	
<u>Clinicals</u>	1	\$ 412,650.00	
<u>EduStream</u>	0	\$ -	
<u>FNX License Agreement</u>	0	\$ -	
<u>General</u>	43	\$ 611,269.52	
<u>Leases</u>	0	\$ -	
<u>Maintenance Agreement</u>	3	\$ 16,903.00	
<u>Program Acquisition</u>	19	\$ 12,220.00	
<u>Rescinded</u>	1	\$ (2,398.00)	
<u>Software/Online Services</u>	6	\$ 127,609.80	
		Total Expenses	\$ 1,214,456.20

INCOME

<u>Category</u>	<u>Number of Contract</u>	<u>Contract Value</u>	
<u>Income - Contract Ed</u>	1	\$ 50,000.00	
<u>Income - Facilities Use</u>	2	\$ 7,200.00	
<u>Income - General</u>	0	\$ -	
<u>Income - Grant</u>	2	\$ 3,133,982.00	
		Total Income	\$ 3,191,182.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: July 11, 2013
SUBJECT: Consideration of Approval of Professional Services
Contracts/Agreements

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

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

Contracts for Approval

Scheduled Board Date 7/11/2013

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Legal				
Atkinson Andelson Loya Ruud & Romo	(9364) Professional Services - Legal services for the Bond Projects for two years; Rate schedule range: Partners up to \$275 per hour to Legal Assistants at \$140.00 per hour plus expenses Term: 7/1/2013 - 6/30/2015 42-00-00-0000-0000-5711.00-0000 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Bond Funded	Fiscal Services/SBCCD	\$400,000.00	SSutorus
Atkinson Andelson Loya Ruud & Romo	(9324) Professional Services - Legal services for the District for two years; Rate schedule range: Partners up to \$275 per hour to Legal Assistants at \$140.00 per hour plus expenses Term: 7/1/2013 - 6/30/2015 01-00-00-0000-0000-5711.00-0000 Funding Source: General Funds	Fiscal Services/SBCCD	\$300,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Bergman Dacey Goldsmith PLC	(8851) Legal services for Bond construction; revised not to exceed to \$60,000 from \$30,000 Term: 12/15/2012 - 6/30/2015 42-37-03-9508-0000-5711.00-7100 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Bond Funded	Fiscal Services/SBCCD	\$60,000.00 Not to Exceed	SSutorus
Fullerton, Lemann, Schaefer & Dominick, LLP	(8589) Legal services for KVCR; Amendment 1 - Time extended through 06/30/2014 from 06/30/2013, and not to exceed amount increased to \$12,000 from \$6,000 to complete work on a claim already in process Term: 7/1/2012 - 6/30/2014 74-00-03-8110-0172-5711.00-7099 Note - Contract authorized to start prior to Board Meeting per BP6340: This is an acceptable use of categorical/grant/bond/trust funds Funding Source: KVCR - San Manuel	KVCR/SBCCD	\$12,000.00	BBaron
SubTotal for Legal: 4				
Professional Services				
C.E.G. Investigations	(9331) Service - Hearing Appeals Officer as required under California Vehicle Code 40215 and 21113(a); all calls are a three hour minimum at \$60.00 plus expenses Term: 7/1/2013 - 6/30/2014 01-00-03-9503-0000-5113.00-6770 Funding Source: General Funds	District Police/SBCCD	\$1,500.00 Not to Exceed	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
California Department of Corrections & Rehabilitation	(9351) Avenal - Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2013 - 6/30/2014 01-50-03-9020-0261-5113.00-6150 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	ATPC/SBCCD	\$20,000.00	SSutorus
California Department of Corrections & Rehabilitation	(9300) Ironwood - Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2013 - 6/30/2014 01-50-03-9020-0261-5113.00-6150 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	ATPC/SBCCD	\$27,750.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Cantrall, Kathleen	<p>(8301) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; see attached rate schedule</p> <p>Term: 7/12/2013 - 6/30/2014 01-50-30-9020-0261-5113.00-6150</p> <p>01-50-03-9020-0511-5113.00-6199</p> <p>Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds</p> <p>Funding Source: State Grant</p>	ATPC/SBCCD	Per Rate Schedule	SSutorus
Hadland, Alexander	<p>(9319) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; see attached rate schedule</p> <p>Term: 7/12/2013 - 6/30/2014 01-50-03-9020-0261-5113.00-6150</p> <p>Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds</p> <p>Funding Source: State Grant</p>	ATPC/SBCCD	Per Rate Schedule	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Hauser, Martin	<p>(9337) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; see attached rate schedule</p> <p>Term: 7/12/2013 - 6/30/2014</p> <p>01-50-03-9020-0261-5113.00-6150</p> <p>01-50-03-9020-0511-5113.00-6199</p> <p>Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds</p> <p>Funding Source: State Grant</p>	ATPC/SBCCD	Per Rate Schedule	SSutorus
Public Economics, Inc	<p>(9327) Consulting on financial, economic, facilities and/or administrative matters pertaining to District interaction with area redevelopment agencies</p> <p>Term: 7/12/2013 - 6/30/2014</p> <p>41-50-35-9513-0259-5113.00-7100</p> <p>Note - Program manager states this is an acceptable use of categorical/ grant/bond/trust funds</p> <p>Funding Source: Capital Outlay - General</p>	Chancellor/SBCCD	\$40,000.00 Not to Exceed	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Public Economics, Inc	(8392) Professional Services - Consulting on financial, economic, facilities and/or administrative matters pertaining to District interaction with area redevelopment agencies: revised not to exceed amount to \$35,000 from \$25,000 Term: 7/1/2012 - 6/30/2013 41-36-35-9513-0000-5113.00-7100 Note - This is an acceptable use of categorical/ grant/bond/trust funds Funding Source: Capital Outlay - General	Chancellor/SBCCD	\$35,000.00	SSutorus
SixTen and Associates	(9335) Service - State Mandated Cost Reimbursement Reporting and Services - Rate Schedule: Services Performed by President \$150 Per Hour; Services Performed by Senior Associates \$125 Per Hour; Services Performed by Associates \$100 Per Hour; Services Performed by Employees \$85 Per Hour Term: 7/1/2012 - 6/30/2014 01-00-03-9301-0000-5113.00-6720 Note - Contract authorized to start prior to Board Meeting per BP6340 Funding Source: General Funds	Fiscal Services/SBCCD	\$40,000.00	SSutorus

SubTotal for Professional Services: 9

Grand Total Contracts for Board Date 7/11/2013: 13

Rate Schedule for Braille Contracts

Code	task type	Rate per Page	Rate per Hour
AC	A2CI Coordinator		\$35.00
ABTA-S	A2CI Braille Technical Assistant		\$35.00
ABTA	A2CI Braille Technical Assistant		\$25.00
APM	A2CI Trainee Mentor		\$35.00
ASBC	A2CI Business Consultant		\$35.00
BP-1	Braille Proofers	\$1.00	
BP-2	Braille Proofers	\$1.25	
BP-3	Braille Proofers	\$1.50	
BTA-1	Braille Technical Assistances		\$16.00
BTA-2	Braille Technical Assistances		\$17.00
BTA-3	Braille Technical Assistances		\$18.00
BTA-4	Braille Technical Assistances		\$20.00
EM-1	Embossers		\$11.00
EM-2	Embossers		\$13.50
EM-3	Embossers		\$15.00
EMA-1	E-Text Media Assistants		\$14.00
EMA-2	E-Text Media Assistants		\$16.00
EM-S	Embossers		\$21.00
EMS	E-Text Media Specialist		\$17.00
ETA-1	E-Text Technical Assistants		\$10.00
ETA-2	E-Text Technical Assistants		\$12.00
FLT	Foreign Language Transcribers	\$3.00	
FP-1	Braille Format Proofers		\$16.00
FP-2	Braille Format Proofers		\$18.00
FP-3	Braille Format Proofers		\$20.00
FPA-1	Final Production Assistants		\$8.00
FPA-2	Final Production Assistants		\$11.00
FPA-3	Final Production Assistants		\$12.00
FPA-S	Final Production Assistants		\$15.00
FPL-2	Braille Format Proofers		\$17.00
FPN-2	Braille Format Proofers		\$18.00
FPS	Braille Format Proofers		\$25.00
LCT-1	Literary Certified Transcribers	\$2.00	
LCT-2	Literary Certified Transcribers	\$2.50	
MCT-1	Music Certified Transcriber	\$6.00	
MCT-2	Music Certified Transcriber	\$7.00	
MCTA	Music Certified Technical Assistance		\$25.00
NCT-1	Nemeth Certified Transcribers	\$3.00	
NCT-2	Nemeth Certified Transcribers	\$3.50	
NCT-3	Nemeth Certified Transcribers	\$4.00	
TGA-1	Tactile Graphic Artists		\$11.00
TGA-2	Tactile Graphic Artists		\$13.50
TGA-3	Tactile Graphic Artists		\$15.00
TGA-S	Tactile Graphic Artists		\$18.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: July 11, 2013
SUBJECT: Consideration of Approval of Conference Attendance

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

DISTRICT

NAME: Trelisa Glazatov
DEPARTMENT: Technology and Educational Support Specialist
CONFERENCE: Association of Educational Communications and Technology
DATES: October 29-November 2, 2013
LOCATION: Anaheim, California
PURPOSE: To learn current trends related to educational technology.
BENEFIT: Implementation of learned trends for the on-line programs at both Valley and Crafton.
ESTIMATED COST: \$1,005.00
FUNDING SOURCE: Distance Education general funds.

NAME: Glen Kuck and Trelisa Glazatov
DEPARTMENT: Technology and Educational Support Specialist
CONFERENCE: Educause
DATES: October 15-18, 2013
LOCATION: Anaheim, California
PURPOSE: To learn current and future trends related to educational technology in higher education.
BENEFIT: Implementation of learned trends for the on-line programs at both Valley and Crafton.
ESTIMATED COST: \$1,685.00 per person
FUNDING SOURCE: Distance Education general funds

NAME: Tanya Rogers
DEPARTMENT: Human Resources
CONFERENCE: Labor Law & Labor Arbitration
DATES: August 27-30, 2013
LOCATION: San Francisco, California
PURPOSE: Update on current labor law, arbitral principles & effective labor relations strategies.
BENEFIT: Allows individuals to attend workshops/seminars to keep abreast of changes applicable to labor relations.
ESTIMATED COST: \$1680.00
FUNDING SOURCE: Human Resources general funds

NAME: Kenn Couch & Joshua Zunie
DEPARTMENT: KVCR-TV/FM (FNX)
CONFERENCE: Southwestern Association for Indians Arts (SWAIA)
DATES: August 11-18, 2013
LOCATION: Albuquerque, New Mexico
PURPOSE: Attend festival and introduce FNX to Native American producers.
BENEFIT: FNX can screen potential programming for possible carriage on FNX.
ESTIMATED COST: \$3300.00 ea.
FUNDING SOURCE: First Nations Experience

NAME: Yasmeen Flores and Rosalinda Sosa-Sanchez
DEPARTMENT: Chancellor's Office
CONFERENCE: Community College League of California's Effective Student Trustees Workshop
DATES: August 16-17, 2013
LOCATION: Sacramento, California
PURPOSE: This is the annual orientation workshop for new student trustees.
BENEFIT: This opportunity introduces the new student trustees to the art of trusteeship and is designed to help student board members become knowledgeable, influential, education policy-makers.
ESTIMATED COST: \$1,000.00 per person
FUNDING SOURCE: Board of Trustees General Fund

NAME: Frank Blanquet and Terria Smith
DEPARTMENT: KVCR-TV/FM (FNX)
CONFERENCE: Road trip to Rubick's Cube Convention
DATES: July 26-28, 2013
LOCATION: Las Vegas, Nevada
PURPOSE: Obtain production material for FNX programming.
BENEFIT: Current Rubick's Cube winner is a Native-American and this would be of great interest to FNX viewers.
ESTIMATED COST: \$500.00 ea.
FUNDING SOURCE: First Nations Experience

NAME: Frank Blanquet and Terria Smith
DEPARTMENT: KVCR-TV/FM (FNX)
CONFERENCE: Road trip to Miss Native USA Pageant
DATES: August 2-4, 2013
LOCATION: Tempe, Arizona
PURPOSE: Obtain production material for FNX programming.
BENEFIT: Miss Native USA would be of great interest to FNX viewers.
ESTIMATED COST: \$500.00 ea.
FUNDING SOURCE: First Nations Experience

NAME: Bruce Baron
DEPARTMENT: Chancellor's Office
CONFERENCE: 87th Annual CSEA Conference
DATES: July 29-31, 2013
LOCATION: Las Vegas, Nevada
PURPOSE: To recognize Colleen Gamboa, SBCCD CSEA President, as the *CSEA Employee of the Year*.
BENEFIT: This is excellent recognition for our district and speaks to the strong professional relationship between district administration and the bargaining unit.
ESTIMATED COST: \$600.00
FUNDING SOURCE: Chancellor's Office General Fund

SBVC

NAMES: Corrina Baber and Nicole Williams
DEPARTMENT: Instruction Office
CONFERENCE: 2013 Curriculum Institute
DATES: July 11-13, 2013
LOCATION: Anaheim, California
PURPOSE: To obtain information pertaining to state regulations and the development of curriculum.
BENEFIT: Curriculum Committees from state-wide community colleges obtain valuable information regarding compliance with regard to curriculum. Attending the curriculum institute provides the opportunity to develop strategies for implementing as efficiently and effectively as possible at SBVC.
ESTIMATED COST: \$1027.23 each
FUNDING SOURCE: Instruction Office general fund and Professional Development general fund accounts.

NAMES: Susan Gasca and Kimberly Wingson
DEPARTMENT: Middle College High School/ Office of Student Life
CONFERENCE: Focus on Freshman
DATES: July 20-23, 2013
LOCATION: Los Angeles, CA
PURPOSE: Focus on Freshman will teach methods of increasing high school and college completion rates.
BENEFIT: This event will provide tools for student success.
ESTIMATED COST: \$1,360.48 each
FUNDING SOURCE: Middle College High School Chancellor's Grant categorical fund.

NAME: Kevin Kammer
DEPARTMENT: Applied Technology, Transportation, and Culinary Arts
CONFERENCE: Professional Aviation Maintenance Training
DATES: July 21 – July 27, 2013
LOCATION: Wichita, Kansas
PURPOSE: To obtain increased instructor knowledge on current and future power plant technology.
BENEFIT: To develop new curriculum and incorporate into the Aeronautics program.
ESTIMATED COST: \$6810.00
FUNDING SOURCE: Perkins Vocational and Technical Act Programs (VTEA) grant fund.

NAME: Quincy Brewer
DEPARTMENT: Athletics/Social Sciences, Human Development, & Physical Education
CONFERENCE: Athletics Recruitment, Sponsored by Las Vegas Bishop Gorman High School
DATES: July 26 – July 28, 2013
LOCATION: Las Vegas, Nevada
PURPOSE: To recruit students FOR SBVC Men's Basketball team.
BENEFIT: Continuance of having an elite athletic program that is servicing the community by Bringing positive publicity to the college as well as assisting students in sustaining a 100% transfer rate for sophomores that participated in SBVC Men's Basketball.
ESTIMATED COST: \$854.54
FUNDING SOURCE: Men's Basketball trust account.

NAMES: Paula Ferri-Milligan and Edward Jones
DEPARTMENT: English/Arts & Humanities
CONFERENCE: Supplemental Instruction (SI) Supervisor Training
DATES: August 4 – August 7, 2013
LOCATION: Kansas City, Missouri
PURPOSE: To obtain supervisor training that will allow for Supplemental Instruction services to students.
BENEFIT: The training obtained by the faculty member will allow SBVC to expand the Supplemental Instruction program in Arts & Humanities, English. The faculty member will assist with training others in the model through the projects associated with the Basic Skills Committee.
ESTIMATED COST: \$2,157.00 each
FUNDING SOURCE: Basic Skills general fund.

NAME: Laura Gowen
DEPARTMENT: Resource Development and SBVC Foundation
CONFERENCE: Summer Institute in Alumni Relations sponsored by Council for Advancement and Support of Education (CASE)
DATES: August 1-8, 2013
LOCATION: Burlington, Vermont
PURPOSE: It will provide our campus with training, not otherwise obtained, in conjunction with our alumni body for the purpose of capturing and building a strong relationship. This item was previously board approved at the June 13, 2013 meeting. Item is being amended to reflect increase in cost from \$3,304.90 to \$3,742.00 and travel dates revised.
BENEFIT: That we the SBVC campus is making strides to pursue alumni as partners in our endeavors.
ESTIMATED COST: \$3, 742.00
FUNDING: Professional Development general fund and Resource Development general fund accounts.

CHC

NAME: Kirsten Colvey, Raju Hegde, Robert McKee, Dean Papas, Sherri Wilson, Keith Wurtz
DEPARTMENT: Counseling, Instruction, English, Mathematics, and Institutional Effectiveness
CONFERENCE: Leading from the Middle
DATES: June 27 – 29, 2013
LOCATION: Pomona, CA
PURPOSE: Information acquired will be used to provide leadership in the implementation of the Student Success Act of 2012.
BENEFIT: Information acquired will be used in the classroom to enhance student success.
ESTIMATED COST: \$9,000.00
FUNDING SOURCE: Basic Skills Initiative

NAME: Denise Allen
DEPARTMENT: Business, Economics and Information Technology
CONFERENCE: Cisco Academy Conference 2013
DATES: July 16 – 18, 2013
LOCATION: San Jose, CA
PURPOSE: To gain information and expertise in the CCNA Curriculum and related tools.
BENEFIT: Information acquired will be used in the classroom to enhance student success.
ESTIMATED COST: \$1,000.00
FUNDING SOURCE: Cisco

NAME: Benjamin Gamboa
DEPARTMENT: Institutional Effectiveness
CONFERENCE: Data Management and Manipulation with IBM SPSS Statistics
DATES: July 22 – 23, 2013
LOCATION: Yucaipa, CA (Online Training)
PURPOSE: The opportunity to acquire further research knowledge to assist in meeting grant objectives.
BENEFIT: To increase knowledge regarding statistical software.
ESTIMATED COST: \$1,425.00
FUNDING SOURCE: STEM Pathways Grant

NAME: Gary Reese
DEPARTMENT: Public Safety and Services
CONFERENCE: Emergency Medical Services World Expo
DATES: September 9 – 11, 2013
LOCATION: Las Vegas, NV
PURPOSE: To gain information on new technologies, procedures and development in the field of Emergency Medical Services.
BENEFIT: Information acquired will be used in the classroom to enhance student success.
ESTIMATED COST: \$1,205.00
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: July 11, 2013
SUBJECT: Consideration of Approval of District/College Expenses

RECOMMENDATION

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

OVERVIEW

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

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

DISTRICT

EVENT: Let's Dine Out Progressive Dinner
DATE: September 8, 2013
AMOUNT: \$3,500.00
ITEM: Dinner and appetizers
KVCR and Allan Borgen host of local program "Let's Dine Out" will dine with members who pledge to attend event. Appetizers will be at the Magic Lamp Inn and dinner at the Sycamore Inn in Rancho Cucamonga. Attendees will receive a goodie bag as a thank you gift.

Funded by CPB grant.

EVENT: Dinner & A Movie
DATE: August 30, 2013
AMOUNT: \$4,000.00
ITEM: Dinner and movie
KVCR-FM will host a dinner and movie event at the Fox Event Center in Redlands, CA. Members will pledge to have dinner and view the American classic "Rebels Without A Cause". All members will receive a goody bag for their attendance.

Funded by CPB grant.

SBVC

EVENT: Fall In-Service Day, Joint All Campus Meeting
DATE: August 16, 2013
AMOUNT: \$8,500.00
ITEM: Refreshments and Facility Rental
This event is SBVC's/CHC's annual joint all campus meeting to kick off the fall semester.

Funding sources are SBVC President's office general fund, CHC President's office general fund and CHC Foundation fund accounts.

EVENT: Middle College High School Senior Field Trip
DATE: September 25, 2013
AMOUNT: \$1,204.68
ITEM: Transportation and Admission Fees
Sponsored by the Middle College High School Program, this field trip is to tour the University of California, San Diego campus and to visit and explore the San Diego Zoo. Anticipated attendance is approximately 55 students, community

members, faculty and staff. Chaperones are Carlos Solorio and Kimberly Wingson.

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

CHC

EVENT: Fall 2013 CARE/CalWORKs Workshop
DATE: August 8, 2013
AMOUNT: \$1,500.00
ITEM: Refreshments
Attendees will be new and continuing students registered in the CARE/CalWORKs Program.

Funding source is the EOPS categorical account.

EVENT: Transfer Center Outreach
DATE: August 19 – October 31, 2013
AMOUNT: \$500.00
ITEM: Refreshments and Giveaways
Sponsored by the Transfer Center, these promotional outreach events will be held throughout the semester to encourage awareness and participation in the Transfer Center.

Funding source is the Transfer Center general fund.

EVENT: Spring 2014 CARE/CalWORKs Workshop
DATE: January 8, 2014
AMOUNT: \$1,500.00
ITEM: Refreshments
Attendees will be new and continuing students registered in the CARE/CalWORKs Program.

Funding source is the EOPS categorical account.

EVENT: EOPS/CARE/CalWORKs Graduation/Scholars Ceremony
DATE: May 9, 2014
AMOUNT: \$3,000.00
ITEM: Refreshments
Attendees will be students who are graduating from Crafton Hills College and students who have completed 24 units or more with a grade point average of 3.0 and above.

Funding source is the EOPS categorical account.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: July 11, 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

July 11, 2013

Asset Number	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
5248	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	COMPUTER PERSONAL DESKTOP	7/1/1992	\$1,700.00	\$0.00
8459	6/13/2013	CRAFTON HILLS COLLEGE	PROECTOR NOTEBOOK	7/1/1999	\$5,995.00	\$0.00
11313	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	CPU W/MONITOR	7/1/1998	\$2,100.00	\$0.00
11863	6/19/2013	DISTRICT OFFICE	CPU W/MONITOR	7/1/1999	\$1,399.00	\$0.00
14529	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	CPU W/MONITOR	7/1/1999	\$2,349.00	\$0.00
14643	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	PROJECTOR LCD	7/1/1998	\$5,500.00	\$0.00
14722	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	PROJECTOR LCD	7/1/1999	\$8,995.00	\$0.00
16554	6/13/2013	CRAFTON HILLS COLLEGE	PROJECTOR	5/17/2001	\$4,845.00	\$0.00
17111	5/30/2013	CRAFTON HILLS COLLEGE	COMPUTER	7/1/2005	\$1,404.22	\$0.00
17202	5/30/2013	CRAFTON HILLS COLLEGE	COMPUTER	7/5/2005	\$1,273.65	\$0.00
17422	5/30/2013	CRAFTON HILLS COLLEGE	comp. w/19' mon.	5/25/2006	\$1,218.05	\$0.00
17740	6/13/2013	CRAFTON HILLS COLLEGE	Dell Optiplex 755 Small Form FactorCore 2	2/29/2008	\$1,344.29	\$0.00
17822	6/13/2013	CRAFTON HILLS COLLEGE	OptiPlex 755 Small Form FactorEnergy Smart	5/21/2008	\$1,279.96	\$0.00
17823	6/13/2013	CRAFTON HILLS COLLEGE	OptiPlex 755 Small Form FactorEnergy Smart	5/21/2008	\$1,279.96	\$0.00
17825	6/13/2013	CRAFTON HILLS COLLEGE	OptiPlex 755 Small Form FactorEnergy Smart	5/21/2008	\$1,279.96	\$0.00
18965	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	TRACT BURNER	7/1/1980	\$1,600.00	\$0.00
23607	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	Printer	7/1/2003	\$200.00	\$0.00
24618	5/30/2013	CRAFTON HILLS COLLEGE	PC Desktop	2/1/2004	\$1,290.00	\$0.00
24785	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	PROJECTOR	4/12/2004	\$1,309.16	\$0.00
24786	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	PROJECTOR	4/12/2004	\$1,309.16	\$0.00
24787	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	PROJECTOR	4/12/2004	\$1,309.16	\$0.00
24838	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	PROJECTOR	5/19/2004	\$1,891.01	\$0.00
25151	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2004	\$1,200.00	\$0.00
25153	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2004	\$1,200.00	\$0.00
25155	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2004	\$1,200.00	\$0.00
25156	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2004	\$1,200.00	\$0.00
25157	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2004	\$1,200.00	\$0.00
25160	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2004	\$1,200.00	\$0.00
25161	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2004	\$1,200.00	\$0.00
25162	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2004	\$1,200.00	\$0.00
25170	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2004	\$1,200.00	\$0.00
25314	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
25315	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
25316	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
25317	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
25319	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
25321	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00

Fixed Asset Surplus Report

July 11, 2013

Asset Number	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
25325	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
25327	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
25328	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
25329	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
25330	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
25332	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
25338	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
25339	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
25694	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	Hitachi LCD Projector CP-X1200	3/21/2005	\$3,181.86	\$0.00
25695	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	Hitachi LCD Projector CP-X1200	3/21/2005	\$3,181.86	\$0.00
25696	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	Hitachi LCD Projector CP-X1200	3/21/2005	\$3,181.86	\$0.00
25767	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	Hitachi LCD Projector CP-X1200	4/21/2005	\$3,181.86	\$0.00
25770	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	Hitachi LCD Projector CP-X1200	4/21/2005	\$3,181.86	\$0.00
25771	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	Hitachi LCD Projector CP-X1200	4/21/2005	\$3,181.86	\$0.00
25777	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	Hitachi CPX1200SER Projector LCD	4/25/2005	\$3,181.86	\$0.00
25797	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	Hitachi CPX1200SER Projector LCD	4/25/2005	\$3,181.86	\$0.00
25808	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	Samsung Document Camera	4/27/2005	\$2,315.55	\$0.00
26270	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	MediaServer 250 Rackmont	6/13/2005	\$6,998.50	\$0.00
26296	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	JVC SR-DVM70US VIDEO RECORDER	6/21/2005	\$1,613.02	\$0.00
26610	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	7/1/2006	\$1,046.00	\$0.00
26840	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	10/1/2006	\$1,007.00	\$0.00
27130	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	Optiplex745 SmallFormFactoryPentium	2/21/2007	\$1,159.84	\$0.00
27434	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	FP monitor, pc	3/1/2007	\$200.00	\$0.00
27482	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	Optiplex 745 Minitower Interl Pentium	4/3/2007	\$1,422.84	\$0.00
27623	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	Optiplex 745 Small FormFactor Pentium	5/15/2007	\$1,174.36	\$0.00
27709	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	Latitude D820 Intel® Core™ 2 Duo	5/30/2007	\$2,010.08	\$0.00
27956	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	Optiplex 745 Small Form factorPentium D 945	10/9/2007	\$1,248.82	\$0.00
27957	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	Optiplex 745 Small Form factorPentium D 945	10/9/2007	\$1,248.82	\$0.00
27958	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	Optiplex 745 Small Form factorPentium D 945	10/9/2007	\$1,248.82	\$0.00
27959	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	Optiplex 745 Small Form factorPentium D 945	10/9/2007	\$1,248.82	\$0.00
27960	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	Optiplex 745 Small Form factorPentium D 945	10/9/2007	\$1,248.82	\$0.00
27961	6/20/2013	SAN BERNARDINO VALLEY COLLEGE	Optiplex 745 Small Form factorPentium D 945	10/9/2007	\$1,248.82	\$0.00
27963	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	Optiplex 745 Small Form factorPentium D 945	10/9/2007	\$1,248.82	\$0.00
27964	6/19/2013	SAN BERNARDINO VALLEY COLLEGE	FP Monitor, Ultrasharp	8/1/2007	\$200.00	\$0.00

Non-Fixed Asset Surplus List

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July 11, 2013

Panasonic TV	1 ea.
Dell Optiplex 755 Computer	3 ea.
HP Scanjet 5300C Scanners	2 ea.
Digicon 16 Switch	1 ea.
Dell Monitor	1 ea.
Dell - Mice - lot a	50 ea.
Dell - Keyboards - lot a	50 ea.
Dell - Speaker Bars - lot a	12 ea.
Dell Monitor stands	27 ea.
Miscellaneous Computer Memory	28 ea.
USB Mack drives	2 ea.
LPT Cables	14 ea.
Power cables	60 ea.
CD ROM Drive	1 ea.
IDE Cables	21 ea.
Phone cables	23 ea.
Floppy drives	3 ea.
Miscellaneous Computer Hard Drives	85 ea.
Network/USB Cards	65 ea.
Audio Cables	23 ea.
CDROM Cards	2 ea.
Tape backup	2 ea.
HP Toner	57 ea.
HP Transfer Kit	1 ea.
HP Fuser Kit	1 ea.
HP Drum Kit	1 ea.
Unisys Phone Cables	4 ea.
Centurian Guard	54 ea.
Dell Optiplex GX260 Computers	3 ea.
Dell Optiplex GX280 Computer	1 ea.
Dell Optiplex GX620 Computers	68 ea.
Sharp TV	2 ea.
3M-1700 Overhead Projector	1 ea.
3M-9100 Overhead Projector	3 ea.
Panasonic VCR a	1 ea.
Panasonic TV/Combo	1 ea.
Dell Optiplex GX620 Computers	13 ea.
Dell Latitude PP01L Laptop	1 ea.
Proscan TV	1 ea.
Dell - Keyboards - lot b	13 ea.
Dell - Mice - lot b	13 ea.

Non-Fixed Asset Surplus List

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July 11, 2013

Dell – Speaker bars - lot b	13 ea.
Dell – 1907FP Monitors	13 ea.
IBM Keyboards	2 ea.
Deskjet 890c Printer	1 ea.
NEC Multisync CRT	1 ea.
IBM E4N Computers	2 ea.
RCA TV/DVD Combo	1 ea.
Singer Projector	1 ea.
Sharp Projector	1 ea.
Memorex DVD Recorder	1 ea.
Panasonic VCR b	1 ea.
EIKI Projector	1 ea.
Odometer	5 ea.
Voltmeter	10 ea.
Neon Laser	10 ea.
Necleus Multichannel	1 ea.
CD 433	1 ea.
Laser	2 ea.
Canon Color Image	1 ea.
Canon copier	4 ea.
Corning hot plate	1 ea.
Barnstead Thermoline	1 ea.
Nyova Stirplate	7 ea.
Oscilloscope	5 ea.
Ratemeter	1 ea.
Linear Printer	1 ea.
Strip Recorder	1 ea.
Radiometer	1 ea.
Pulse hieght analyzer	2 ea.
Digital Photometer	1 ea.
Telescope	1 ea.
Transformer	1 ea.
Universal counter	1 ea.
Digital display timer	5 ea.
Dry mount press	1 ea.
Sharp television	1 ea.
APPLE PERSONAL LASER WRITER	1 ea.
AKAI DR40	1 ea.
ALESIS MIDIVERB 2	1 ea.
AMPLIFIER	1 ea.
Apple Emac	1 ea.

Non-Fixed Asset Surplus List

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July 11, 2013

APPLY G-3 DESKTOP	1 ea.
ASUS 52XMAX	1 ea.
ATEC	1 ea.
BOSTON DIGITAL TH.	1 ea.
BOX OF REMOTES	1 ea.
BROTHER FAX PHONE 190	1 ea.
BROTHER INTELIFAX 1270E	1 ea.
BROTHER INTELIFAX 4100	1 ea.
BROTHER INTELIFAX 770	1 ea.
BROTHER SX4000 TYPEWRITER	1 ea.
CANON PC 735 COPIER	1 ea.
CANON PIXMA	1 ea.
catalyst 2950	1 ea.
catalyst 3500	1 ea.
CATALYST 1900	1 ea.
Dell 24" LCD	1 ea.
DELL LATITUDE COLOR PRINTER	1 ea.
Dell LTO	1 ea.
Dell Optiplex GX 273	1 ea.
DELL POWEREDGE	1 ea.
DELL PP01L	1 ea.
DELL PPL	1 ea.
EPSON 3120 photo scanner	1 ea.
Epson Printer	1 ea.
EPSON STYLUS 800 COLOR	1 ea.
EPSON STYLUS C88+PO1	1 ea.
FISHER QUALIZER	1 ea.
Gateway FPD1730	1 ea.
HP color copier 291	1 ea.
HP DESK JET 932 C	1 ea.
HP DESK JET12Z0 C	1 ea.
HP DESKJET 6127 PRINTER	1 ea.
HP DESKJET 890 C	1 ea.
HP FAX MACHINE 1240	1 ea.
HP LASER JET 1100 PRINTER	1 ea.
HP Laser Jet 2430	1 ea.
HP LASER JET 4515	1 ea.
HP LASER JET 4550 N	1 ea.
HP LASER JET 4600 NPRINTER	1 ea.
HP LASER JET 8150 N	1 ea.
HP PHOTOSMART	1 ea.
JVC POWER ADAPTER	1 ea.

Non-Fixed Asset Surplus List

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July 11, 2013

LENOVO TOWER	1 ea.
LEXMARK Z32 PRINTER	1 ea.
NETWORK CABINET	1 ea.
NIKON 601 SCAN LSDOF	1 ea.
OVER HEAD PROJECTOR	1 ea.
Panasonic TV VCR	1 ea.
PROJECTOR	1 ea.
RECORD PLAYER	1 ea.
SHARP AR 151 COPIER	1 ea.
SHARP FAX PHONE	1 ea.
Smart Ups 1000	1 ea.
SONY LINK DVD	1 ea.
SONY PRECISION	1 ea.
SONY PRECISION	1 ea.
SONY VHS REC.	1 ea.
Toshiba Laptop	1 ea.
WALL HEATER	1 ea.
JVC DVD	10 ea.
APPLE LAPTOP	11 ea.
Dell GX 270	11 ea.
Dell optiplex Gx150	12 ea.
Gateway Screen	12 ea.
Dell Optiplex 150	18 ea.
Dell 17" CRT	18 ea.
APPLE Computer	2 ea.
APPLE G3 DESKTOP	2 ea.
APPLE SCREEN	2 ea.
catalyst 3500 seriesXL	2 ea.
catalyst 500	2 ea.
DELL DOCKING STATION	2 ea.
Dell Optiplex GX 274	2 ea.
Dell Optiplex GX 271	2 ea.
Dell Optiplex GX 272	2 ea.
EPSON PHOTO 200P	2 ea.
Gateway CPU	2 ea.
Gateway Tower	2 ea.
HP BUSINESS INKJET	2 ea.
HP DESKJET 1220 C	2 ea.
HP DESKJET 3420 PRINTER	2 ea.
HP LASER JET 4 PRINTER	2 ea.
HP LASER JET 4000 TN COPIER	2 ea.
HP LASER JET 4050 N PRINTER	2 ea.

Non-Fixed Asset Surplus List

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July 11, 2013

HP LASER JET FAX/COPIER	2 ea.
IBOOK	2 ea.
Merlin Green Pulser ES4	2 ea.
PANASONIC TV	2 ea.
PAPER SHREDDER	2 ea.
PRO VIDEO TV	2 ea.
UMAX ASTRA 122205	2 ea.
XEROX PHASER 8400	2 ea.
APPLE PERSONAL LASER WRITER	3 ea.
Apple Tower	3 ea.
HP DESKJET 6122 PRINTER	3 ea.
HP LASER JET 5 PRINTER	3 ea.
HP OFFICEJET	3 ea.
JVC VCR	3 ea.
PANASONIC VHS	3 ea.
PANASONIC FAX PHONE	3 ea.
POWEBOOK G4	3 ea.
TOSHIBA VCR TOSHIBA DVD	3 ea.
Dell optiplex 745	36 ea.
DELL OptiPlex 260	38 ea.
ALTEC SUBWOOFER	4 ea.
Dell GX 240	4 ea.
DELL LAPTOP	4 ea.
DELL OPTIPLEX GX 520	4 ea.
FI512OC Scanner	4 ea.
PANASONIC VCR	4 ea.
TECH MEDIA	4 ea.
Gateway Computer	41 ea.
Gateway 17" LCD	41 ea.
Gateway E4300	49 ea.
EPSON STYLUS 740 CD102	5 ea.
Gateway E2600	5 ea.
GATEWAY MONITOR	5 ea.
HP DESKJET	5 ea.
HP OFFICEJET AIO WIRELESS	5 ea.
Gateway Laptop	6 ea.
Gateway LCD Screen	6 ea.
HP LASER JET 1200	6 ea.
HP Pro Curve Switch	6 ea.
HP Scan Jet	6 ea.
Dell LCD Screen	8 ea.
HP Laser Jet	8 ea.

Non-Fixed Asset Surplus List

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July 11, 2013

HP LASER JET 2100TN	8 ea.
Dell 17" LCD	97 ea.
ALTEC SUBWOOFER	3 ea.
8 BMS SECURITY MOUNTS	1 ea.
2 BOXES CABLES	1 ea.
3' POLE EXT MOUNT	1 ea.
4' POLE EXT MOUNT	1 ea.
6' POLE EXT- MOUNT	1 ea.
APC BACKUPS	1 ea.
BOX COMPUTER PARTS	1 ea.
BOX EXT. CORDS	1 ea.
BOX KEYBOARDS WIRELESS	1 ea.
BOX OF REMOTE CONTROLS	1 ea.
BOX WIRE MISC	1 ea.
BUHL MOBILE MULTI PLEXER	1 ea.
CAMERA CASE PANASONIC EMPTY	1 ea.
CANON AP 200	1 ea.
COMP VGA	1 ea.
COPY MACHINE THERMO FAX	1 ea.
EK-3885B OH PRO	1 ea.
HP PRINTER	1 ea.
HP SCANNER JET 5300C	1 ea.
IBM TYPEWRITER	1 ea.
PRINTER/DESKTOP	1 ea.
RELOCATABLE POWER TAP	1 ea.
SCANNER	1 ea.
SONY MONITOR	1 ea.
GW POWER CORDS	2 ea.
KODAC EKTA GRAPHIC 3	2 ea.
DELL MONITOR	26 ea.
SPEAKERS	29 ea.
GW MONITOR	34 ea.
KEYBOARDS	4 ea.
MOUSE	45 ea.
REMOVABLE FLOPPY	45 ea.
POWER STRIPS	48 ea.
BRETFORD CARTS	6 ea.
onkyo amplifier	1 ea.
EIKI cassette tape recorder	1 ea.
sharp auto stop	1 ea.
marantz casset deck	1 ea.
GATEWAY MONITOR	1 ea.

Non-Fixed Asset Surplus List

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July 11, 2013

PANASONIC CAMERA	1 ea.
HOOD CAMERA	1 ea.
BOX OF SCRAP METAL	1 ea.
MAP CASE	1 ea.
TRANSMITER	1 ea.
OLD DOC CAM	1 ea.
REGISTER STANDS	1 ea.
TOSHIBA DVD/VCR	1 ea.
Dell screens	10 ea.
JVC TV	2 ea.
SONY TV MONITOR	2 ea.
V Brick Seriel	6 ea.
CAROUSEL PROJ KODAK	6 ea.
Couches	2 ea.
Lobby chairs plush	6 ea.
TVs	6 ea.
Pallet Miscellaneous AV parts	2 ea.
Cribs	2 ea.
Plastic pool	1 ea.
File cabinets vertical	4 ea.
File cabinets horizontal	2 ea.
6 office chairs	6 ea.
Curved kiddie tables	7 ea.
Plastic chairs	70 ea.
Rolling carts	5 ea.
Printers	5 ea.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: July 11, 2013
SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

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

OVERVIEW

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

DISTRICT

EMPLOYEE: Matthew Isaac
MEMBERSHIP: California Association for Local Economic Development
AMOUNT: \$80.00 annually
Resources for economic development training programs.

Funding source is Community Services program funds.

SBVC

EMPLOYEES: Abe Fulgham, Ronald Gordin, and Cesar Rojas
MEMBERSHIP: Pesticide Applicators Professional Association
AMOUNT: \$45.00 each
ITEM: The State of California requires all individuals who handle pesticides to be certified to ensure that pesticides are used properly, all applicable regulations are adhered to and all required reports are submitted. The state requires the individual to be certified, not the institution.

Funding source is the Grounds general fund.

EMPLOYEES: Ronald Gordin and Cesar Rojas
MEMBERSHIP: Department of Pesticide Regulation
AMOUNT: \$60.00 each
ITEM: Membership required for being in compliance with state regulations for pesticide applications.

Funding source is the Grounds general fund.

EMPLOYEE: Jimmy King
MEMBERSHIP: Refrigeration Service Engineer's Society (RSES)
AMOUNT: \$108.50
ITEM: Membership required for remaining current in Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R) training.

Funding source is the Maintenance general fund.

EMPLOYEE: Kevin Grishow
MEMBERSHIP: State Electrical Certification
AMOUNT: \$300.00
ITEM: Membership for the State Electrical Certification will allow for a higher understanding of safety and trade standards. This item was previously

approved at the May 9, 2013 board meeting. Item is being amended to reflect an increase in the cost from \$200 to \$300.

Funding source is the Maintenance general fund.

CHC

EMPLOYEE: Michelle Riggs
MEMBERSHIP: Council for Resource Development
AMOUNT: \$150.00

The Council for Resource Development (CRD) is the only professional organization concerned exclusively with fundraising for community colleges. Through education, advocacy and mentoring, CRD supports professionals and leaders engaged in community college resource development.

Funding source is the Resource Development and Grants general fund account.

EMPLOYEE: Karen Childers
MEMBERSHIP: Grant Professionals Association
AMOUNT: \$199.00

This membership will provide training in grant writing and management as well as significant discounts on webinars and conference fees.

Funding source is the Resource Development and Grants general fund account.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Steven Sutorus, Business Manager
DATE: July 11, 2013
SUBJECT: Consideration to Adopt Resolutions and Signature Authorizations for State of California

RECOMMENDATION

It is recommended that the Board of Trustees Adopt Resolutions and Signature Authorizations.

OVERVIEW

The State of California and its various departments all require Board action authorizing Steven J. Sutorus, Business Manager; Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services; or Bruce Baron, Chancellor to sign their agreements, requests for reimbursement and all amendments.

ANALYSIS

This is official notification by the Board of Trustees to the State of California and their various departments as to who may sign grant required documents.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

This enables the District to take advantage of grant funding to support program operations.

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the State of California Employment Development Department for the purpose of contracts for Educational Programs and/or Services **and to authorize the designated personnel to sign all contract documents for Fiscal Year 2013/2014.**

BE IT RESOLVED that the Governing Board of **San Bernardino Community College District** authorizes entering into local agreement and any other contracts that the persons who are listed below, are authorized to sign the transaction for the Governing Board.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Timothy Oliver</u>	<u>Interim Vice Chancellor, Fiscal Svcs</u>	_____
<u>Steven Sutorus</u>	<u>Business Manager</u>	_____
<u>Bruce Baron</u>	<u>Chancellor</u>	_____

PASSED AND ADOPTED THIS 11th day of July, 2013, by the Governing Board of **San Bernardino Community College District** of **San Bernardino** County, California.

I, **Donna Ferracone**, Clerk of the Governing Board of **San Bernardino Community College District**, of **San Bernardino**, County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a **regular** meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

(Clerk's signature)

(Date)

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of Child Development Programs **and to authorize the designated personnel to sign all contract documents for Fiscal Year 2013/2014.**

BE IT RESOLVED that the Governing Board of San Bernardino Community College District authorizes entering into local agreement numbers CCTR, CSPP, CIMS, CMSC, CCAP and any other contracts and that the persons who are listed below, are authorized to sign the transaction for the Governing Board.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Timothy Oliver</u>	<u>Interim Vice Chancellor, Fiscal Svcs</u>	_____
<u>Steven Sutorus</u>	<u>Business Manager</u>	_____
<u>Bruce Baron</u>	<u>Chancellor</u>	_____

PASSED AND ADOPTED THIS 11th day of July, 2013, by the Governing Board of San Bernardino Community College District of San Bernardino County, California.

I, Donna Ferracone, Clerk of the Governing Board of San Bernardino Community College District, of San Bernardino, County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

(Clerk's signature)

(Date)

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Rehabilitation for the purpose of contracts for Educational Programs and/or Services **and to authorize the designated personnel to sign all contract documents for Fiscal Year 2013/2014.**

BE IT RESOLVED that the Governing Board of **San Bernardino Community College District** authorizes entering into local agreements and any other contracts and that the persons who are listed below, are authorized to sign the transaction for the Governing Board.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Timothy Oliver</u>	<u>Interim Vice Chancellor, Fiscal Svcs</u>	_____
<u>Steven Sutorus</u>	<u>Business Manager</u>	_____
<u>Bruce Baron</u>	<u>Chancellor</u>	_____

PASSED AND ADOPTED THIS 11th day of July, 2013, by the Governing Board of **San Bernardino Community College District** of **San Bernardino** County, California.

I, **Donna Ferracone**, Clerk of the Governing Board of **San Bernardino Community College District**, of **San Bernardino**, County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a **regular** meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

(Clerk's signature)

(Date)

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Social Services for the purpose of contracts for Educational Programs and/or Services **and to authorize the designated personnel to sign all contract documents for Fiscal Year 2013/2014.**

BE IT RESOLVED that the Governing Board of **San Bernardino Community College District** authorizes entering into local agreement and any other contracts that the persons who are listed below, are authorized to sign the transaction for the Governing Board.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Timothy Oliver</u>	<u>Interim Vice Chancellor, Fiscal Srvs</u>	_____
<u>Steven Sutorus</u>	<u>Business Manager</u>	_____
<u>Bruce Baron</u>	<u>Chancellor</u>	_____

PASSED AND ADOPTED THIS 11th day of July, 2013, by the Governing Board of **San Bernardino Community College District** of **San Bernardino** County, California.

I, **Donna Ferracone**, Clerk of the Governing Board of **San Bernardino Community College District**, of **San Bernardino**, County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a **regular** meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

(Clerk's signature)

(Date)

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Corrections and Rehabilitation for the purpose of contracts for Educational Programs and/or Services **and to authorize the designated personnel to sign all contract documents for Fiscal Year 2013/2014.**

BE IT RESOLVED that the Governing Board of **San Bernardino Community College District** authorizes entering into local agreement and any other contracts that the persons who are listed below, are authorized to sign the transaction for the Governing Board.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Timothy Oliver</u>	<u>Interim Vice Chancellor, Fiscal Srvs</u>	_____
<u>Steven Sutorus</u>	<u>Business Manager</u>	_____
<u>Bruce Baron</u>	<u>Chancellor</u>	_____

PASSED AND ADOPTED THIS 11th day of July, 2013, by the Governing Board of **San Bernardino Community College District** of **San Bernardino** County, California.

I, **Donna Ferracone**, Clerk of the Governing Board of **San Bernardino Community College District**, of **San Bernardino**, County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a **regular** meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

(Clerk's signature)

(Date)

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the State of California and its various departments for the purpose of contracts for Educational Programs and/or Services **and to authorize the designated personnel to sign all contract documents for Fiscal Year 2013/2014.**

BE IT RESOLVED that the Governing Board of **San Bernardino Community College District** authorizes entering into local agreement and any other contracts that the persons who are listed below, are authorized to sign the transaction for the Governing Board.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Timothy Oliver</u>	<u>Interim Vice Chancellor, Fiscal Srvs</u>	_____
<u>Steven Sutorus</u>	<u>Business Manager</u>	_____
<u>Bruce Baron</u>	<u>Chancellor</u>	_____

PASSED AND ADOPTED THIS 11th day of July, 2013, by the Governing Board of **San Bernardino Community College District** of **San Bernardino** County, California.

I, **Donna Ferracone**, Clerk of the Governing Board of **San Bernardino Community College District**, of **San Bernardino**, County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a **regular** meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

(Clerk's signature)

(Date)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
DATE: July 11, 2013
SUBJECT: Consideration of Approval to Appoint Staff Member to Serve on
RDA Successor Agency Oversight Board for the
Inland Valley Development Agency

RECOMMENDATION

It is recommended that the Board of Trustees appoint Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services, to serve on the RDA Successor Agency Oversight Board for the Inland Valley Development Agency.

OVERVIEW

An appointment is needed to replace Charlie Ng as representative for the District on this board.

ANALYSIS

Once approved, this appointment will be forwarded to the State Chancellor's office for authorization.

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 board item will not impact the 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: July 11, 2013

SUBJECT: Consideration of Acceptance of Classified Employee Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Jacqueline Buus, Executive Assistant to the Chancellor, Confidential, District.

OVERVIEW

Jacqueline Buus, Executive Assistant to the Chancellor, has submitted her letter of intent to retire effective September 1, 2013, after 34 years of service to the District.

ANALYSIS

The Human Resources Department has provided the 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: July 11, 2013

SUBJECT: Consideration of Acceptance of Management Employee Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Angie Ontiveros, Payroll Supervisor, District.

OVERVIEW

Angie Ontiveros, Payroll Supervisor, submitted her letter of retirement effective July 1, 2013, after 27 years of service to the District.

ANALYSIS

The Human Resources Department provided the 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: July 11, 2013

SUBJECT: **Presentation of the San Bernardino Community College District California School Employees Association Initial Proposal to the District for Negotiation of the CSEA Chapter #291 District Collective Bargaining Successor Agreement for the Period July 1, 2013 through June 30, 2016, Submitted for Official Receipt and Public Hearing**

RECOMMENDATION

It is recommended that:

1. The attached initial proposal from the San Bernardino Community College District California School Employees Association for negotiation of the SBCCD CSEA Chapter #291 – District Collective Bargaining Agreement for the period July 1, 2013 through June 30, 2016 be acknowledged for official receipt by the District, and presented for public hearing pursuant to the provisions of State Government Code 3547.
2. The President of the Board of Trustees open the hearing for public comments, and following any comments from the public, the President of the Board of Trustees shall close the hearing.

OVERVIEW

SBCCD CSEA Chapter #291, has submitted an initial proposal to the District for negotiation of the provisions of the SBCCD CSEA Chapter #291 – District Collective Bargaining Agreement. The current bargaining agreement expires on June 30, 2013.

ANALYSIS

The SBCCD CSEA Chapter #291 proposal for negotiation of the successor SBCCD CSEA Chapter #291 – District Collective Bargaining Agreement for the period July 1, 2013 through June 30, 2016 is attached.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Financial implications are contingent upon the results of negotiations.



CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER #291

INITIAL PROPOSAL SUCCESSOR AGREEMENT EFFECTIVE JULY 1, 2013

CSEA presents the following initial proposals to the San Bernardino Community College District (District). For those Articles not specifically listed, CSEA is proposing no change or status quo of existing contract language. CSEA reserves the right to modify its proposals during the negotiations process.

ARTICLE 1: RECOGNITION

- 1.2 Modify language to require Association approval to contract out work

ARTICLE 3: NO DISCRIMINATION

- 3.1 *Modify language to correct typo*

ARTICLE 5: RIGHTS OF ASSOCIATION & MEMBERS

- 5.2.3 Modify language regarding use of District facilities
- 5.2.4 Modify language regarding release time
- 5.2.4.2 Modify language regarding release time
- 5.2.10 Modify language regarding release time

ARTICLE 6: HOURS OF WORK & OVERTIME

- 6.7.3 Modify language to conform with Fair Labor Standards Act
- 6.8 Modify language to allow unit members to use comp time within 12 calendar months from time earned

ARTICLE 7: PAY AND ALLOWANCES

- 7.1 Enhance classified salary schedule
- 7.2 Add new subsection addressing early morning shifts
- 7.3.2 Discuss methods of assessment
- 7.3.3 Discuss methods of assessment
- 7.8 Move to Article 8
- 7.9 Move to Article 8
- 7.12 Move to Article 8
- 7.20 Remove reference to consultation without compensation

ARTICLE 8: EMPLOYEE EXPENSES AND MATERIALS

- New Add new section regarding payroll deductions for parking fees

ARTICLE 9: LAYOFF AND REEMPLOYMENT

- 9.1 Change language from 45 to 60 days

ARTICLE 11: LONG SERVICE RECOGNITION

- Enhance longevity stipends
- 11.3 Strike subsection

ARTICLE 12: HOLIDAYS

12.1 Clarify birthday holiday to be utilized during calendar year

ARTICLE 13: EVALUATION PROCEDURE

New Add subsection to remove evaluations from personnel file after four years if member desires

Article 14: LEAVES

14.4.10 Update language incorporate agreement signed by CSEA and District in Sept. 2011

ARTICLE 15: VACANCIES, TRANSFERS, VOLUNTARY DEMOTIONS, IN HOUSE OR PROMOTIONAL ONLY RECRUITMENTS

15.3.2 Modify language to include justification for denial of transfer and that such denial shall not be arbitrary and capricious

ARTICLE 16: PERSONNEL

16.2.1 Update language as agreed to by the parties in September, 2011

ARTICLE 17: DISCIPLINE

Negotiate a fair and equitable discipline article that includes progressive discipline

ARTICLE 18: GRIEVANCE PROCEDURE

18.12 Modify language that if time limits are not followed the grievance shall be upheld and remedy granted

ARTICLE 19: VACATIONS

19.4 Strike last sentence

19.6 Strike subsection

ARTICLE 20: HEALTH SERVICE, CONTINUATION AFTER RETIREMENT

20.1 Add to end of sentence following "until age 65": or become eligible for Medicare

20.3.1 Add to end of sentence: or the State Teachers Retirement System

ARTICLE 23: SAFETY

23.1 Add language to include notification to Chapter of hazards to members reported through online anonymous reporting system

ARTICLE 24: COMPLETION OF MEET AND NEGOTIATION

24.1 Update dates as agreed to during negotiations

APPENDICES:

Appendix A Update positions

Appendix B Make corrections to Evaluation Form

Appendix C Update positions

Appendix L Update holidays

OTHER:

Negotiate reimbursement of rebate of ASH premium

Negotiate language for dual pay for classified staff employed as adjunct faculty in this district

Negotiate language to grant enhanced pay to classified staff for educational attainment or vocational certifications

Add language that formalizes process for negotiation of job descriptions

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: July 11, 2013

SUBJECT: **Presentation of the San Bernardino Community College District Initial Proposal to the San Bernardino Community College District CSEA Chapter #291 for Negotiation of the CSEA Chapter #291 District Collective Bargaining Successor Agreement for the Period July 1, 2013 through June 30, 2016 Submitted for Official Receipt and Public Hearing**

RECOMMENDATION

It is recommended that:

1. The attached initial proposal from the San Bernardino Community College District for negotiation of the SBCCD CSEA Chapter #291 – District Collective Bargaining Agreement for the period July 1, 2013 through June 30, 2016 be acknowledged for official receipt by the District, and presented for public hearing pursuant to the provisions of State Government Code 3547.
2. The President of the Board of Trustees open the hearing for public comments, and following any comments from the public, the President of the Board of Trustees shall close the hearing.

OVERVIEW

The District has submitted an initial proposal for negotiations with the San Bernardino Community College District CSEA Chapter #291, pursuant to the provisions of the existing provisions of the SBCCD CSEA Chapter #291 –District Collective Bargaining Agreement. The current bargaining agreement expires on June 30, 2013.

ANALYSIS

The District's proposal for negotiation of the successor SBCCD CSEA Chapter #291 – District Collective Bargaining Agreement for the period July 1, 2013 through June 30, 2016 is attached.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Financial implications are contingent upon the results of negotiations.



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
INITIAL PROPOSAL
SUCCESSOR AGREEMENT EFFECTIVE JULY 1, 2013**

The current collective bargaining agreement between the San Bernardino Community College District and the California Schools Employee Association – CSEA Chapter #291 will expire on June 30, 2013. The District is committed to bargaining in good faith and to enable employees to better serve the greater learning community of the San Bernardino Community College District. The District proposes to negotiate with respect to the following articles and appendices.

PREAMBLE

Remove language.

Article 2: Management Rights

2.2 Add language for consistency.

Article 4: Dues and Organizational Security

4.1 Modify language.

4.2.4 Modify language in reference to social security number.

Article 5: Rights of Association and Members

5.2.2. Clarify language.

5.2.4 Modify and replace with Ed Code 88210 language.

5.2.5 Replace printed copy language with web access language.

5.2.7 Modify printed copy language with web access language.

5.2.8 Modify language.

5.2.10 Adjust language in accordance with legal requirement.

Article 6: Hours of Work and Overtime

6.1 Replace language with appropriate days.

6.2 Replace language with alternative notice.

6.3 Replace (c) with appropriate language.

6.7 Modify language from determination by unit member to determination by District.

6.7.3 Remove language unit members shall not be paid for unauthorized overtime.

6.8.3 Add language/section to all comp time earned must be taken prior to June 30 of the fiscal year in which it was earned.

6.9 Move to Section 6.7.3.

Article 7: Pay and Allowances

- 7.1 Modify language.
- 7.2.1 Remove language.
- 7.2.2 Remove ending phrase.
- 7.2.3 Remove ending phrase.
- 7.2.4 Remove ending phrase.
- 7.2.5 Remove ending phrase.
- 7.2.6 Remove ending phrase.
- 7.3 Modify existing language in reference to procedure versus contract.
- 7.9 Delete language in reference to food allowance.
- 7.11 Modify language and add Ed Code reference.
- 7.17 Delete.
- 7.18 Change language in reference to dollar amount.
- 7.19 Delete. Address through board policy.

Article 8: Employee Expenses and Materials

- 8.1 Change language.

Article 9: Layoff and Reemployment

- 9.1 Change language in reference to number of days.
- 9.3 Change language in reference to seniority.
- 9.6 Change language in reference to seniority.
- 9.9 Change language in reference to seniority.
- 9.10 Modify language.
- 9.11 Add new language.

Article 10: Health and Welfare Benefits

- 10.1 Add new language.
- 10.4 Modify language regarding minimum contribution.

Article 12: Holidays

- 12.1 Modify birthday holiday language.
- 12.5 Modify language in accordance with Ed Code Section 88203.

Article 13: Evaluation Procedure

- 13.2 Modify language.
- 13.3 Modify language in reference to probationary period.

Article 14: Leaves

- 14.1 Insert new language in reference to leave requests.
- 14.4.6 Insert new language in reference to right of District to require medical certification.
- 14.4.9 Delete.
- 14.4.10 Delete existing language. Build in 100-day language.
- 14.4.11 Modify language in reference to extended day scheduling.
- 14.4.13 Change language to defined periods of time.
- 14.4.15 Delete. Available online.

**Article 15: Vacancies, Transfers, Voluntary Demotions,
In House or Promotional Only Recruitments**

- 15.1 Modify language.
- 15.3.6 Modify language.

Article 17: Discipline

Remove. Address issue through board policy.

Article 19: Vacations

- 19.1.3 New language/section regarding maximum accrual.
- 19.5 Delete.
- 19.13 Insert language in reference to quarterly status. Available on web adviser.

Article 22: Effect of Agreement

- 22.2 New language/section.
- 22.3 New language/section.
- 22.4 New language/section.

OTHER

Negotiate seasonal worker language.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville
DATE: July 11, 2013
SUBJECT: Consideration of Approval of Bond Measure M Construction Change Orders and Contract Amendments

RECOMMENDATION

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

San Bernardino Valley College – Business Building						
	<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 #7	9,250,000.00	636,349.00	122,810.00	10,009,159.00	8.21%

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 \$122,810.00 which is 0.323% of the total Measure M construction contracts of \$38,018,127.45.

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 \$1,962,896.25. The new overall Measure M change order percentage is 5.16%. 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 2013-2014 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 \$ 122,810.00
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: Provision of panic hardware & gate revisions to basement well access gate assembly; security & access control revisions; provisions of AED defibrillators & required signage for Business Building; sales tax cost for computer furniture; provision of plumbing isolation valves due to utility conflict; provision of landscaping, irrigation and site improvements for scope of work between KVCR and Business Building; paint revisions to provide wainscot gloss finish at all exterior pedestrian pathways, walls, stairwells, ramps and balconies in lieu of flat paint finish.

Accountability

This Change was part of the original design scope: Campus change request for the following: revisions to security and access controls; AED defibrillators and required signage; landscaping, irrigation & site improvements for scope of work between KVCR and Business Building; paint revision to provide wainscot gloss finish at all exterior pedestrian pathways, wall, stairwells, ramps and balconies in lieu of flat paint finish; utility conflict for plumbing isolation valves.

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

Impact

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

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 \$ 636,349.00
Requested Change Order amount \$ 122,810.00

This request is a change order and results in a revised contract amount of \$ 10,009,159.00

This change order is subject to the 10% rule. It results in a 1.33% change to the contract
The cumulative amount of change orders for this contract equals 759,159.00
8.21% of the contract amount.

TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS 10,009,159.00

Signatures

Bond Program Manager: Diana Johnson Diana Johnson 6/24/13
(Signature) (Date)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

42-97-31-2520
Project Number

BBR-GC-CO7

CHANGE ORDER

Original Contract Amount:	\$9,250,000.00
Amount of Previous Contract Amendments:	\$0.00
• Amount of Previous Change Orders:	\$636,349.00

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>July 11, 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. 204

Contract Change Order No. BBR-GC-CO7: Item 1.1 - 1.8.

TOTAL COST of CONTRACT CHANGE ORDER BBR-GC-CO7:

\$122,810.00

Reason for Change:

- 3 Building Cost, District Added or Deleted/Reduced Scope
Refer to attached Change Order BBR-GC-CO7 summary dated 7/11/2013

Initiator of Change:


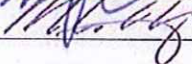
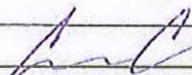
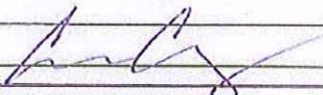
- 1 Project Coordination

The original Base Contract Sum was:	<u>\$9,250,000.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. BBR-GC-CO7 will be increased by:	<u>\$122,810.00</u>
The revised BASE Contract Sum:	<u>\$9,372,810.00</u>
Net change by previous authorized Change Order(s):	<u>\$636,349.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$10,009,159.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$10,009,159.00</u>
The contract TIME due to C.O. No. BBR-GC-CO7 will be unchanged by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore:	<u>18-Jun-13</u>
SBCCD Change Order No. <u>BBR-GC-CO7</u> Includes Item Number(s):	<u>1.1 - 1.8</u>

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

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

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

	Signature	Name (printed)	Date
Architect:		Michael Stephens, DLR Group WWCOT	6.20.13
Project Mgr.:		Michael Villegas, Kitchel/BRJ	6.20.13
District:		Timothy L. Oliver, Interim Vice Chancellor Fiscal Services	
Contractor:		Doug Wall, President - Doug Wall Construction, Inc. <small>Printed Name/Title</small>	6-20-13

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-CO7

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	Bulletin No. 05 - Provide panic hardware and gate revisions to basement well access gate assembly. PCO 80	G-1	100		\$9,767	\$9,767
Item 1.2	Bulletin No. 43 - Provide Campus requested security and access control revisions. PCO 83	H-4	100		\$13,641	\$13,641
Item 1.3	Provide Campus requested AED defibrillators and required signage for Business Building. PCO 88	H-4	100		\$2,091	\$2,091
Item 1.4	Bulletin No. 41 - Division of State Architect structural attachment detail revisions at basement mechanical screen wall. PCO 81	J-5	100		\$16,998	\$16,998
Item 1.6	Computer Furniture sales tax cost for Labs 1-6 at Business Building, per Computer Comforts MAC lab modular system. Sales tax cost previously not included in Change Order No. 06, Item 1.1. PCO 100	H-4	100		\$14,699	\$14,699
Item 1.6	Request for Information No. 04 - Provide plumbing isolation valves due to utility conflict. PCO 101	F-1	100		\$384	\$384
Item 1.7	Bulletin No. 49 - Provide landscaping, irrigation and site improvements for scope of work between KVCR and Business Building. PCO 102	H-4	100		\$55,800	\$55,800
Item 1.8	Architect Supplemental Instruction No. 13 - Campus requested paint revision to provide wainscot gloss finish at all exterior pedestrian pathways, walls, stairwells, ramps and balconies in lieu of flat paint finish. PCO 103	H-4	100		\$10,582	\$10,582
	Subtotal					\$122,810
	TOTAL CONTRACT CHANGE ORDER # BBR-GC-CO7					\$122,810

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville
DATE: July 11, 2013
SUBJECT: Consideration of Approval of Amendment 005 to the Steinberg Architects Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 005 to the Steinberg Architects contract in the amount of \$7,300.00.

OVERVIEW

On December 8, 2011, the Board of Trustees approved a contract with Steinberg Architects for architectural/engineering services for the Physical Education Complex project at Crafton Hills College. The project has been approved by Division of the State Architect (DSA) and is currently out to bid. Prior to DSA approval, review of the plans by the campus resulted in additional design considerations not included in the Architect's original scope. These items include a revised planting plan, relocated parking ticket machine, and additional exterior outlets.

ANALYSIS

The effect of this amendment will be an addition of \$7,300.00 to the Steinberg Architects contract, resulting in a revised contract amount of \$576,885.00. There is no increase in length of contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2013-14 Measure M budget.

Kitchell/BRj/Seville

11711 Sand Canyon Road, Yucaipa, CA 92399

Project Memo

Ph: 909.435.4159 - Fax: 909.794.8901

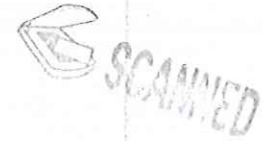
DATE: May 15, 2013

No 25- M CHC PE Complex

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

FROM:  Brooke Duncan
Project Manager
Kitchell/BRj/Seville

RE: Crafton Hills College (CHC)
PE Complex
Contract Amendment No. 5 to Steinberg Architects



SCOPE:

SBCCD approval of Steinberg Architects amendment for design changes to the back-check set of construction documents to the PE Complex.

NARRATIVE:

The design scope has been adjusted to reflect minor changes the Campus has requested to accommodate a final review and to ensure the documents reflect all the needs of the project:

1. Landscape design revisions to the planting and irrigation plan;
2. Move existing parking ticket dispenser with associated electrical and site work;
3. Added Electrical receptacles to the exterior of the building.

The architect has provided the changes to the back-check set of documents. Architectural services include landscape and electrical consultants.

RECOMMENDATION:

Kitchell/BRj/Seville recommends that SBCCD grant approval to issue the amendment in the total amount of \$7,300.00

Contract History:

Original contract \$428,165.00
Amendment sub-total #1-#4: \$141,420.00
Requested Amendment 5: \$7,300.00
Proposed new contract total: \$576,885.00

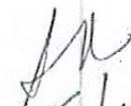
Budget Information:

Budget Version 4--4/30/2013

PE Complex:

Original Project Budget amount:	\$ 6,531,759.11
Spent to Date:	\$ 884,043.34
Project Current Estimate of Complete Costs:	\$ 6,531,759.11
Project Memo Forecast Cost:	\$ 7,300.00
Project Change Amount:	\$ 7,300.00

Budget Line Item: 42-37-32-1510-0000-6210.10-7100 - to Architectural Fees


5/14/13

cmg
5/17/13

I concur with this recommendation Diana Johnson 5/17/13
 I do not concur with this recommendation Diana Johnson, Program Manager, KBS

I concur with this recommendation Charlie Ng MS 5/21/13
 I do not concur with this recommendation Charlie Ng, Vice Chancellor, Fiscal Services

Attachments: Proposal

ARCHITECT CONTRACT AMENDMENT: 005

PROJECT: Crafton Hills College (CHC)
New P.E. Complex
11711 Sand Canyon Road, Yucaipa, CA 92399

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

TO: Steinberg Architects
523 West 6th Street, Ste 245
Los Angeles, CA 90014

Brief Description:

This contract amendment is for design changes to the back-check set of construction documents to the PE Complex.

Design Changes include:

1. Landscape design revisions to the planting and irrigation plan.
2. Move existing parking ticket dispenser with associated electrical site work.
3. Added electrical receptacles to exterior of building.

Costs:

\$7300 = Total of this requested Consultant Contract Amendment: 005

The original Contract Sum	\$428,165.00
Net change by previous Amendments	\$141,420.00
The Contract Sum prior to this Amendment	\$569,585.00
The Contract Sum will be increased by this Amendment	\$7,300.00
The new Contract Sum including this Amendment	\$576,885.00
The Contract Schedule as of this Amendment will be increased by:	0 calendar days

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes Steinberg Architects to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Steinberg Architects 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
Steinberg Architects

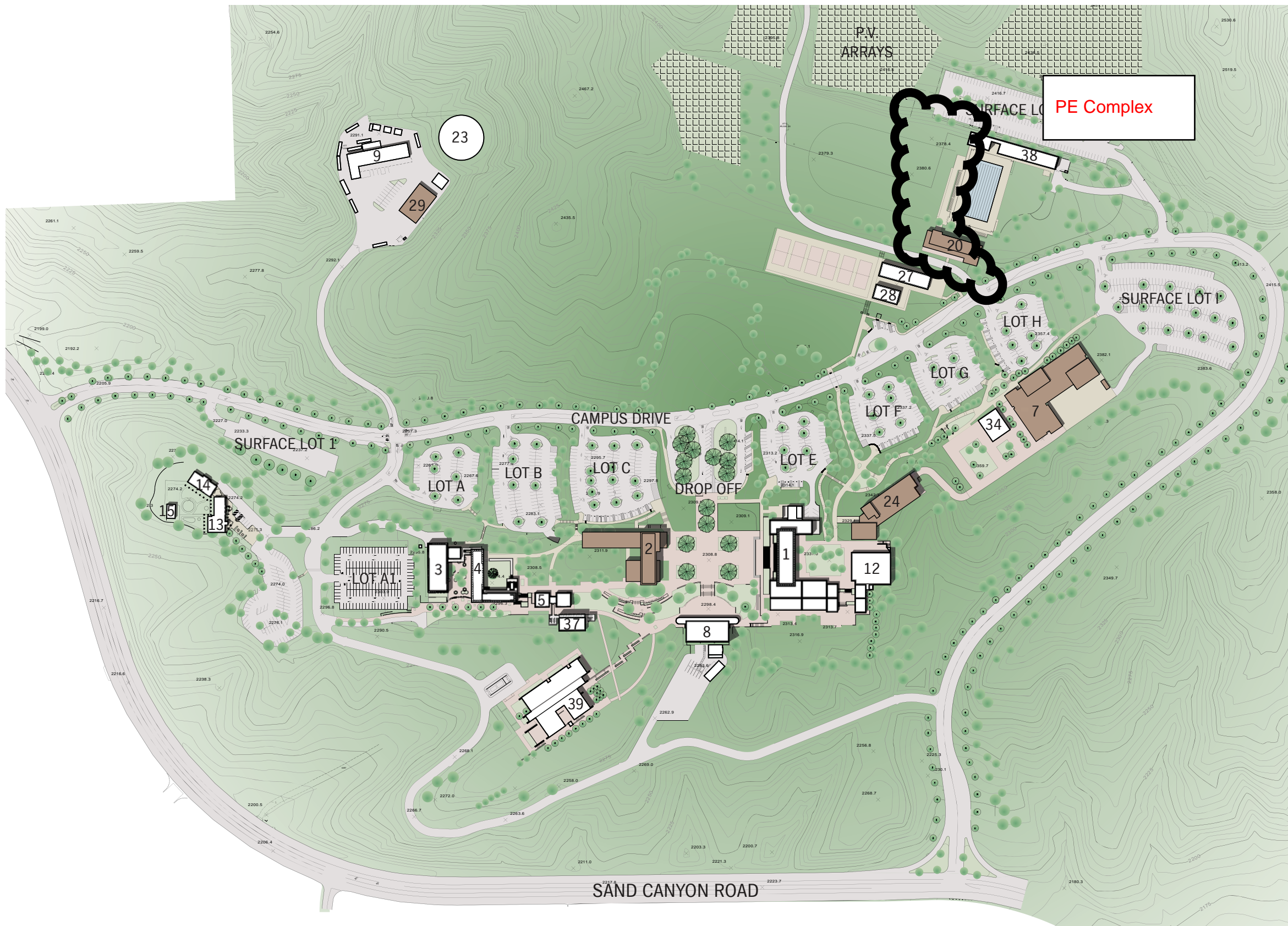
PROGRAM MANAGER
Kitchell/BRJ/Seville

OWNER
SBCCD

By: 
DATE: _____

By: 
DATE: 6/18/13

By: _____
DATE: _____

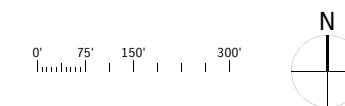


NO. BUILDING NAME

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

* BOLD INDICATES NEW BUILDING

MASTER PLAN - HORIZON 1



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Mike Strong, Vice President Administrative Services, CHC
DATE: July 11, 2013
SUBJECT: Consideration of Approval of Change Order 02 for
Couts Heating & Cooling, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve Change Order 02 to the Uniform Construction Cost Accounting Program contract with Coutts Heating and Cooling, Inc. in the amount of \$9,512.00.

OVERVIEW

This change order is required to provide additional engineering, drawings, and calculations to obtain Division of the State Architect (DSA) approval to install a 90 ton chiller in the LADM chiller room. Initially, the campus understood that DSA review would not be required. However, after the project was underway, DSA required a full submittal package. This change order authorizes the contractor to provide the necessary documents and submit to DSA for approval.

ANALYSIS

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

<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
02	\$99,805.00	(\$4,073.00)	\$9,512.00	\$105,244.00	5.44

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the Measure M budget.

CHC Chiller Relo
Project Number

CO #02
CHC Chiller Relo

CHANGE ORDER

Original Contract Amount: \$99,805.00
Amount of Previous Contract Amendments: \$0.00
Amount of Previous Change Orders: (\$4,073.00)

School Name:	<u>Crafton Hills College</u>	Date:	<u>March 19, 2013</u>
Project Description:	<u>CHC 90 Ton Chiller Relocation Project</u>	Contract No.:	<u>PO#132850</u>
To (Contractor):	<u>Couts Heating and Cooling Inc.</u>	Attn:	<u>Bill Thomas</u>

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

Item No.: Refer to attachments Reference RFP No.: Refer to attachments
Description of Work: _____

This change order is for the engineering costs to procure DSA compliant drawings for review and approval.

Contract Change Order No. 2

TOTAL COST of CONTRACT CHANGE ORDER No. 2: \$9,512.00

Reason for Change:
1 DSA revision to project submission requirements
2
4
5

Initiator of Change:
1 DSA

The original Base Contract Sum was:	<u>\$99,805.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. 2 will be increased by:	<u>\$9,512.00</u>
The revised BASE Contract Sum:	<u>\$109,317.00</u>
Net change by previous authorized Change Order(s):	<u>-\$4,073.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$105,244.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$105,244.00</u>
The contract TIME due to C.O. No. CHC Chiller Relo will be unchanged by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>27-Feb-13</u>
SBCCD Change Order No. <u>02</u> includes Item Number(s):	<u>2.1</u>

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

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

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

Signature	Name (printed)	Date
<u>[Signature]</u>	<u>David Ringer</u>	<u>3/28/13</u>
CONTRACTOR:	<u>COUTS HEATING & COOLING, INC</u>	
Signature	Name (printed)	Date
<u>[Signature]</u>	<u>Mike Strong, CHC Vice President Administrative Serv.</u>	<u>3/20/13</u>
CONSTR. MGR.:		
District:	<u>Mr. Charlie Ng, Vice Chancellor Fiscal Services</u>	
Contractor:	<u>Couts Heating and Cooling, Inc.</u>	
	<u>Printed Name/Title</u>	

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

CHANGE ORDER NO. 2

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 2.1	Engineering costs to procure DSA compliant drawings for review and approval.					
		D	100	\$9,512	\$0	\$9,512
Subtotal						\$9,512
TOTAL CONTRACT CHANGE ORDER # CHC Chiller Relo						\$9,512

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
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- 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: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Program Manager, Kitchell/BRj/Seville
DATE: July 11, 2013
SUBJECT: Consideration of Approval to Award Bid and Contract to Woodcliff Corporation

RECOMMENDATION

It is recommended that the Board of Trustees award bid and contract to Woodcliff Corporation for the Auditorium Renovation project at San Bernardino Valley College in the amount of \$6,800,000.00.

OVERVIEW

This project renovates the existing Auditorium Building, including providing new restrooms, upgrades to the green room/classroom, dressing rooms, workshop, storage and the Black Box Studio Theatre. Upgrades to the mechanical system will include connection to the new central plant, and the building will be protected with a new automatic fire sprinkler system. The building will be brought into compliance with ADA and receive upgrades to theatre lighting, acoustic, audio visual and rigging. These improvements will allow for productions of a larger scale.

ANALYSIS

A public bid opening was conducted on June 10, 2013 and the District received eight bids. An analysis of the bids indicates that Woodcliff Corporation is the lowest, most responsive bidder. The low bid was based on the contractor's total bid, including the allowance and Alternates 1-3. The award amount of \$6,800,000.00 reflects Woodcliff's base bid, including the allowance and Alternate 1.

	<u>Base Bid</u>	<u>Allowance</u>	<u>Alternate #1</u>	<u>Alternate #2</u>	<u>Alternate #3</u>	<u>Total Bid</u>
Woodcliff Corp	\$6,300,000	\$200,000	\$300,000	(\$55,000)	(\$105,000)	\$6,640,000
The Sun Group	\$6,716,000	\$200,000	\$273,000	(\$90,000)	(\$140,000)	\$6,959,000
T.B. Penick & Sons*	\$7,400,000	\$200,000	\$273,066	\$56,734	\$72,540	\$7,802,339

**Math calculation error for total bid.*

BOARD IMPERATIVE

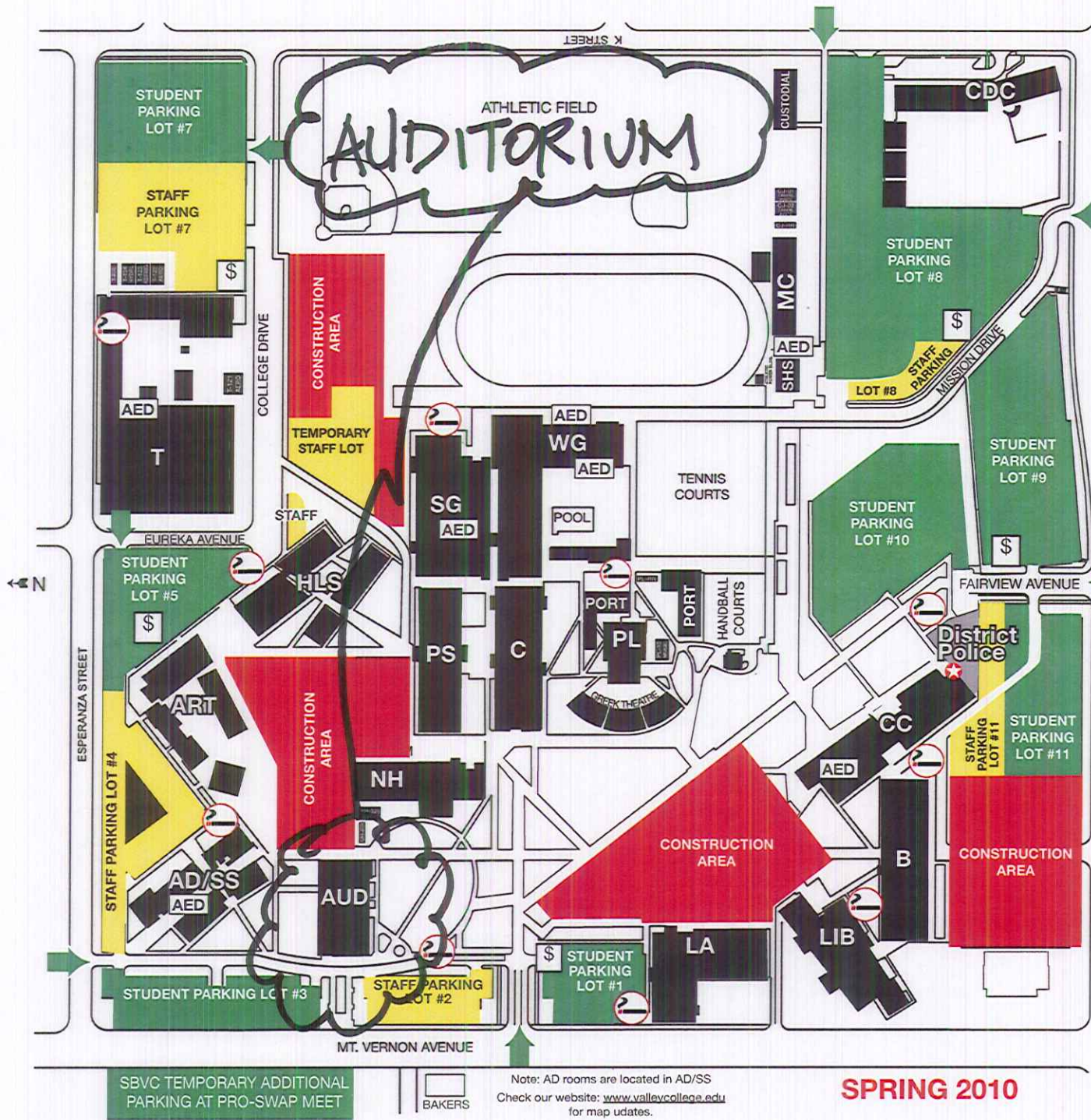
III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2012-13 budget for Measure M.

San Bernardino Valley College

701 South Mount Vernon Avenue
San Bernardino, CA 92410
(909) 384-4400



- INDICATES CONSTRUCTION AREAS
- ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES
- AED AUTOMATED EXTERNAL DEFIBRILLATOR
- \$ INDICATES PARKING PERMIT DISPENSER
- 2 INDICATES APPROVED SMOKING AREAS (10)
This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

TECHNICAL CENTER M&O
 DISTRICT POLICE
 Campus Center Rm. 100
 (909) 384-4491
 Parking permits are required to park in all parking lots and on all college streets.
 Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit.

Building Symbols

AD/SS	Administration/ Student Services
ART	Art Center
AUD	Auditorium
B	Business Building
C	Chemistry Building
CC	Campus Center
CDC	Child Development Center
HLS	Health & Life Science Building
LA	Liberal Arts Building
LIB	Library
MC	Middle College
NH	North Hall Building
PL	Planetarium
PORT	Portables
PS	Physical Science Building
SG	Snyder Gym
SHS	Student Health Services
T	Technical Building
WG	Women's Gym

SBVC TEMPORARY ADDITIONAL PARKING AT PRO-SWAP MEET

Note: AD rooms are located in AD/SS
 Check our website: www.valleycollege.edu for map updates.

SPRING 2010

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj
DATE: July 11, 2013
SUBJECT: Consideration of Approval of Contract with
HMC Architects

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with HMC Architects for architectural services on the Field Improvement and Miscellaneous Bond Improvements Projects at SBVC in the amount of \$20,000.00.

OVERVIEW

This master architectural services agreement will provide professional architectural consultation services, as needed, on an hourly basis for the various complexities of small and miscellaneous projects. The scope includes improvements to the softball and soccer fields, as well as the lighting on K Street.

ANALYSIS

The District conducted a request for qualifications in April 2012 and selected five architects for future consideration on District projects. HMC is part of the selected group and currently working on the Gymnasium project at SBVC. The firm is very familiar with the site and has been selected for this project based on this familiarity and performance.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2013-14 Measure M budget.

Kitchell/BRj

11711 Sand Canyon Road, Yucaipa, CA 92399

Project Memo

Phone (909) 435-4159 - FAX (909) 794-8901

DATE: June 17, 2013

No - M VC 202

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

FROM: Michael Villegas 
Project Manager
Kitchell/BRj

RE: San Bernardino Valley College (SBVC)
PROJECT #: Advance Field and Miscellaneous Bond Improvement Projects
Approval of Architectural Services Agreement for HMC Architects to consulting

SCOPE:

SBCCD approval to issue a San Bernardino Valley College Measure M Architectural Services, as needed, Master Contract Agreement and purchase order (PO) to HMC Architects for the Advanced Field and Miscellaneous Bond Improvement Projects.

NARRATIVE:

This master architectural services contract for San Bernardino Valley College Measure M Architectural Services Agreement will provide professional architectural consultation services, as needed, on an hourly basis for the various complexities of small and miscellaneous projects. This would include interface with DSA for questions regarding agency approvals, provide code related assistance, design issues and any additional assistance as required to assist the Program/Construction Manager and the Campus in the proper execution of a project.

The requested sum of \$20,000.00 will be billed against on an hourly basis as issues are identified and as related to each of the small/miscellaneous projects. KB will inform the District of any regulatory/design issues on a weekly basis, or as needed.

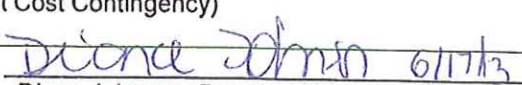
RECOMMENDATION:

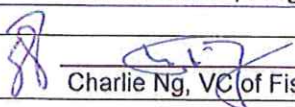
Kitchell/BRj recommends that SBCCD grant approval to issue a Master Contract Architectural Services Agreement and PO to HMC Architects in the amount of \$20,000.00.

BUDGET INFORMATION/FISCAL IMPACT:

Advance Field Improvements Small Project: VC - Gym Project - 1510

Project Original Budget Amount: \$ 64,700,000.00
Project Current Spent to date: \$ 5,387,903.14
Project Current Estimate to Complete: \$ 60,825,231.97
Project Memo Forecast Cost: \$ 20,000.00
Project Change Amount: ¹⁰ \$ 0.00
Budget Line Item: 42-37-31-1510-6220.10-7100 - (Soft Cost Contingency)

I concur with this recommendation 
 I do not concur with this recommendation Diana Johnson, Program Manager, KB

I concur with this recommendation 
 I do not concur with this recommendation Charlie Ng, VC of Fiscal Services, SBCCD

Attachments: HMC Master Architectural Services Contract HMC
Cc: Diana Johnson; Sheila Nelson - Kitchell/BRj, File


6/15/13

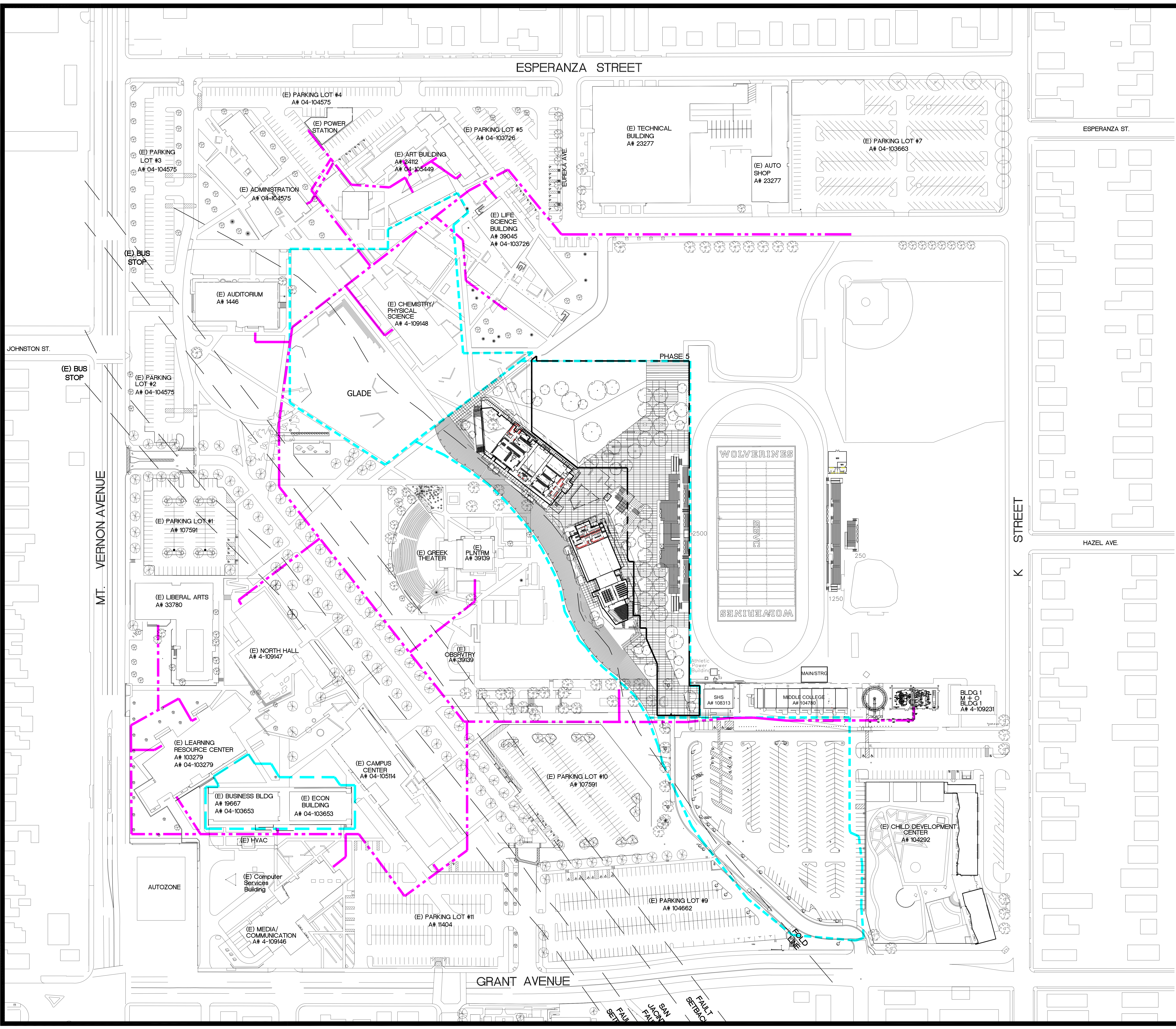
LEGEND

PROJECT LIMITS OF WORK - - - - -

CP PIPING - - - - -

SCALE

1" = 60'



ESPERANZA STREET

ESPERANZA ST.

JOHNSTON ST.

(E) BUS STOP

MT. VERNON AVENUE

GLADE

PHASE 5

WOLVERINES

DANCE

WOLVERINES

K STREET

HAZEL AVE.

GRANT AVENUE

FULL SETBACK
 SAN JACINTO
 FULL SETBACK

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville
DATE: July 11, 2013
SUBJECT: Consideration of Approval to Terminate Contract with Kishimoto Architects, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve the termination of its contract with Kishimoto Architects, Inc.

OVERVIEW

On October 20, 2011, the Board of Trustees approved a contract with Kishimoto Architects, Inc. for the New Crafton Center Project. Since that time, Kishimoto has failed to comply with directives issued by the construction management team and the District. In addition, the firm has failed to ensure all consultants are paid for services rendered to maintain progress in accordance with the project's time and schedule requirements. Despite the District's attempts to mitigate delays, it is clear at this point that Kishimoto Architects does not have the resources, financial capability, or manpower to fulfill its obligations as set forth in the contract.

ANALYSIS

The cancellation of this contract will result in a deduction of \$462,851.55, resulting in a revised contract amount of \$1,404,008.45.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence


FINANCIAL IMPLICATIONS

Approval of this contract cancellation will enable the District to recoup the unspent Measure M funds.

No. 27 – New Crafton Center

DATE: June 18, 2013

TO: Charlie Ng
Vice Chancellor
Crafton Hills College (CHC)

FROM:  Brooke Duncan
Project Manager
Kitchell/BRj/Seville

RE: Crafton Hills College (CHC) Measure M
Kishimoto Architects, Inc.
Terminate Architectural Services Contract for New Crafton Center

SCOPE:

SBCCD termination of Kishimoto Architects, Inc. for Architectural Services for New Crafton Center.

NARRATIVE:

The District has elected to terminate the contract to Kishimoto Architects, Inc. No further payments will be made to the Architect for this project.

Contract Summary:

Original Value: \$2,333,500.00
 Amendments: (\$466,640.00)
 Revised Value: \$1,866,860.00

Remaining value of unpaid balance: \$462,851.55

RECOMMENDATION:

Kitchell/BRj recommends termination of the contract to Kishimoto Architects, Inc.

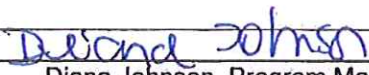
Budget Information:


Version 5--5/30/2013

New Crafton Center:

Original Project Budget amount:	\$ 30,063,070
Spent to Date:	\$ 3,316,846.56
Project Current Estimate of Complete Costs:	\$ 30,063,070
Project Memo Forecast Cost:	\$ (462,851.55)
Project Change Amount:	\$ 0.00

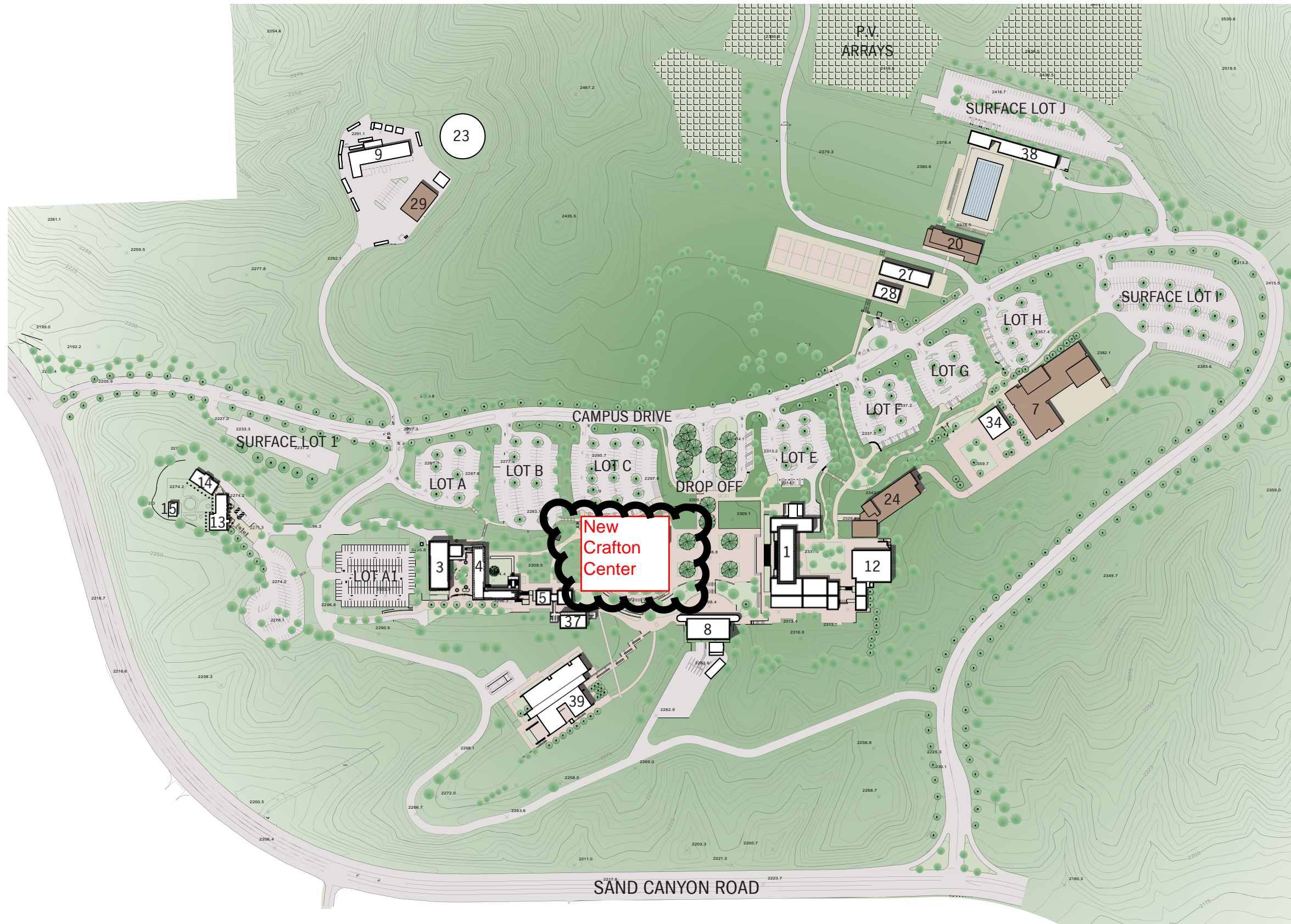
Budget Line Item: 42-37-32-8208-0000-6210.10-7100- Architectural Fees

I concur with this recommendation  6/18/13
 I do not concur with this recommendation Diana Johnson, Program Manager, KBS

I concur with this recommendation  6/24/13 NVS 6/18/13
 I do not concur with this recommendation Charlie Ng, Vice Chancellor, Fiscal Services

Cc: File, Diana Johnson
 Attachments: District Letter of Termination dated 06/13/2013

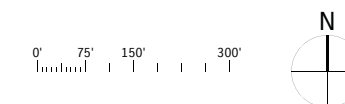

6/18/13



- | 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: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: July 11, 2013
SUBJECT: Consideration of Approval of Sole Source Purchases with Blackboard Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve the purchase of Blackboard products and support services as a sole source.

OVERVIEW

Blackboard Student Services has developed significant intellectual property and innovative processes that are uniquely tailored to the needs of educational institutions. Blackboard Student Services is the only company in the higher education marketplace that provides this combination of products and services. Examples of these products and services include project and implementation planning, including knowledge transfer, training, and ongoing account management; resourcing a contact center for highly variable inbound support volume, including peak and steady-state periods across an academic or enrollment calendar; dedicated account management and account teams of instructional designers, technical team leads, knowledge based administrators, and skills based call center professionals.

ANALYSIS

Blackboard is the only provider of privately branded multi-channel, integrated customer contact management environments for educational institutions. They are the only provider for end-user support for the Blackboard product suite. They are the only provider of co-sourced, or co-managed workflow environments. These products and services were originally approved by the Board of Trustees in 2010 under the company's former name, Presidium. It is necessary to approve these products and services under the company's current name, Blackboard, Inc.

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: Timothy L. Oliver, Interim Vice Chancellor Fiscal Services

PREPARED BY: Mike Strong, Vice President of Administrative Services, CHC
Scott Stark, Interim Vice President of Administrative Services, SBVC

DATE: July 11, 2013

SUBJECT: Consideration of Approval to Conduct a Public Hearing on the CHC Final Supplemental Environmental Impact Report for the proposed Crafton Hills College Master Plan Update and Adoption of a Mitigation Monitoring Program; and on the SBVC Stadium Expansion Final Supplemental Environmental Impact Report

RECOMMENDATION

It is recommended that the Board of Trustees conduct a public hearing on the CHC Final Supplemental Environmental Impact Report (SEIR) and on the SBVC Stadium Expansion Final Supplemental Environmental Impact Report (SEIR)

OVERVIEW

The CHC Master Plan Update (October 2011) describes the future development of the CHC in two horizons, keeping with the planning strategies and framework of the 2005 CHC Master Plan. The proposed revisions to the CHC Master Plan would result in minor technical changes that would require additional environmental review and would result in new significant impacts. Therefore, the SBCCD has determined that a supplement to the Program EIR (PEIR) is the appropriate CEQA document to be prepared (CEQA Guidelines Section 15163). The California Environmental Quality Act (CEQA) allows SBCCD to prepare a supplement to the existing EIR so that it will be adequate for the project. Pursuant to CEQA section 15202, the Governing Board must hold a public hearing to provide a final opportunity to hear public comment on the SEIR.

The SBVC Master Plan included the construction of new home and visitor stands at the football field to increase the seating capacity from 1,750 to 2,250 seats. After approval of the Master Plan and certification of the Environmental Impact Report (EIR), SBVC proposed a new stadium design for an increase to 4,000 seats. As such, the Master Plan was revised, but additional environmental review was required. The California Environmental Quality Act (CEQA) allows SBCCD to prepare a supplement to the existing EIR so that it will be adequate for the project. Pursuant to CEQA section 15202, the Governing Board must hold a public hearing to provide a final opportunity to hear public comment on the SEIR.

ANALYSIS

The CHC Draft SEIR was prepared and circulated for comment from April 2, 2013 to May 19, 2013. A Notice of Availability of the Draft SEIR was published in a newspaper and distributed to the adjacent property owners and state agencies. The document was also made available to the campus community at the CHC Laboratory/Administration Building and at the SBCCD office. The Final SEIR, which includes comments on the Draft SEIR and responses to the comments, has been prepared and will be posted on the District's website. The public hearing provides a final opportunity to hear public comment prior to approval of the SEIR and the project.

The SBVC Draft SEIR was prepared and circulated for comment from June 6, 2012 to July 20, 2012. A Notice of Availability of the Draft SEIR was published in a newspaper and distributed to the adjacent property owners and state agencies. The document was also made available to the campus community at the SBVC Library. The Final SEIR, which includes written comments on the Draft SEIR and responses to the comments, has been prepared and will be posted on the District's website. The public hearing provides a final opportunity to hear public comment prior to approval of the SEIR and the project. The Stadium Expansion is a component of the SBVC Gymnasium project.



BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence.

FINANCIAL IMPLICATIONS

Budgeted by Measure M funds.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees 
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor Fiscal Services 
PREPARED BY: Mike Strong, Vice President of Administrative Services, CHC
DATE: July 11, 2013
SUBJECT: Consideration of Approval to adopt a Resolution certifying a Supplemental Environmental Impact Report for the proposed Crafton Hills College Master Plan Update and adopt a Mitigation Monitoring Program pursuant to Public Code Section 21151

RECOMMENDATION

It is recommended that the Board of Trustees approve a resolution which certifies that the SEIR was prepared pursuant to the California Environmental Quality Act (CEQA), and that the information in the SEIR represents independent judgment and has been considered in the decision to approve the CHC Master Plan Update.

OVERVIEW

Pursuant to the California Environmental Quality Act (CEQA), a Supplemental Environmental Impact Report was prepared to study and document the impact of the proposed CHC projects, including the Crafton Center, Occupational Education 2 Replacement, Physical Education/Athletics, and the Science Building. In addition, several structures would be renovated. Design and construction of the four new buildings, demolitions, and renovations would occur between 2013 and 2018. To proceed with the projects, the Governing board must adopt a resolution which certifies the SEIR and employs a Mitigation Monitoring Program, which, when incorporated into the project, reduces the potential impacts on the environment to "less than significant" status.

ANALYSIS

Adoption of the resolution certifies that the SEIR was prepared in compliance with CEQA guidelines and that the information in the SEIR represents the independent judgment of the District and has been considered in the decision to approve the CHC Projects in accordance with the Master Plan Update.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence.

FINANCIAL IMPLICATIONS

Budgeted by Measure M Funds.

**RESOLUTION OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
CERTIFYING A SUPPLEMENTAL ENVIRONMENTAL IMPACT REPORT FOR THE
PROPOSED CRAFTON HILLS COLLEGE MASTER PLAN UPDATE
AND ADOPTING A MITIGATION MONITORING PROGRAM PURSUANT TO
PUBLIC RESOURCES CODE SECTION 21151**

WHEREAS, the San Bernardino Community College District (the “District”) Board of Trustees (the “Board”) proposes the implementation of the Master Plan Update (the “Project”) on the District’s Crafton Hills College campus located at 11711 Sand Canyon Drive, Yucaipa, CA 92399 (“Property”);

WHEREAS, implementation of the Project constitutes a “project” as defined by the California Environmental Quality Act (“CEQA,” Public Resources Code section 21000 et seq.);

WHEREAS, the District has served as lead agency for the Project under CEQA;

WHEREAS, the District determined that a Supplemental Environmental Impact Report would be the appropriate document to be prepared for the Project pursuant to CEQA Guidelines section 15163 (the “Draft SEIR”);

WHEREAS, the District retained an environmental consultant to prepare the Draft SEIR;

WHEREAS, the District caused the Draft SEIR to be prepared and made available for a 45 day public review and comment period, starting April 2, 2013, and published a corresponding public notice as required by Public Resources Code sections 21091 and 21092 and CEQA Guidelines section 15087;

WHEREAS, the District has prepared full and complete responses to the written comments submitted on the Draft SEIR, incorporated the comments and responses into the final version of the Draft SEIR (the “Final SEIR”), and has distributed the responses in accordance with Public Resources Code section 21092.5;

WHEREAS, the District has reviewed and considered the information and the comments pertaining to the Draft SEIR and the Final SEIR at a duly noticed Board meeting held on July 11, 2013;

WHEREAS, the Draft SEIR identifies impacts that the District finds are less than significant and do not require mitigation;

WHEREAS, the Draft SEIR identifies impacts that the District finds are significant and do require mitigation and the Draft SEIR identifies specific measures, recommendations, and procedures (collectively the “Mitigation Monitoring Program”) which, if incorporated into the Project, will reduce the Project’s potential impacts on the environment to less than significant;

WHEREAS, the Final SEIR is composed of the Draft SEIR, including any exhibits or appendices thereto, the list of persons, organizations and public agencies that commented on the Draft SEIR, the comments received, the District’s responses to comments raised in the public review and comment process, and the Mitigation Monitoring Program, each of which is incorporated herein and made a part hereof by this reference;

WHEREAS, pursuant to CEQA Guidelines section 15086, the District has given notice to and consulted with responsible agencies, trustee agencies with resources affected by the Project, and any other state, federal, and local agencies which have jurisdiction by law with respect to the Project or which exercise authority over resources which may be affected by the Project;

WHEREAS, the District Board has read and considered all environmental documentation comprising the Final SEIR, including comments and responses to comments, and has found that the Final SEIR considers all potentially significant environmental impacts of the Project and is complete and adequate and fully complies with all requirements of CEQA;

WHEREAS, the District Board has independently analyzed the Final SEIR, and the Final SEIR represents the independent judgment and analysis of the District as lead agency with respect to the Project;

NOW, THEREFORE, the Board of the District hereby finds, determines, declares, orders and resolves as follows:

Section 1. That all of the recitals set forth above are true and correct, and the Board so finds and determines.

Section 2. The District Board certifies that the Final SEIR has been completed in compliance with CEQA and the CEQA Guidelines.

Section 3. The District reviewed and considered the information contained in the Final SEIR including, without limitation, the Draft SEIR, comments from the public and interested agencies, the District's responses to such comments, and any comments made at the public hearings or contained in the administrative record for the Project.

Section 4. The findings made in this Resolution are based upon the information and evidence set forth in the Draft SEIR and Final SEIR and upon substantial evidence (both oral and written) which has been presented in the record of this proceeding; such material that constitutes the record of proceedings on which this Resolution is based is on file and available for public examination during normal business hours at the Crafton Hills College Campus Laboratory/Administration Building, 11711 Sand Canyon Drive, Yucaipa, CA 92399 and at the District Facilities Planning and Administrative Services Office, 114 South Del Rosa Drive, San Bernardino, CA 92408.

Section 5. The public and interested government agencies have been afforded ample notice and opportunity to comment on the Draft SEIR, Final SEIR, and the Project.

Section 6. The District reviewed comments received from the public and interested agencies regarding the Draft SEIR and prepared written responses to all comments which raised significant environmental issues.

Section 7. That information contained in various staff reports, corrections and modifications made to the Draft SEIR in response to comments, and not previously re-circulated, and the evidence presented in written and oral testimony, do not represent significant new information so as to require recirculation of the Draft SEIR pursuant to CEQA Guidelines section 15088.5.

Section 8. The District, having final approval authority over the Project, adopts and certifies as complete and adequate the Final SEIR, which reflects the District Board's independent judgment and analysis.

Section 9. Pursuant to Public Resources Code section 21081.6, the District has reviewed and hereby adopts the Mitigation Monitoring Program set forth in Section 4 of the Final SEIR, as shown on the attached Exhibit "A" entitled "Mitigation Monitoring Program," which exhibit is incorporated herein by reference.

Section 10. The Board hereby delegates authority to the Chancellor, or the Chancellor's designee, to cause a Notice of Determination to be filed with the County Clerk and the Office of Planning and Research.

Section 11. That this resolution shall be effective as of the date of its adoption.

APPROVED, PASSED AND ADOPTED by the Board of the San Bernardino Community College District on the 11th day of July, 2013, by the following vote:

AYES: _____
NOES: _____
ABSTENTIONS: _____

Dr. Donald L. Singer
President of the Board of Trustees of the
San Bernardino Community College District

Attested to:

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

**CRAFTON HILLS COLLEGE – MASTER PLAN UPDATE
SUPPLEMENTAL ENVIRONMENTAL IMPACT REPORT**

Exhibit A

MITIGATION MONITORING PROGRAM

The previously adopted Mitigation Monitoring Program for the Crafton Hills College Master Plan Final Program Environmental Impact Report (PEIR) would remain in effect for the Master Plan Update, as amended, with the inclusion of the following mitigation measure.

Geology and Soils	Mitigation Measures	Responsible for Implementation	Implementation/ Verification	Date Completed
<p>G-38: Construction and site grading for the Crafton Center, Occupational Education 2, Physical Education/Athletics Complex, Science Building, and associated site improvements shall be performed per the recommendations in the building-specific Geotechnical Investigations prepared by Leighton Consulting, Inc. dated, June 15, 2012, June 15, 2012, July 18, 2012 (including Addendums 1-3) and August 30, 2012, respectively.</p>	<p>SBCCD</p>			

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor Fiscal Services
PREPARED BY: Scott Stark, Interim Vice President of Administrative Services, SBVC
DATE: July 11, 2013
SUBJECT: Consideration of Approval to Adopt a Resolution, and Proceed with the SBVC Stadium Expansion Project

RECOMMENDATION

It is recommended that the Board of Trustees:

1. Approve a resolution certifying the Supplemental Environmental Impact Report (SEIR), and
2. Approve to proceed with the Stadium Expansion Project.

OVERVIEW

Pursuant to the California Environmental Quality Act (CEQA), a Supplemental Environmental Impact Report was prepared to study and document the impact of the proposed SBVC Stadium Expansion from 2250 to 4000 seats. To proceed with the expansion project, the Governing board must adopt a resolution which certifies the SEIR and employs a Mitigation Monitoring Program, which, when incorporated into the project, reduces the potential impacts on the environment to "less than significant" status.

ANALYSIS

Adoption of the resolution certifies that the SEIR was prepared in compliance with CEQA guidelines and that the information in the SEIR represents the independent judgment of the District and has been considered in the decision to approve the SBVC Stadium Expansion Project. The Stadium Expansion is a component of the SBVC Gymnasium Project.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence.

FINANCIAL IMPLICATIONS

This project is part of the Measure M bond fund budget.

**RESOLUTION OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
CERTIFYING A SUPPLEMENTAL ENVIRONMENTAL IMPACT REPORT FOR THE
PROPOSED SAN BERNARDINO VALLEY COLLEGE MASTER PLAN – STADIUM EXPANSION
AND ADOPTING A MITIGATION MONITORING PROGRAM PURSUANT TO
PUBLIC RESOURCES CODE SECTION 21151**

WHEREAS, the San Bernardino Community College District (the “District”) Board of Trustees (the “Board”) proposes the construction of the Stadium Expansion Project (the “Project”) on the District’s San Bernardino Valley College campus located at 701 South Mount Vernon Ave., San Bernardino, CA 92410 (“Property”);

WHEREAS, implementation of the Project constitutes a “project” as defined by the California Environmental Quality Act (“CEQA,” Public Resources Code section 21000 et seq.);

WHEREAS, the District has served as lead agency for the Project under CEQA;

WHEREAS, the District determined that a Supplemental Environmental Impact Report is the appropriate document to be prepared for the Project pursuant to CEQA Guidelines section 15163 (the “Draft SEIR”);

WHEREAS, the District retained an environmental consultant to prepare the Draft SEIR;

WHEREAS, the District caused the Draft SEIR to be prepared and made available for a 45 day public review and comment period, starting June 6, 2012, and published a corresponding public notice as required by Public Resources Code sections 21091 and 21092 and CEQA Guidelines section 15087;

WHEREAS, the District has prepared full and complete responses to the written comments submitted on the Draft SEIR, incorporated the comments and responses into the final version of the Draft SEIR (the “Final SEIR”), and has distributed the responses in accordance with Public Resources Code section 21092.5;

WHEREAS, the District has reviewed and considered the information and the comments pertaining to the Draft SEIR and the Final SEIR at a duly noticed Board meeting held on July 11, 2013.

WHEREAS, the Draft SEIR identifies impacts that the District finds are less than significant and do not require mitigation;

WHEREAS, the Draft SEIR identifies impacts that the District finds are significant and do require mitigation and the Draft SEIR identifies specific measures, recommendations, and procedures (collectively the “Mitigation Monitoring Program”) which, if incorporated into the Project, will reduce the Project’s potential impacts on the environment to less than significant;

WHEREAS, the Final SEIR is composed of the Draft SEIR, including any exhibits or appendices thereto, the list of persons, organizations and public agencies that commented on the Draft SEIR, the comments received, the District’s responses to comments raised in the public review and comment process, and the Mitigation Monitoring Program, each of which is incorporated herein and made a part hereof by this reference;

WHEREAS, pursuant to CEQA Guidelines section 15086, the District has given notice to and consulted with responsible agencies, trustee agencies with resources affected by the Project, and any other state, federal, and local agencies which have jurisdiction by law with respect to the Project or which exercise authority over resources which may be affected by the Project;

WHEREAS, the District Board has read and considered all environmental documentation comprising the Final SEIR, including comments and responses to comments, and has found that the Final SEIR considers all potentially significant environmental impacts of the Project and is complete and adequate and fully complies with all requirements of CEQA;

WHEREAS, the District Board has independently analyzed the Final SEIR, and the Final SEIR represents the independent judgment and analysis of the District as lead agency with respect to the Project;

NOW, THEREFORE, the Board of the District hereby finds, determines, declares, orders and resolves as follows:

Section 1. That all of the recitals set forth above are true and correct, and the Board so finds and determines.

Section 2. The District Board certifies that the Final SEIR has been completed in compliance with CEQA and the CEQA Guidelines.

Section 3. The District reviewed and considered the information contained in the Final SEIR including, without limitation, the Draft SEIR, comments from the public and interested agencies, the District's responses to such comments, and any comments made at the public hearings or contained in the administrative record for the Project.

Section 4. The findings made in this Resolution are based upon the information and evidence set forth in the Draft SEIR and Final SEIR and upon substantial evidence (both oral and written) which has been presented in the record of this proceeding; such material that constitutes the record of proceedings on which this Resolution is based is on file and available for public examination during normal business hours at the San Bernardino Valley College Administrative Services Office, 701 South Mount Vernon Ave., San Bernardino, CA 92410.

Section 5. The public and interested government agencies have been afforded ample notice and opportunity to comment on the Draft SEIR, Final SEIR, and the Project.

Section 6. The District reviewed comments received from the public and interested agencies regarding the Draft SEIR and prepared written responses to all comments which raised significant environmental issues.

Section 7. That information contained in various staff reports, corrections and modifications made to the Draft SEIR in response to comments, and not previously re-circulated, and the evidence presented in written and oral testimony, do not represent significant new information so as to require recirculation of the Draft SEIR pursuant to CEQA Guidelines section 15088.5.

Section 8. The District, having final approval authority over the Project, adopts and certifies as complete and adequate the Final SEIR, which reflects the District Board's independent judgment and analysis.

Section 9. Pursuant to Public Resources Code section 21081.6, the District has reviewed and hereby adopts the Mitigation Monitoring Program set forth in Section 4 of the Final SEIR, as shown on the attached Exhibit “A” entitled “Mitigation Monitoring Program,” which exhibit is incorporated herein by reference.

Section 10. The Board hereby delegates authority to the Chancellor, or the Chancellor’s designee, to cause a Notice of Determination to be filed with the County Clerk and the Office of Planning and Research.

Section 11. That this resolution shall be effective as of the date of its adoption.

APPROVED, PASSED AND ADOPTED by the Board of the San Bernardino Community College District on the 11th day of July, 2013, by the following vote:

AYES: _____

NOES: _____

ABSTENTIONS: _____

Dr. Donald L. Singer
President of the Board of Trustees of the
San Bernardino Community College District

Attested to:

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

**SAN BERNARDINO VALLEY COLLEGE MASTER PLAN – STADIUM EXPANSION
SUPPLEMENTAL ENVIRONMENTAL IMPACT REPORT**

EXHIBIT A

MITIGATION MONITORING PROGRAM

The previously adopted Mitigation Monitoring Program for the San Bernardino Valley College Master Final Program Environmental Impact Report (PEIR) would remain in effect for the Master Plan, as amended, with the inclusion of the following mitigation measure.

Mitigation Measures	Responsible for Implementation	Implementation/ Verification	Date Completed
TRAFFIC AND PARKING			
T-3: For events in excess of 2,250 to 4,000 seats, the SBCCD shall prepare a traffic management plan (TMO) that shall include traffic control officers (TCOs) placed at key locations in the project vicinity on days when large events are being held. The TCOs will direct vehicles along the most direct route from a key entrance point to the project parking lots. For example, one TCO will direct vehicles entering the project area from the I-215 freeway ramps at Inland Center Drive to the southern parking structure, while another will direct vehicles entering the project area from the north along Mount Vernon to the Swap Meet parking lots. By coupling TCOs with additional directional signage along the key routes, project traffic will be limited to a few routes with ample parking and vehicle delay at the impacted intersections will be reduced. SBCCD shall coordinate with the City of San Bernardino to contract TCOs and get approval for directional signage.	SBCCD	The SBCCD shall be responsible for preparing a TMO and coordinating with the City of San Bernardino to get approval for directional signage.	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Matthew Isaac, Executive Director, EDCT

DATE: July 11, 2013

SUBJECT: Consideration of Approval of Economic Development and Corporate Training Foundation (EDCT Foundation)

RECOMMENDATION

It is recommended that the Board of Trustees approve the Economic Development and Corporate Training Foundation (EDCT Foundation) as an Auxiliary Foundation of the District and delegate authority to the Chancellor or his designee to take the steps necessary to establish the EDCT Foundation.

OVERVIEW

As a self-supporting arm of the District, the Economic Development and Corporate Training (EDCT) Division has been effectively providing customized training for incumbent workers and short-term job training for displaced workers for the past 12 years. By winning competitive state and federal grants, EDCT provides training and retraining services free of cost to the workforce and leads many to employment. EDCT can become even more effective if it can attract grants from private foundations, raise funds, and receive equipment donations to enhance training programs. Many of the private foundations offer grant opportunities primarily for tax-exempt and non-profit organizations. EDCT is hindered by its lack of ability to apply for grants from private foundations and attract donations. These programs are not-for-credit in nature and do not compete with San Bernardino Valley College or Crafton Hills College.

ANALYSIS

By establishing a tax-exempt Foundation, EDCT will become eligible to apply for grants from private foundations and some state and federal grants ear-marked for tax-exempt and non-profit organizations. The Foundation will support EDCT to develop resources and philanthropic support to advance its economic and workforce development mission.

BOARD IMPERATIVE

II. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

No impact to the District General Funds.

**ARTICLES OF INCORPORATION
OF
ECONOMIC DEVELOPMENT AND CORPORATE TRAINING FOUNDATION**

I.

The name of the corporation is Economic Development and Corporate Training Foundation.

II.

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes.

B. This corporation is created to support the San Bernardino Community College District (the "District") as a recognized "auxiliary organization" as provided in the *California Education Code* Sections 72670-72682, as such law may be amended from time to time. This corporation shall operate in compliance with District policy and regulations, and with provisions of law pertaining to auxiliary organizations of community college districts, Sections 72670 et. seq. of the *California Education Code* and Sections 59255 et. seq. of Title 5 of the *California Code of Regulations*, as such policies, statutes, and regulations may be amended from time-to-time.

C. The specific purpose of this corporation is to provide activities which are an integral part of the educational programs of the District and to develop and operate services and programs, including those related to (a) the District's Economic Development and Corporate Training ("EDCT") programs; (b) District facilities and equipment; (c) loans, scholarships, and grants-in-aids for District students; (d) workshops, conferences, institutes, and federal projects; (e) alumni activities; (f) gifts, bequests, devises, endowments, and trusts; and (g) public relations.

III.

The name and address in the State of California of this corporation's initial agent for service of process is:

Jack P. Lipton, Ph.D., Esq.
Burke, Williams & Sorensen, LLP
2280 Market Street, Suite 300
Riverside, CA 92501-2121

IV.

A. This corporation is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of or in opposition to any candidate for public office.

C. Notwithstanding any other provision of these articles, this corporation shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (ii) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

V.

A. The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net earnings or assets of this corporation shall inure to the benefit of (or be distributable to) any director or officer of this corporation or other private person, except that this corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its charitable purposes.

B. Upon the dissolution or winding up of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to the District for charitable purposes. In the alternative, the District may designate a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, to receive such assets. In the event that the District does not accept any asset of this corporation on dissolution or designate a recipient, then any such asset shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Dated: July 1, 2013

Joseph P. Buchman, Incorporator

**ACTION BY INCORPORATOR
OF
ECONOMIC DEVELOPMENT AND CORPORATE TRAINING
FOUNDATION**

The undersigned, being the Sole Incorporator of Economic Development And Corporate Training Foundation, a California nonprofit public benefit corporation, (the "Corporation"), adopts the following resolution on behalf of the Corporation.

WHEREAS, under *California Corporations Code* Section 5134, the Sole Incorporator is authorized to do whatever is necessary and proper to perfect the organization of the Corporation, including the adoption of Bylaws of the Corporation and the election of directors and officers of the Corporation:

NOW, THEREFORE, BE IT RESOLVED, that the Sole Incorporator does hereby adopt the Bylaws attached hereto and marked as Exhibit A as the Bylaws of the Corporation;

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Sole Incorporator does hereby elect the following persons as the initial directors of the Corporation:

- Rev. Jessica Alexander
- Brian Bell
- Dr. Jamail Carter
- Francis J. Grice
- Frank Reyes
- Kenneth Couch
- [Member of the SBCCD Board of Trustees]

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Sole Incorporator does hereby elect the following persons as the initial officers of the Corporation:

Chair of the Board:

Vice-Chair:

Executive Director:

Treasurer:

Secretary:

Having so adopted the Bylaws of the Corporation, elected the directors of the Corporation, and elected the officers of the Corporation, the undersigned hereby resigns as incorporator of the Corporation, effective immediately.

Effective: July 1, 2013

Joseph P. Buchman

**BYLAWS
OF
ECONOMIC DEVELOPMENT AND CORPORATE TRAINING FOUNDATION
A California Nonprofit Public Benefit Corporation**

**BYLAWS
OF
ECONOMIC DEVELOPMENT AND CORPORATE TRAINING FOUNDATION
A California Nonprofit Public Benefit Corporation**

ARTICLE 1. NAME AND OFFICES.

1.01. Name. This Corporation shall be known as the Economic Development and Corporate Training Foundation (hereinafter referred to as the "Corporation").

1.02. Principal Office. The principal office of the Corporation shall be initially located at 114 South Del Rosa Drive, San Bernardino, California 92408. The board of directors of the Corporation (hereinafter referred to as the "Board of Directors") is hereby granted full power and authority to change said principal office from one location to another, within said county, by motion at an open meeting. Any such change of address will be noted by the Secretary in these Bylaws. The fixing or changing of such address shall not be deemed an amendment to these Bylaws.

1.03. Other Offices. Branch or subordinate offices may be established by the Board of Directors at any time and at any place or places.

ARTICLE 2. OBJECTIVES AND PURPOSES.

2.01. Auxiliary Organization. The Corporation has been formed under the California Nonprofit Public Benefit Corporation Law for charitable purposes and to support the San Bernardino Community College District (the "District") as a recognized "auxiliary organization" as provided in *Education Code* Sections 72670-72682, as such law may be amended from time to time. This corporation shall operate in compliance with District policy and regulations, and with provisions of law pertaining to auxiliary organizations of community college districts, Sections 72670 *et. seq.* of the *Education Code* and Sections 59255 *et. seq.* of Title 5 of the *California Code of Regulations*, as such policies, statutes, and regulations may be amended from time- to-time.

2.02. Specific Purpose. The specific purpose of this corporation is to provide activities which are an integral part of the educational programs of the District's Economic Development and Corporate Training ("EDCT") programs. These activities may include, but are not limited to improving facilities and equipment to benefit program trainees; providing financial assistance to program trainees; developing workshops, conferences, institutes, and other mission related activities; fundraising and alumni activities; gifts, bequests, endowments, and trusts; and public relations.

2.03. Limitations. No substantial part of the activities of the Corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate or intervene in any political campaign on behalf of (or in opposition to) any candidate for public office. The Corporation shall not, except to

an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the charitable purposes described in its Articles of Incorporation.

ARTICLE 3. MEMBERS.

The Corporation shall have no “members” as that term is defined by *California Corporations Code* Section 5056 and shall be governed solely by its Board of Directors in accordance with these Bylaws. Pursuant to *California Corporations Code* Section 5310, any action which would otherwise require approval by a majority of all such members, shall instead require the approval by a majority of the Board of Directors.

ARTICLE 4. DIRECTORS.

4.01. Powers. Subject to the limitations stated in the Articles of Incorporation, these Bylaws and the Nonprofit Corporation Law, and subject to the duties of directors as prescribed by the Nonprofit Corporation Law, all corporate powers shall be exercised by or under the direction of, and the business and affairs of the Corporation shall be managed by, the Board of Directors. The individual directors shall act only as members of the Board of Directors, and individually shall have no power to act alone. As an auxiliary foundation of the District, the Corporation shall comply with all applicable Board Policies and Administrative Procedures of the District.

4.02. Number of Directors. The Corporation shall have a Board of Directors composed of seven directors. Directors are collectively to be known as the Board of Directors. These numbers may be changed by a bylaw duly adopted amending this section.

4.03. Selection, Tenure of Office, and Vacancies. Each director shall hold office for a term of three years and until his or her successor is appointed and qualified, except for the initial directors of the Corporation. At the first regular meeting of the Board of Directors, the directors shall be divided by lot into three classes, to consist of approximately two members each and whose terms shall begin on the date of such meeting. The members of the first, second, and third classes shall hold office for a term of one, two, and three years, respectively, and until their successors are appointed and qualified. At the first meeting following the expiration of the term of a director, the Board shall proceed to fill the vacancy. The affirmative vote of a majority of the total membership of the Board of Directors shall be necessary to appoint a director.

4.04. Vacancies. Vacancies in the Board of Directors occurring other than by expiration of term shall be filled by appointment by the remaining directors in the same manner as the appointment of directors is made at expiration of the term of a director. Such vacancies may be filled at any regular meeting of the Board of Directors or at any special meeting called for that purpose and a director elected shall hold office for the unexpired term of the director whom he or she succeeds.

4.05. District's Board of Trustee's Appointment of One Director. Notwithstanding the provisions of Sections 4.03 and 4.04 of these Bylaws, *supra*, the

District's Board of Trustees shall appoint one of the Trustees to the Corporation's Board of Directors. The term of the Director appointed by the District's Board of Trustees shall be one year.

4.06. Chair and Vice-Chair of the Board of Directors. The Board of Directors shall annually elect a Chair and a Vice-Chair from among the directors. The Chair of the Board of Directors shall, if present, preside at all meetings of the Board of Directors and exercise and perform such other powers and duties as may be, from time-to-time, assigned to the Chair of the Board of Directors or prescribed by these Bylaws. The Vice-Chair shall preside at any meeting of the Board of Directors in the absence of the Chair.

4.07. Compensation. Directors shall serve without compensation, but may be reimbursed for the cost of travel to conferences or other activities related to the Corporation, subject to compliance with applicable Board Policies and Administrative Procedures of the District.

4.08. Restriction on Interested Directors. Not more than forty-nine percent of the persons serving on the Board at any time may be interested persons. An interested person is (a) any person compensated by the Corporation for services rendered to it other than those performed as a Director within the previous twelve months, whether as a full-time or part-time employee, independent contractor, or otherwise; (b) any shareholder, employee or officer of any corporation, or partner or employee of any partnership, which has rendered compensated services to the Corporation within the previous twelve months; and (c) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, mother-in-law, or father-in-law of any person described in (a) or (b) hereof. Any violation of the provisions of this paragraph shall not, however, affect the validity or enforceability of any transaction entered into by the Corporation.

4.09. Nonliability for Debts. The private property of the Directors shall be exempt from execution or other liability for any debts, liabilities or obligations of the Corporation, and no Director shall be liable or responsible for any debts, liabilities or obligations of the Corporation.

4.10. Indemnity by Corporation for Litigation Expenses of Officers and Directors. To the fullest extent permitted by law, the Corporation shall indemnify any present or former director, officer, employee or other "agent" of the corporation, as that term is defined in *California Corporations Code* Section 5238, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in *California Corporations Code* Section 5238, and including an action by or in the right of the Corporation, by reason of the fact that the person is or was a person described in *California Corporations Code* Section 5238. "Expenses," as used in this bylaw, shall have the same meaning as in *California Corporations Code* Section 5238(a). Expenses incurred in defending any proceeding may be advanced by the Corporation as authorized in *California Corporations Code* Section 5238 prior to the final disposition of such proceeding, upon receipt of an undertaking by or on behalf of the director or officer

to repay such amount unless it shall be determined ultimately that the director or officer is entitled to be indemnified.

4.11. Insurance. The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, directors, employees, and other agents, against any liability asserted against or incurred by any officer, director, employee, or agent in such capacity or arising out of the officer's, director's, employee's or agent's status as such. The Corporation shall obtain liability insurance or the equivalent of insurance which covers the directors and officers issued either in the form of a general liability policy or a director's and officer's liability policy consistent with the requirements of *California Corporations Code* Section 5239.

ARTICLE 5. MEETINGS.

5.01. Ralph M. Brown Act. All meetings of the Board of Directors, including, without limitation, regular, adjourned regular, special, and adjourned special meetings shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act (commencing with the *California Government Code*, Section 54950), or any successor legislation hereinafter enacted ("Brown Act").

5.02. Regular Meetings. The Board of Directors shall hold at least one business meeting every quarter, pursuant to *Education Code* Section 72674.

5.03. Telephonic Meetings. Subject to the provisions of the Brown Act governing teleconferencing, members of the Board of Directors may participate in a regular or special meeting through use of conference telephone or similar communications equipment, so long as all members participating in such meeting can hear one another.

5.04. Quorum. A majority of the authorized number of directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be the act of the Board of Directors, unless the Articles, these Bylaws, or the Nonprofit Corporation Law specifically requires a greater number. In the absence of a quorum at any meeting of the Board of Directors, a majority of the directors present may adjourn the meeting as provided in Section 5.05 of these Bylaws.

5.05. Adjournment. Subject to the provisions of the Brown Act governing adjournment, any meeting of the Board of Directors, whether or not a quorum is present, may be adjourned to another time and place by the vote of a majority of the directors present.

5.06. Inspection Rights. Every director shall have the absolute right at any time to inspect, copy and make extracts of, in person or by agent or attorney, all books, records and documents of every kind and to inspect the physical properties of the Corporation.

ARTICLE 6. COMMITTEES.

6.01. Committees of the Board of Directors. Subject to the provisions of the Brown Act, the Board of Directors may create committees.

6.02. Minutes and Reports. Each committee shall keep regular minutes of its proceedings, which shall be filed with the Secretary. All action by any committee shall be reported to the Board of Directors at the next meeting thereof and shall be subject to revision and alteration by the Board of Directors.

6.03. Meetings. Subject to the requirements of the Brown Act, and except as otherwise provided in these Bylaws or by resolution of the Board of Directors, each committee shall adopt its own rules governing the time and place of holding and the method of calling its meetings and the conduct of its proceedings and shall meet as provided by such rules, and it shall also meet at the call of any member of the committee.

6.04. Term of Office of Committee Members. Each committee member shall serve at the pleasure of the Board of Directors but not to exceed such committee member's term as a director.

ARTICLE 7. OFFICERS.

7.01. Officers. The officers of the Corporation shall be an Executive Director, a Chief Financial Officer who shall hold title of Treasurer, a Secretary, and such other officers as the Board of Directors may appoint in accordance with the provisions of Section 7.03 of these Bylaws. These officers may be employees of the District and may be eligible for reassigned time from their usual District assignments to fulfill their responsibilities to the Corporation, and they will receive no additional compensation for their work for the Corporation. At such time as the Corporation determines the need for full-time staff, the recruitment will be conducted following the processes of the District's Office of Human Resources.

7.02. Appointment of Officers. The officers of the Corporation, except for such officers as may be appointed in accordance with the provisions of Section 7.03 of this Article, shall be appointed by the Board of Directors to one year terms pursuant to an annual election. Notwithstanding the above, the appointment of one or more officers may be continued to a regular meeting or special meeting held within six weeks of the one year appointment anniversary, in which case the term of the incumbent officer shall be continued until the new appointment is made.

7.03. Subordinate Officers. The Board of Directors may appoint such other officers as the business of the Corporation may require, each of whom shall hold office for such period, have such authority and perform such duties as are required in these Bylaws or as the Board of Directors may from time-to-time determine.

7.04. Resignation. Any officer may resign at any time by giving written notice to the Corporation, subject to the rights, if any, of the Corporation under any contract to

which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

7.05. Removal of Officers. Any officer may be removed, either with or without cause, by a majority of the directors then in office at any regular or special meeting of the Board of Directors, or by any officer upon whom such power of removal may be conferred by the Board of Directors.

7.06. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to such office.

7.07. Executive Director. The Executive Director shall be responsible for the day-to-day administration of the Corporation, including the right to employ and discharge all employees and agents of the Corporation and shall have the authorization to sign all contracts, notes, conveyances, and other papers, documents and instruments in writing in the name of the Corporation, except where such matters are prescribed in the Bylaws or by the Board of Directors and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or by these Bylaws. These duties must be carried with the managerial oversight of the District's Chancellor and following the Board Policies and Administrative Procedures of the District.

7.08. Secretary. The Secretary shall keep, or cause to be kept, a book of minutes in written form of the proceedings of the Board of Directors and committees of the Board of Directors. The Secretary shall give, or cause to be given, notice of all meetings of the Board of Directors required by these Bylaws or by law to be given, and shall cause the seal of the Corporation to be kept in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or these Bylaws.

7.09. Treasurer. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of account in written form or any other form capable of being converted into written form. The Treasurer shall deposit all monies and other valuables in the name and to the credit of the Corporation with such depositaries or depositories as may be designated by the District. The Treasurer shall render to the Chair and directors whenever they request an account of all of the Treasurer's transactions as the Treasurer, and of the financial condition of the Corporation, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or by these Bylaws.

ARTICLE 8. BOOKS AND RECORDS.

8.01. Books and Records. The Corporation shall keep adequate and correct books and records of account and minutes of the proceedings of the Board of Directors

and committees of the Board of Directors. The Corporation is subject to the Richard McKee Transparency Act of 2011, *Education Code* Sections 72690 *et. seq.*

8.02. Form of Records. Minutes shall be kept in written form. Other books and records shall be kept either in written form or in any other form capable of being converted into written form. If any record subject to inspection pursuant to the Nonprofit Corporation Law is not maintained in written form, a request for inspection is not complied with unless and until the Corporation, at its expense, makes such record available in written form.

8.03. Audit. The Corporation shall be a part of the District's annual certified audit performed by the certified public accountant retained by the District, pursuant to *Education Code* Section 72672(a). The Corporation shall submit the audit report to the District's Board of Trustees and to the State Chancellor's Office. The Corporation shall annually publish an audited statement of its financial condition which shall be disseminated as widely as feasible and be available to any person on request. Distribution of the published audited statement of the Corporation's financial condition at a regularly scheduled meeting of the District Board of Trustees shall be deemed compliance with this requirement.

ARTICLE 9. GRANTS, CONTRACTS, LOANS, ETC.

9.01. Grants. The making of grants and contributions, and otherwise rendering financial assistance for the purposes of the Corporation, may be authorized by the Board of Directors. The Board of Directors may authorize any officer or officers, agent or agents, in the name of and on behalf of the Corporation, to make any such grants, contributions or assistance.

9.02. Deposits. The funds of the Corporation not otherwise employed shall be deposited from time to time to the order of the Corporation in such banks, trust companies or other depositories as approved by the District's Chancellor.

9.03. Conflicts of Interest.

A. Pursuant to the *Education Code* Section 72677, no member of the Board of Directors shall be financially interested in any contract or other transaction entered into by the Board of Directors, except as provided in Section 72678 of the *Education Code*. Specifically, such contract is permissible under Section 72678 of the *Education Code* if the fact of such financial interest is disclosed or known to the Board of Directors and noted in the minutes; the Board of Directors thereafter authorizes, approves, or ratifies the contract or transaction in good faith without counting the vote or votes of such financially interested member or members; and the contract or transaction is just and reasonable.

B. Nevertheless, pursuant to the *Education Code* Section 72679, no contract or transaction shall be permitted if any of the following conditions exist: (i) the contract or transaction is between the Corporation and a member of the Board of

Directors; (ii) the contract or transaction is between the Corporation and a partnership or unincorporated association of which any member of the Board of Directors is a partner or in which he or she is the owner or holder, directly or indirectly, of a proprietorship interest; (iii) the contract or transaction is between the Corporation and a corporation in which any member of the Board of Directors is the owner or holder, directly or indirectly, of five percent or more of the outstanding common stock; or (iv) a member of the Board of Directors is interested in a contract or transaction, and without first disclosing such interest to the Board of Directors at a public meeting of the Board, influences or attempts to influence another member or members of the Board to enter into the contract or transaction.

C. Additionally, pursuant to the *Education Code* Section 72680, no member of the Board of Directors may utilize any information, not a matter of public record, which is received by the person by reason of his or her membership on the Board for personal pecuniary gain, regardless of whether he or she is or is not a member of the Board at the time such gain is realized.

ARTICLE 10. INDEMNIFICATION OF DIRECTORS AND OFFICERS.

10.01. Indemnification by Corporation.

A. For the purposes of this Section 10.01, "agent" means any person who is or was a director, officer, employee or other agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, or was a director, officer, employee, or agent of a foreign or domestic corporation which was a predecessor corporation of the Corporation or of another enterprise at the request of such predecessor corporation; "proceeding" means any threatened, pending or completed action or proceeding, whether civil, criminal, administrative or investigative; and "expenses" includes, without limitation, attorneys' fees.

B. The Corporation shall, to the fullest extent permitted by law, indemnify any person who was or is a party or is threatened to be made a party to any proceeding by reason of the fact that such person is or was an agent of the Corporation, against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with such proceeding.

C. In the event entitlement to indemnification is required by law to be based upon a determination by the Board of Directors that the agent has met the standards of conduct prescribed by law, such body shall meet and shall reach a determination on the issue within a reasonable period of time after request for such body to meet is received by the Corporation from the agent.

10.02. Advancing Expenses. The Corporation may advance to each agent the expenses incurred in defending any proceeding referred to in Section 10.01 of these Bylaws prior to the final disposition of such proceeding upon receipt of an undertaking

by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in Section 10.01 of these Bylaws.

10.03. Insurance. The Corporation shall have power to purchase and maintain insurance on behalf of any agent of the Corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the Corporation would have the power to indemnify the agent against such liability under the provisions of this section; provided, however, that the Corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the Corporation for a violation of *California Corporations Code* Section 5233 (relating to self-dealing transactions).

ARTICLE 11. INVESTMENTS.

11.01. Standards, Retention of Property.

A. In investing, reinvesting, purchasing, acquiring, exchanging, selling and managing the Corporation's investments, other than assets held for use or used directly in carrying out a public or charitable program of the Corporation, the Board of Directors shall avoid speculation, looking instead to the permanent disposition of the funds, considering the probable income as well as the probable safety of the Corporation's capital.

B. Unless limited by the Articles, the Corporation may continue to hold property properly acquired or contributed to it if and as long as the Board of Directors, in the exercise of good faith and of reasonable prudence, discretion, and intelligence, may consider that retention is in the best interests of the Corporation. No retention of donated assets violates this Section 11.01, where such retention was required by the donor in the instrument under which the assets were received by the Corporation, except that no such requirement may be effective more than ten years after the death of the donor.

C. No investment violates this Section 11.01 by virtue of the investment's speculative character, where the investment conforms to provisions authorizing such investment contained in the instrument or agreement under which the assets were contributed to the Corporation.

ARTICLE 12. PURPOSES AND OPERATIONS OF THE CORPORATION.

12.01. Purposes. The business of the Corporation is to be operated and conducted in the promotion of its objects and purposes as set forth in Article II of its Articles of Incorporation.

12.02. Dedication of Assets. The income and assets of the Corporation are irrevocably dedicated to charitable purposes and no part of the net income or assets of the organization shall ever inure to the benefit of any Director, Officer, or member thereof or to the benefit of any private person.

12.03. Dissolution. The Corporation may be dissolved by vote of the Directors, or by the action of the Board of Directors in accordance with the provisions of California law. Upon dissolution of the Corporation, and after payment or provision for payment, of all debts and liabilities, the assets of the Corporation shall be distributed to the District. If for any reason the District is unable or unwilling to accept the assets of the Corporation, such assets will be distributed to the United States government; to a state or local government for public purposes; or to a nonprofit fund, foundation, or corporation which is organized and operated for charitable purposes and which has established its tax-exempt status under the Internal Revenue Code of 1986, Section 501(c)(3).

12.04. Merger. The Corporation may merge with other corporations organized solely for nonprofit purposes, qualified and exempt from Federal taxation pursuant to the Internal Revenue Code, Section 501(c)(3) of 1986 and from State taxation, upon compliance with the provisions of California law relating to merger and consolidation.

12.05. Restrictions. No substantial part of the activities of the Corporation shall consist of lobbying, carrying on propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE 13. SEAL AND FISCAL YEAR.

13.01. Seal. The Board of Directors may adopt a corporate seal which shall be in the form of a circle and shall bear the full name of the Corporation and the year and state of its incorporation.

13.02. Fiscal Year. The fiscal year of the Corporation shall be July 1 through June 30.

ARTICLE 14. EXEMPT ACTIVITIES.

Notwithstanding any other provision of these Bylaws, no Director, officer, employee or agent of the Corporation shall take any action or carry on any activity by or on behalf of the Corporation not permitted to be carried on by an organization exempt from Federal income tax under Section 501(3) of the Internal Revenue Code or by an organization to which contributions are deductible under Section 170(c)(2) of the Internal Revenue Code.

ARTICLE 15. AMENDMENTS.

New Bylaws may be adopted or these Bylaws may be amended or repealed by the affirmative vote of a majority of the Board of Directors or by the written consent thereof, except as otherwise provided by law or by the Articles. Notwithstanding the foregoing, amendment of these Bylaws shall require the approval of a majority of the authorized number of directors.

CERTIFICATE OF SECRETARY

I, _____, hereby certify that:

I am the duly elected and acting Secretary of the Economic Development and Corporate Training Foundation, a California nonprofit public benefit corporation; and

The foregoing Bylaws consisting of twelve pages are the Bylaws of this corporation as adopted by the Board of Directors on _____; and these Bylaws have not been amended or modified since that date.

Executed on _____, at San Bernardino, California.

_____, Secretary

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: July 11, 2013

SUBJECT: Appointment of a Board Member to serve on the Economic Development and Corporate Training Foundation (EDCT Foundation) Board of Directors.

RECOMMENDATION

It is recommended that the SBCCD Board of Trustees appoint a Board member to serve on the EDCT Foundation Board of Directors.

OVERVIEW

Article 4.05 of the Bylaws of the Economic Development and Corporate Training Foundation (EDCT Foundation) requires that "the District's Board of Trustees shall appoint one of the Trustees to the Corporation's Board of Directors."

ANALYSIS

In order to comply with the Bylaws of the EDCT Foundation, it is recommended that the SBCCD Board of Trustees appoint a member of the Board to serve on the Foundation's Board of Directors.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

No impact to the District's general fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: July 11, 2013
SUBJECT: Consideration of Approval to Accept Board Policies for First Reading
2140 Public Participation at Board Meetings
6330 Purchasing

RECOMMENDATION

It is recommended that the Board of Trustees accept Board Policy 2140 Public Participation at Board Meetings and Board Policy 6330 Purchasing for First Reading.

OVERVIEW

The changes to these policies were recommended by legal counsel.

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.

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4 **PUBLIC PARTICIPATION AT BOARD MEETINGS**
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6
7 **A. Placement of Items On Agenda,**
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9 The Board acknowledges that Education Code Section 72121.5 authorizes members of the
10 public to place matters directly related to the business of the District on the agenda of
11 ~~regular open~~ Board meetings, and authorizes members of the public to address the Board
12 regarding these or other matters on the agenda before or during their consideration by the
13 Board. ~~at a regular open Board meeting.~~
14

15 Members of the public are not authorized to place matters on the notice for a special Board
16 meeting, but may address the Board regarding matters placed on the notice for a special
17 Board meeting by the District.
18

19 Any member of the public who desires to place a matter on the agenda of a regular ~~open~~
20 Board meeting shall notify the Chancellor in writing at least ten ~~(10)~~ calendar days before
21 any such regular meeting. The written notification shall identify the specific matter to be
22 placed on the agenda and include relevant background information. The Chancellor shall
23 determine whether the ~~specific~~ matter is directly related to the business of the District, ~~and~~
24 ~~whether it is appropriate for consideration in an open Board meeting. Any decision by the~~
25 ~~Chancellor not to place requested matter on the agenda might be appealed in writing to the~~
26 ~~Board.~~
27

28 **B. Public Comments.**
29

30 Any member of the public who wishes to address the Board on any matter on the agenda
31 of a regular ~~open~~ Board meeting, or on the notice for a special Board meeting, is limited to
32 five ~~(5)~~ minutes per person and 20 minutes per agenda item, unless the time limit is
33 extended by a majority vote of the Board. ~~By a majority vote, the Board may limit the total~~
34 ~~amount of time to be allowed for comment on any particular item on the agenda.~~
35

36 ~~B. _____~~
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38 The Board acknowledges that the Brown Act, Government Code Section 54954.3,
39 requires that every agenda for regular meetings, but not every notice for special
40 meetings, shall provide an opportunity for members of the public to directly address the
41 Board on items of interest to the public that are not on the agenda.
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43 A member of the public who wishes to address the Board on any item not on the agenda,
44 but related to the business of the District, is limited to five ~~(5)~~ minutes unless a majority of
45 the Board votes to extend the time limit. The total time for members of the public to
46 speak on the same or a substantially similar subject shall be limited to twenty ~~(20)~~
47 minutes, unless a majority of the Board votes to extend the time limit.
48

49 ~~G.~~ Members of the public desiring to address the Board ~~that are not listed on the agenda~~
50 shall complete and submit a Public Comment card, ~~prior to speaking identifying the~~
51 ~~speaker, the speaker's address, and the topic being addressed. This card shall be~~
52 ~~presented to the Secretary to the Board after speaking.~~
53

54 As a matter of law, members of the Board may not discuss or respond to public
55 comments unless the matters are properly noticed for discussion or action in Open
56 Session.

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58

59 Reference:

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61 Education Code §§ 72120, 72121.5, 72122, 72125, 72126, 72129, 72130, 72131, 72132, and 85003

62 Government Code §§ 7130, 54954.554957, and 54957.6

63

64 APPROVED: 11/13/97

65 AMENDED: 04/08/04

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4 PURCHASING
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6 The Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment
7 and services as necessary to the efficient operation of the District. No such purchase shall
8 exceed the amounts specified by Section 20651 of the California Public Contract Code as
9 amended from time to time.

10 All such transactions shall be reviewed by the Board every 60 days.
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13 So long as quality and price are not comprised, it is the policy of the District
14 that a preference be given to local vendors and local businesses in all such
15 purchases of supplies, materials, apparatus, equipment, and services, to the
16 extent permitted by law. For purposes of this policy, "local" shall mean
17 vendors and businesses that have a physical place of business within the
18 geographical boundaries of the District.
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48 Reference:
49 Education Code Section 81656;
50 Public Contracts Code Section 20650
51 Government Code 54202
52 APPROVED: 9/9/04

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville
DATE: July 11, 2013
SUBJECT: Summary of Bond Measure M Capital Improvement Program
Change Orders and Amendments for Construction Contracts

RECOMMENDATION

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

OVERVIEW

As an informational item to the San Bernardino Community College District Board of Trustees, this report is a summary of all construction change orders and amendments to date for projects at Crafton Hills and San Bernardino Valley Colleges, including those on today's Board agenda.

ANALYSIS

Current submitted construction contract amendments and change orders for currently awarded Measure M projects total \$122,810.00 which is 0.323% 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 \$1,962,896.25 which is only 5.16% of the project cost of \$38,018,127.45.

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 7/11/13 agenda)

July 11, 2013

CONTRACT AMENDMENTS

PROJECTS	Original Contract Amount	Contract Amendments		Base Contract Amount	Cumulative Contract Amendments
		Previous	Pending		
CHC-Crafton Hills College	\$ 13,151,676.50	\$ 402,801.00	\$ -	\$ 13,554,477.50	3.06%
SBVC-San Bernardino Valley College	\$ 24,866,450.95	\$ 130,483.49	\$ -	\$ 24,996,934.44	0.52%
				\$ -	
TOTAL for CONTRACT AMENDMENTS	\$ 38,018,127.45	\$ 533,284.49	\$ -	\$ 38,551,411.94	1.40%

CHANGE ORDERS

PROJECTS	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending		
CHC-Crafton Hills College	\$ 13,554,477.50	\$ 585,801.76	\$ -	\$ 14,140,279.26	4.32%
SBVC-San Bernardino Valley College	\$ 24,996,934.44	\$ 721,000.00	\$ 122,810.00	\$ 25,840,744.44	3.38%
TOTAL for CHANGE ORDERS	\$ 38,551,411.94	\$ 1,306,801.76	\$ 122,810.00	\$ 39,981,023.70	3.71%

Crafton Hills College
CHANGE SUMMARY by PROJECT

July 11, 2013

(Including any contract amendments and change orders on the 07/11/13 agenda)

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
PARKING LOT/ADA/LIGHTING IMPRVMENTS.	\$ 6,146,450.00	\$ 402,801.00	\$ -	\$ 296,344.00	\$ -	\$ 6,845,595.00	4.82%
MATH AND SCIENCE ANNEX	\$ 2,270,500.00	\$ -	\$ -	\$ 189,545.00	\$ -	\$ 2,460,045.00	8.35%
MPOE/DATA RELOCATION	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%
OLD LIBRARY DEMOLITION	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	0.00%
SOLAR FARM	\$ 2,700,000.00	\$ -	\$ -	\$ 62,678.76	\$ -	\$ 2,762,678.76	0.00%
OE 2	\$ 654,000.00	\$ -	\$ -	\$ -	\$ -	\$ 654,000.00	0.00%
OE 1 Roofing Package	\$ 278,450.00	\$ -	\$ -	\$ -	\$ -	\$ 278,450.00	0.00%
TOTAL	\$ 13,151,676.50	\$ 402,801.00	\$ -	\$ 585,801.76	\$ -	\$ 14,140,279.26	4.32%

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
PAL PROJECT

July 11, 2013

(Including any contract amendments and change orders on the 07/11/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
PAL-01: ASR Constructors, Inc.	\$ 3,058,000.00	\$ 402,801.00	\$ -	\$ 94,560.00		\$ 3,555,361.00	2.73%
PAL-02: Pierre Sprinkler & Landscape	\$ 569,450.00	\$ -	\$ -	\$ 36,260.00		\$ 605,710.00	6.37%
PAL-03: RDM Electric Company, Inc.	\$ 2,519,000.00	\$ -	\$ -	\$ 165,524.00		\$ 2,684,524.00	6.57%
TOTAL	\$ 6,146,450.00	\$ 402,801.00	\$ -	\$ 296,344.00	\$ -	\$ 6,845,595.00	4.82%

Crafton Hills College
CHANGE SUMMARY by PROJECT
M S ANNEX

July 11, 2013

(Including any contract amendments and change orders on the 07/11/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
MODS-01: Conengr Corporation	\$ 539,500.00	\$ -	\$ -	\$ 22,504.00	\$ -	\$ 562,004.00	4.17%
MODS-02: Global Modular, Inc.	\$ 1,731,000.00	\$ -	\$ -	\$ 167,041.00	\$ -	\$ 1,898,041.00	9.65%
TOTAL	\$ 2,270,500.00	\$ -	\$ -	\$ 189,545.00	\$ -	\$ 2,460,045.00	8.35%

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
MPOE-DATA

July 11, 2013

(Including any contract amendments and change orders on the 07/11/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
MPOE/DATA-01: Shanks Electric Corporation	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%
TOTAL	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
LIBRARY DEMOLITION

July 11, 2013

(Including any contract amendments and change orders on the 07/11/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
LIBRARY DEMO-01:Miller Environmental, Inc.	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	0.00%
TOTAL	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	0.00%

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
SOLAR FARM

July 11, 2013

(Including any contract amendments and change orders on the 07/11/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Rosendin Electric, Inc. ***	\$ 2,700,000.00	\$ -	\$ -	\$ 62,678.76	\$ -	\$ 2,762,678.76	2.32%
TOTAL	\$ 2,700,000.00	\$ -	\$ -	\$ 62,678.76	\$ -	\$ 2,762,678.76	2.32%

NO NEW CHANGE ORDERS

***NOTE: \$3,500,000 OF THIS CONTRACT WAS IN MEASURE P --- THE TOTAL BASE AMOUNT OF THE CONTRACT IS \$6,200,000.

Crafton Hills College
CHANGE SUMMARY by PROJECT
SOLAR FARM

July 11, 2013

(Including any contract amendments and change orders on the 07/11/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>OE 2 Demo Pkg.</i>							
The Richards Group	\$ 654,000.00	\$ -	\$ -	\$ -	\$ -	\$ 654,000.00	0.00%
TOTAL	\$ 654,000.00	\$ -	\$ -	\$ -	\$ -	\$ 654,000.00	0.00%

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.

Crafton Hills College
CHANGE SUMMARY by PROJECT
SOLAR FARM

July 11, 2013

(Including any contract amendments and change orders on the 07/11/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>OE 1 Roof Pkg.</i>							
Best Contracting Services	\$ 278,450.00	\$ -	\$ -	\$ -	\$ -	\$ 278,450.00	0.00%
TOTAL	\$ 278,450.00	\$ -	\$ -	\$ -	\$ -	\$ 278,450.00	0.00%

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

July 11, 2013

(Including any contract amendments and change orders on the 07/11/13 agenda)

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Central Plant / Infrastructure	\$ 11,794,080.00	\$ 83,941.49	\$ -	\$ 148,883.00	\$ -	\$ 12,026,904.49	1.25%
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	\$ -	\$ 641,476.00	\$ 122,810.00	\$ 10,479,018.95	7.87%
Site Signage	\$ 2,535,776.00	\$ 34,333.00	\$ -	\$ (18,454.00)	\$ -	\$ 2,551,655.00	0.00%
	\$ 24,866,450.95	\$ 130,483.49	\$ -	\$ 721,000.00	\$ 122,810.00	\$ 25,840,744.44	3.38%

NO NEW CHANGE ORDERS

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
CENTRAL PLANT

June 11, 2013

(Including any contract amendments and change orders on the 07/11/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>Infrastructure Sewer Improvements</i>							
Kirtley Construction dba TK Construction	\$ 348,300.00	\$ 83,941.49	\$ -	\$ 26,806.00	\$ -	\$ 459,047.49	6.20%
<i>Central Plant</i>							
Plumbing, Piping & Construction	\$ 10,878,000.00	\$ -	\$ -	\$ 122,077.00	\$ -	\$ 11,000,077.00	1.12%
<i>Grant Street Sewer Project</i>							
Tyco General Engineering	\$ 567,780.00	\$ -	\$ -	\$ -	\$ -	\$ 567,780.00	0.00%
TOTAL	\$ 11,794,080.00	\$ 83,941.49	\$ -	\$ 148,883.00	\$ -	\$ 12,026,904.49	1.25%

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
GYM DEMO

July 11, 2013

(Including any contract amendments and change orders on the 07/11/13 agenda)

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

NO NEW CHANGE ORDERS

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
DATE: July 11, 2013
SUBJECT: Budget Report

RECOMMENDATION

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

OVERVIEW

This summary budget report is submitted monthly to the Board of Trustees for its review.

ANALYSIS

The attached Revenue and Expenditure Summary reflects activity for the 2012-13 fiscal year through June 26, 2013. It reflects summary information for all District funds, grouped by category within each fund.

As of June 26, the District was 98.8% through the fiscal year and had spent and encumbered about 86.0% 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 6/26/2013

Revenues by Fund	Budget	YTD Revenues	% Received	% of Year
01 General Fund*	91,475,872	66,950,079	73.2	98.8
21 Bond Interest & Redemption	13,755,000	23,306,076	169.4	98.8
41 Capital Outlay Projects Fund	770,998	799,981	103.8	98.8
42 Bond Construction Fund	200,000	493,143	246.6	98.8
68 Retiree Benefit Fund	763,000	761,738	99.8	98.8
69 Employee Load Banking Trust Fund	450	270	60.0	98.8
72 Child Development Fund	2,544,544	1,899,011	74.6	98.8
73 Student Body Center Fee Fund	214,300	189,226	88.3	98.8
74 KVCR Fund	8,207,880	7,190,910	87.6	98.8
78 Self Insurance-Liability Fund	753,000	753,422	100.1	98.8
84 Workers Compensation Fund*	1,260,000	1,041,158	82.6	98.8

Expenses by Fund	Budget	YTD Expenses & Encumbrances	% Expensed & Encumbered	% of Year
01 General Fund*	97,918,807	84,226,201	86.0	98.8
21 Bond Interest & Redemption	24,670,888	23,084,827	93.6	98.8
41 Capital Outlay Projects Fund	10,265,258	2,371,208	23.1	98.8
42 Bond Construction Fund	67,389,023	37,801,727	56.1	98.8
68 Retiree Benefit Fund	2,411,699	2,371,444	98.3	98.8
69 Employee Load Banking Trust Fund	450	0	0.0	98.8
72 Child Development Fund*	2,741,903	2,129,788	77.7	98.8
73 Student Body Center Fee Fund	287,225	233,239	81.2	98.8
74 KVCR Fund	8,325,106	6,063,135	72.8	98.8
78 Self Insurance-Liability Fund	795,000	545,432	68.6	98.8
84 Workers Compensation Fund*	1,397,000	787,909	56.4	98.8

*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	7,540,899.38	4,093,627.64	4,093,627.64	54.2	0.00	3,447,271.74	45.7
8600.00 STATE REVENUES	63,910,752.57	40,753,516.56	40,753,516.56	63.7	0.00	23,157,236.01	36.2
8800.00 LOCAL REVENUES	20,011,769.71	22,088,705.10	22,088,705.10	100.0	0.00	2,076,935.39-	.0
8900.00 OTHER FINANCING SOURCES	12,450.00	14,230.04	14,230.04	100.0	0.00	1,780.04-	.0
TOTAL: 8000	91,475,871.66	66,950,079.34	66,950,079.34	73.1	0.00	24,525,792.32	26.8
1100.00 CONTRACT CLASSROOM INST.	15,181,265.05	14,486,648.10	14,486,648.10	95.4	0.00	694,616.95	4.5
1200.00 CONTRACT CERT. ADMINISTRATORS	8,005,184.15	7,524,921.87	7,524,921.87	94.0	0.00	480,262.28	5.9
1300.00 INSTRUCTORS DAY/HOURLY	7,231,088.74	7,390,810.46	7,390,810.46	100.0	0.00	159,721.72-	.0
1400.00 NON-INSTRUCTION HOURLY CERT.	1,624,676.54	1,188,040.42	1,188,040.42	73.1	0.00	436,636.12	26.8
TOTAL: 1000	32,042,214.48	30,590,420.85	30,590,420.85	95.4	0.00	1,451,793.63	4.5
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	17,563,262.47	15,989,603.42	15,989,603.42	91.0	0.00	1,573,659.05	8.9
2200.00 INSTRUCTIONAL AIDS	1,235,791.00	1,175,745.38	1,175,745.38	95.1	0.00	60,045.62	4.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	2,554,427.71	1,824,141.58	1,824,141.58	71.4	0.00	730,286.13	28.5
2400.00 INST AIDES-HOURLY- DIR. INSTRU	1,449,884.66	1,002,051.89	1,002,051.89	69.1	0.00	447,832.77	30.8
TOTAL: 2000	22,803,365.84	19,991,542.27	19,991,542.27	87.6	0.00	2,811,823.57	12.3
3100.00 CERTIFICATED RETIREMENT	2,466,423.43	2,215,382.65	2,215,382.65	89.8	0.00	251,040.78	10.1
3200.00 CLASSIFIED RETIREMENT	2,297,707.86	2,141,869.51	2,141,869.51	93.2	0.00	155,838.35	6.7
3300.00 OASDHI /FICA	2,041,252.85	1,899,048.58	1,899,048.58	93.0	0.00	142,204.27	6.9
3400.00 HEALTH AND WELFARE BENEFITS	7,935,405.39	7,008,210.17	7,008,210.17	88.3	0.00	927,195.22	11.6
3500.00 STATE UNEMPLOYMENT INSURANCE	639,043.83	598,322.02	598,322.02	93.6	0.00	40,721.81	6.3
3600.00 WORKERS COMPENSATION INSURANCE	978,051.70	902,090.35	902,090.35	92.2	0.00	75,961.35	7.7
3900.00 OTHER BENEFITS	191,301.29	189,574.62	189,574.62	99.0	0.00	1,726.67	.9
TOTAL: 3000	16,549,186.35	14,954,497.90	14,954,497.90	90.3	0.00	1,594,688.45	9.6
4100.00 TEXTBOOKS	51,703.29	16,048.58	16,048.58	31.0	13,871.55	21,783.16	42.1
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	109,651.07	72,036.81	72,036.81	65.6	3,286.75	34,327.51	31.3
4300.00 INSTRUCTIONAL SUPPLIES	588,237.35	409,491.14	409,491.14	69.6	108,296.39	70,449.82	11.9
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	63,839.99	23,958.15	23,958.15	37.5	14,512.29	25,369.55	39.7
4500.00 NONINSTRUCTIONAL SUPPLIES	1,286,925.54	830,432.48	830,432.48	64.5	236,537.22	219,955.84	17.0
4700.00 FOOD SUPPLIES	31,075.13	16,954.68	16,954.68	54.5	11,023.77	3,096.68	9.9
TOTAL: 4000	2,131,432.37	1,368,921.84	1,368,921.84	64.2	387,527.97	374,982.56	17.5
5100.00 PERSON&CONSULTANT SVC-DIST USE	5,868,004.05	3,227,858.77	3,227,858.77	55.0	1,281,465.54	1,358,679.74	23.1
5200.00 TRAVEL & CONFERENCE EXPENSES	767,609.98	466,109.59	466,109.59	60.7	47,133.85	254,366.54	33.1
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	367,633.12	266,160.73	266,160.73	72.3	9,093.95	92,378.44	25.1
5400.00 INSURANCES - DISTRICT USE	136,000.00	124,952.00	124,952.00	91.8	0.00	11,048.00	8.1
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	2,665,409.67	2,131,165.92	2,131,165.92	79.9	477,098.07	57,145.68	2.1
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	2,213,345.31	1,705,691.72	1,705,691.72	77.0	232,445.80	275,207.79	12.4
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	783,867.00	473,004.12	473,004.12	60.3	259,023.05	51,839.83	6.6
5800.00 OTHER OPERATING EXP-DIST. USE	5,842,453.24	1,353,360.39	1,353,360.39	23.1	71,234.97	4,417,857.88	75.6
5900.00 INTERPROGRAM CHARGES-DIST. USE	180.00	0.00	0.00	.0	0.00	180.00	100.0
TOTAL: 5000	18,644,502.37	9,748,303.24	9,748,303.24	52.2	2,377,495.23	6,518,703.90	34.9

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	92,170,701.41	76,653,686.10	76,653,686.10	83.1	2,765,023.20	12,751,992.11	13.8
6100.00 SITES & IMPROVEMENTS-DIST. USE	65,747.00	2,589.00	2,589.00	3.9	920.00	62,238.00	94.6
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	137,688.26	5,504.23	5,504.23	3.9	47,410.00	84,774.03	61.5
6300.00 LIBRARY BOOKS - EXPANSION	86,650.00	59,616.81	59,616.81	68.8	22,546.10	4,487.09	5.1
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	2,212,970.96	1,056,997.65	1,056,997.65	47.7	388,075.53	767,897.78	34.6
TOTAL: 6000	2,503,056.22	1,124,707.69	1,124,707.69	44.9	458,951.63	919,396.90	36.7
TOTAL: 1000-6999	94,673,757.63	77,778,393.79	77,778,393.79	82.1	3,223,974.83	13,671,389.01	14.4
7300.00 INTERFUND TRANSFERS	2,609,273.00	2,609,269.00	2,609,269.00	99.9	0.00	4.00	.0
7500.00 OTHER OUTGO-STUDENT FIN AID	62,187.00	51,188.05	51,188.05	82.3	9,682.18	1,316.77	2.1
7600.00 OTHER STUDENT AID	573,589.76	464,205.89	464,205.89	80.9	89,487.72	19,896.15	3.4
TOTAL: 7000	3,245,049.76	3,124,662.94	3,124,662.94	96.2	99,169.90	21,216.92	.6
TOTAL: 1000-7999	97,918,807.39	80,903,056.73	80,903,056.73	82.6	3,323,144.73	13,692,605.93	13.9

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	91,475,871.66	66,950,079.34	66,950,079.34	73.1	0.00	24,525,792.32	26.8
TOTAL:	1000-5999	92,170,701.41	76,653,686.10	76,653,686.10	83.1	2,765,023.20	12,751,992.11	13.8
TOTAL:	1000-6999	94,673,757.63	77,778,393.79	77,778,393.79	82.1	3,223,974.83	13,671,389.01	14.4
TOTAL:	1000-7999	97,918,807.39	80,903,056.73	80,903,056.73	82.6	3,323,144.73	13,692,605.93	13.9
TOTAL EXPENSES	(1000 - 7999)	97,918,807.39	80,903,056.73	80,903,056.73	82.6	3,323,144.73	13,692,605.93	13.9

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	23,167,386.32	23,167,386.32	100.0	0.00	9,572,386.32-	.0
TOTAL: 8000	13,755,000.00	23,306,075.72	23,306,075.72	100.0	0.00	9,551,075.72-	.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	23,306,075.72	23,306,075.72	100.0	0.00	9,551,075.72-	.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	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	71,091.15	71,091.15	71,091.15	100.0	0.00	0.00	.0
8800.00 LOCAL REVENUES	615,123.60	644,106.48	644,106.48	100.0	0.00	28,982.88-	.0
8900.00 OTHER FINANCING SOURCES	84,783.00	84,783.00	84,783.00	100.0	0.00	0.00	.0
TOTAL: 8000	770,997.75	799,980.63	799,980.63	100.0	0.00	28,982.88-	.0
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	161.46	161.84	161.84	100.0	0.00	0.38-	.0
4500.00 NONINSTRUCTI ONAL SUPPLI ES	17,864.32	10,489.27	10,489.27	58.7	3,217.45	4,157.60	23.2
TOTAL: 4000	18,025.78	10,651.11	10,651.11	59.0	3,217.45	4,157.22	23.0
5100.00 PERSON&CONSULTANT SVC-DI ST USE	70,000.00	23,462.96	23,462.96	33.5	9,537.04	37,000.00	52.8
5600.00 RENTS, LEASES&REPAI RS-DI ST. USE	152,189.74	78,330.72	78,330.72	51.4	8,375.19	65,483.83	43.0
5800.00 OTHER OPERATI NG EXP-DI ST. USE	29,489.65	25,860.12	25,860.12	87.6	0.00	3,629.53	12.3
TOTAL: 5000	251,679.39	127,653.80	127,653.80	50.7	17,912.23	106,113.36	42.1
TOTAL: 1000-5999	269,705.17	138,304.91	138,304.91	51.2	21,129.68	110,270.58	40.8
6100.00 SI TES & IMPROVEMENTS-DI ST. USE	110,449.66	2,469.78-	2,469.78-	.0	0.00	112,919.44	100.0
6200.00 BUI LDI NGS&IMPROVEMENT-DI ST. USE	7,300,839.94	231,158.50	231,158.50	3.1	1,505.00	7,068,176.44	96.8
6400.00 EQUI P/FURNI TURE (EXCLD COMPTR)	2,084,263.07	1,910,658.23	1,910,658.23	91.6	70,921.91	102,682.93	4.9
TOTAL: 6000	9,495,552.67	2,139,346.95	2,139,346.95	22.5	72,426.91	7,283,778.81	76.7
TOTAL: 1000-6999	9,765,257.84	2,277,651.86	2,277,651.86	23.3	93,556.59	7,394,049.39	75.7
7900.00 RESERVE FOR CONTI NGENCI 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	10,265,257.84	2,277,651.86	2,277,651.86	22.1	93,556.59	7,894,049.39	76.9

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)	770,997.75	799,980.63	799,980.63	100.0	0.00	28,982.88-	.0
TOTAL:	1000-5999	269,705.17	138,304.91	138,304.91	51.2	21,129.68	110,270.58	40.8
TOTAL:	1000-6999	9,765,257.84	2,277,651.86	2,277,651.86	23.3	93,556.59	7,394,049.39	75.7
TOTAL:	1000-7999	10,265,257.84	2,277,651.86	2,277,651.86	22.1	93,556.59	7,894,049.39	76.9
TOTAL EXPENSES	(1000 - 7999)	10,265,257.84	2,277,651.86	2,277,651.86	22.1	93,556.59	7,894,049.39	76.9

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	493,142.65	493,142.65	100.0	0.00	293,142.65-	.0
TOTAL: 8000	200,000.00	493,142.65	493,142.65	100.0	0.00	293,142.65-	.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	1,351,150.00	242,734.45	242,734.45	17.9	829,278.51	279,137.04	20.6
5200.00 TRAVEL & CONFERENCE EXPENSES	600.00	476.48	476.48	79.4	50.85	72.67	12.1
5400.00 INSURANCES - DISTRICT USE	1,798,650.00	295,801.75	295,801.75	16.4	0.00	1,502,848.25	83.5
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	220,000.00	125,312.11	125,312.11	56.9	68,351.89	26,336.00	11.9
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	174,000.00	145,931.66	145,931.66	83.8	17,826.34	10,242.00	5.8
5800.00 OTHER OPERATING EXP-DIST. USE	716,850.00	8,425.00	8,425.00	1.1	6,575.00	701,850.00	97.9
TOTAL: 5000	4,261,250.00	818,681.45	818,681.45	19.2	922,082.59	2,520,485.96	59.1
TOTAL: 1000-5999	4,265,159.69	822,492.14	822,492.14	19.2	922,082.59	2,520,584.96	59.0
6100.00 SITES & IMPROVEMENTS-DIST. USE	5,726,018.00	1,801,655.25	1,801,655.25	31.4	1,751,804.77	2,172,557.98	37.9
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	54,927,545.31	20,856,157.46	20,856,157.46	37.9	11,074,749.57	22,996,638.28	41.8
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	2,470,300.00	166,872.81	166,872.81	6.7	405,912.01	1,897,515.18	76.8
TOTAL: 6000	63,123,863.31	22,824,685.52	22,824,685.52	36.1	13,232,466.35	27,066,711.44	42.8
TOTAL: 1000-6999	67,389,023.00	23,647,177.66	23,647,177.66	35.0	14,154,548.94	29,587,296.40	43.9

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	493,142.65	493,142.65	100.0	0.00	293,142.65-	.0
TOTAL:	1000-5999	4,265,159.69	822,492.14	822,492.14	19.2	922,082.59	2,520,584.96	59.0
TOTAL:	1000-6999	67,389,023.00	23,647,177.66	23,647,177.66	35.0	14,154,548.94	29,587,296.40	43.9
TOTAL:	1000-7999	67,389,023.00	23,647,177.66	23,647,177.66	35.0	14,154,548.94	29,587,296.40	43.9
TOTAL EXPENSES	(1000 - 7999)	67,389,023.00	23,647,177.66	23,647,177.66	35.0	14,154,548.94	29,587,296.40	43.9

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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	330.75	330.75	100.0	0.00	330.75-	.0
TOTAL: 8000	0.00	330.75	330.75	100.0	0.00	330.75-	.0

Fund: 51 BOOKSTORE FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	330.75	330.75	100.0	0.00	330.75-	.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	11,738.38	11,738.38	90.2	0.00	1,261.62	9.7
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	761,738.38	761,738.38	99.8	0.00	1,261.62	.1
3300.00 OASDHI /FICA	0.00	3.63	3.63	100.0	0.00	3.63-	.0
3400.00 HEALTH AND WELFARE BENEFITS	289,994.00	249,735.35	249,735.35	86.1	0.00	40,258.65	13.8
3500.00 STATE UNEMPLOYMENT INSURANCE	33.00	33.04	33.04	100.0	0.00	0.04-	.0
3900.00 OTHER BENEFITS	2,121,672.00	2,121,672.00	2,121,672.00	100.0	0.00	0.00	.0
TOTAL: 3000	2,411,699.00	2,371,444.02	2,371,444.02	98.3	0.00	40,254.98	1.6
TOTAL: 1000-5999	2,411,699.00	2,371,444.02	2,371,444.02	98.3	0.00	40,254.98	1.6

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	761,738.38	761,738.38	99.8	0.00	1,261.62	.1
TOTAL:	1000-5999	2,411,699.00	2,371,444.02	2,371,444.02	98.3	0.00	40,254.98	1.6
TOTAL:	1000-6999	2,411,699.00	2,371,444.02	2,371,444.02	98.3	0.00	40,254.98	1.6
TOTAL:	1000-7999	2,411,699.00	2,371,444.02	2,371,444.02	98.3	0.00	40,254.98	1.6
TOTAL EXPENSES	(1000 - 7999)	2,411,699.00	2,371,444.02	2,371,444.02	98.3	0.00	40,254.98	1.6

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	269.91	269.91	59.9	0.00	180.09	40.0
TOTAL: 8000	450.00	269.91	269.91	59.9	0.00	180.09	40.0
7300.00 INTERFUND TRANSFERS	450.00	0.00	0.00	.0	0.00	450.00	100.0
TOTAL: 7000	450.00	0.00	0.00	.0	0.00	450.00	100.0
TOTAL: 1000-7999	450.00	0.00	0.00	.0	0.00	450.00	100.0

Fund: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDED/	UNENCUMBERED	
=====		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
SUMMARY BY OBJECT								
=====		=====						
TOTAL INCOME	(8000 - 8999)	450.00	269.91	269.91	59.9	0.00	180.09	40.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	450.00	0.00	0.00	.0	0.00	450.00	100.0
TOTAL EXPENSES	(1000 - 7999)	450.00	0.00	0.00	.0	0.00	450.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDING/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	151,820.00	127,897.84	127,897.84	84.2	0.00	23,922.16	15.7
8600.00 STATE REVENUES	2,089,944.00	1,555,785.94	1,555,785.94	74.4	0.00	534,158.06	25.5
8800.00 LOCAL REVENUES	242,374.00	154,921.43	154,921.43	63.9	0.00	87,452.57	36.0
8900.00 OTHER FINANCING SOURCES	60,406.00	60,406.00	60,406.00	100.0	0.00	0.00	.0
TOTAL: 8000	2,544,544.00	1,899,011.21	1,899,011.21	74.6	0.00	645,532.79	25.3
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,322,363.00	969,798.65	969,798.65	73.3	0.00	352,564.35	26.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	269,751.00	141,227.96	141,227.96	52.3	0.00	128,523.04	47.6
TOTAL: 2000	1,592,114.00	1,111,026.61	1,111,026.61	69.7	0.00	481,087.39	30.2
3100.00 CERTIFICATED RETIREMENT	16,709.00	16,523.10	16,523.10	98.8	0.00	185.90	1.1
3200.00 CLASSIFIED RETIREMENT	87,288.00	85,944.20	85,944.20	98.4	0.00	1,343.80	1.5
3300.00 OASDHI /FICA	73,589.00	60,693.60	60,693.60	82.4	0.00	12,895.40	17.5
3400.00 HEALTH AND WELFARE BENEFITS	439,771.00	353,194.98	353,194.98	80.3	0.00	86,576.02	19.6
3500.00 STATE UNEMPLOYMENT INSURANCE	12,677.00	11,009.11	11,009.11	86.8	0.00	1,667.89	13.1
3600.00 WORKERS COMPENSATION INSURANCE	57,000.00	52,875.00	52,875.00	92.7	0.00	4,125.00	7.2
3900.00 OTHER BENEFITS	5,192.00	4,991.43	4,991.43	96.1	0.00	200.57	3.8
TOTAL: 3000	692,226.00	585,231.42	585,231.42	84.5	0.00	106,994.58	15.4
4300.00 INSTRUCTIONAL SUPPLIES	67,800.00	40,296.35	40,296.35	59.4	7,325.14	20,178.51	29.7
4500.00 NONINSTRUCTIONAL SUPPLIES	104,317.00	62,545.94	62,545.94	59.9	12,462.24	29,308.82	28.0
4700.00 FOOD SUPPLIES	105,000.00	92,292.42	92,292.42	87.8	10,448.03	2,259.55	2.1
TOTAL: 4000	277,117.00	195,134.71	195,134.71	70.4	30,235.41	51,746.88	18.6
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	16,330.00	5,895.55	5,895.55	36.1	0.00	10,434.45	63.8
5800.00 OTHER OPERATING EXP-DIST. USE	65,463.00	129,762.03	129,762.03	100.0	2,949.48	67,248.51-	.0
TOTAL: 5000	81,793.00	135,657.58	135,657.58	100.0	2,949.48	56,814.06-	.0
TOTAL: 1000-5999	2,643,250.00	2,027,050.32	2,027,050.32	76.6	33,184.89	583,014.79	22.0
6100.00 SITES & IMPROVEMENTS-DIST. USE	24,381.00	0.00	0.00	.0	14,000.00	10,381.00	42.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	74,272.00	55,552.49	55,552.49	74.7	0.00	18,719.51	25.2
TOTAL: 6000	98,653.00	55,552.49	55,552.49	56.3	14,000.00	29,100.51	29.4
TOTAL: 1000-6999	2,741,903.00	2,082,602.81	2,082,602.81	75.9	47,184.89	612,115.30	22.3

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)	2,544,544.00	1,899,011.21	1,899,011.21	74.6	0.00	645,532.79	25.3
TOTAL:	1000-5999	2,643,250.00	2,027,050.32	2,027,050.32	76.6	33,184.89	583,014.79	22.0
TOTAL:	1000-6999	2,741,903.00	2,082,602.81	2,082,602.81	75.9	47,184.89	612,115.30	22.3
TOTAL:	1000-7999	2,741,903.00	2,082,602.81	2,082,602.81	75.9	47,184.89	612,115.30	22.3
TOTAL EXPENSES	(1000 - 7999)	2,741,903.00	2,082,602.81	2,082,602.81	75.9	47,184.89	612,115.30	22.3

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	214,300.00	189,225.78	189,225.78	88.2	0.00	25,074.22	11.7
TOTAL: 8000	214,300.00	189,225.78	189,225.78	88.2	0.00	25,074.22	11.7
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	82,374.00	81,868.50	81,868.50	99.3	0.00	505.50	.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	36,000.00	43,139.11	43,139.11	100.0	0.00	7,139.11-	.0
TOTAL: 2000	118,374.00	125,007.61	125,007.61	100.0	0.00	6,633.61-	.0
3200.00 CLASSIFIED RETIREMENT	9,405.00	9,346.96	9,346.96	99.3	0.00	58.04	.6
3300.00 OASDHI/FICA	6,301.00	6,305.91	6,305.91	100.0	0.00	4.91-	.0
3400.00 HEALTH AND WELFARE BENEFITS	26,860.00	26,860.32	26,860.32	100.0	0.00	0.32-	.0
3500.00 STATE UNEMPLOYMENT INSURANCE	906.00	906.70	906.70	100.0	0.00	0.70-	.0
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	3,000.00	3,000.00	100.0	0.00	0.00	.0
3900.00 OTHER BENEFITS	146.00	146.16	146.16	100.0	0.00	0.16-	.0
TOTAL: 3000	46,618.00	46,566.05	46,566.05	99.8	0.00	51.95	.1
4500.00 NONINSTRUCTIONAL SUPPLIES	8,500.00	2,821.55	2,821.55	33.1	0.00	5,678.45	66.8
TOTAL: 4000	8,500.00	2,821.55	2,821.55	33.1	0.00	5,678.45	66.8
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	1,152.03	1,152.03	20.6	1,175.00	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	1,152.03	1,152.03	6.5	1,175.00	15,245.97	86.7
TOTAL: 1000-5999	191,065.00	175,547.24	175,547.24	91.8	1,175.00	14,342.76	7.5
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	260,125.00	196,398.32	196,398.32	75.5	36,840.45	26,886.23	10.3
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	287,225.00	196,398.32	196,398.32	68.3	36,840.45	53,986.23	18.7

Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	214,300.00	189,225.78	189,225.78	88.2	0.00	25,074.22	11.7
TOTAL:	1000-5999	191,065.00	175,547.24	175,547.24	91.8	1,175.00	14,342.76	7.5
TOTAL:	1000-6999	260,125.00	196,398.32	196,398.32	75.5	36,840.45	26,886.23	10.3
TOTAL:	1000-7999	287,225.00	196,398.32	196,398.32	68.3	36,840.45	53,986.23	18.7
TOTAL EXPENSES	(1000 - 7999)	287,225.00	196,398.32	196,398.32	68.3	36,840.45	53,986.23	18.7

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	6,799,387.26	6,256,239.45	6,256,239.45	92.0	0.00	543,147.81	7.9
8900.00 OTHER FINANCING SOURCES	1,379,084.00	964,080.00	964,080.00	69.9	0.00	415,004.00	30.0
TOTAL: 8000	8,207,880.26	7,190,910.45	7,190,910.45	87.6	0.00	1,016,969.81	12.3
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,624,183.00	1,317,568.84	1,317,568.84	81.1	0.00	306,614.16	18.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	872,710.18	594,458.07	594,458.07	68.1	0.00	278,252.11	31.8
TOTAL: 2000	2,496,893.18	1,912,026.91	1,912,026.91	76.5	0.00	584,866.27	23.4
3200.00 CLASSIFIED RETIREMENT	196,735.00	152,740.69	152,740.69	77.6	0.00	43,994.31	22.3
3300.00 OASDHI/FICA	144,684.00	119,464.63	119,464.63	82.5	0.00	25,219.37	17.4
3400.00 HEALTH AND WELFARE BENEFITS	301,738.00	254,789.46	254,789.46	84.4	0.00	46,948.54	15.5
3500.00 STATE UNEMPLOYMENT INSURANCE	21,720.00	20,916.67	20,916.67	96.3	0.00	803.33	3.6
3600.00 WORKERS COMPENSATION INSURANCE	39,000.00	31,625.00	31,625.00	81.0	0.00	7,375.00	18.9
3900.00 OTHER BENEFITS	10,975.00	8,284.68	8,284.68	75.4	0.00	2,690.32	24.5
TOTAL: 3000	714,852.00	587,821.13	587,821.13	82.2	0.00	127,030.87	17.7
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	200.00	46.89	46.89	23.4	0.00	153.11	76.5
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	2,500.00	328.97	328.97	13.1	600.00	1,571.03	62.8
4500.00 NONINSTRUCTIONAL SUPPLIES	67,120.00	33,092.54	33,092.54	49.3	10,082.77	23,944.69	35.6
TOTAL: 4000	69,820.00	33,468.40	33,468.40	47.9	10,682.77	25,668.83	36.7
5100.00 PERSON&CONSULTANT SVC-DIST USE	750,358.46	460,671.90	460,671.90	61.3	72,854.43	216,832.13	28.8
5200.00 TRAVEL & CONFERENCE EXPENSES	49,200.00	24,552.93	24,552.93	49.9	12,866.76	11,780.31	23.9
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	166,532.12	121,390.05	121,390.05	72.8	19,349.72	25,792.35	15.4
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	182,333.58	182,333.58	72.1	46,443.85	24,037.57	9.5
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	155,808.02	121,993.90	121,993.90	78.2	11,111.93	22,702.19	14.5
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	135,084.00	71,303.35	71,303.35	52.7	30,312.97	33,467.68	24.7
5800.00 OTHER OPERATING EXP-DIST. USE	2,953,177.94	1,975,315.73	1,975,315.73	66.8	280,840.31	697,021.90	23.6
TOTAL: 5000	4,470,975.54	2,964,046.44	2,964,046.44	66.2	473,779.97	1,033,149.13	23.1
TOTAL: 1000-5999	7,752,540.72	5,497,362.88	5,497,362.88	70.9	484,462.74	1,770,715.10	22.8
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	206,565.00	54,710.61	54,710.61	26.4	26,599.05	125,255.34	60.6
TOTAL: 6000	206,565.00	54,710.61	54,710.61	26.4	26,599.05	125,255.34	60.6
TOTAL: 1000-6999	7,959,105.72	5,552,073.49	5,552,073.49	69.7	511,061.79	1,895,970.44	23.8
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	8,325,105.72	5,552,073.49	5,552,073.49	66.6	511,061.79	2,261,970.44	27.1

Fund: 74 KVCR FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	8,207,880.26	7,190,910.45	7,190,910.45	87.6	0.00	1,016,969.81	12.3
TOTAL:	1000-5999	7,752,540.72	5,497,362.88	5,497,362.88	70.9	484,462.74	1,770,715.10	22.8
TOTAL:	1000-6999	7,959,105.72	5,552,073.49	5,552,073.49	69.7	511,061.79	1,895,970.44	23.8
TOTAL:	1000-7999	8,325,105.72	5,552,073.49	5,552,073.49	66.6	511,061.79	2,261,970.44	27.1
TOTAL EXPENSES	(1000 - 7999)	8,325,105.72	5,552,073.49	5,552,073.49	66.6	511,061.79	2,261,970.44	27.1

BDX110
 ALL FUNDS
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BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
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Fund: 76 *** NOT ON FILE ***

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	12,478.19	12,478.19	100.0	0.00	12,478.19-	.0
TOTAL: 8000	0.00	12,478.19	12,478.19	100.0	0.00	12,478.19-	.0

Fund: 76 *** NOT ON FILE *** SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	12,478.19	12,478.19	100.0	0.00	12,478.19-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

Fund: 78 SELF INSURANCE-LIABILITY&PRO

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	3,000.00	3,421.80	3,421.80	100.0	0.00	421.80-	.0
8900.00 OTHER FINANCING SOURCES	750,000.00	750,000.00	750,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	753,000.00	753,421.80	753,421.80	100.0	0.00	421.80-	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	20,000.00	5,093.54	5,093.54	25.4	4,906.46	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	10,901.20	10,901.20	7.2	14,143.80	124,955.00	83.3
TOTAL: 5000	770,000.00	526,381.74	526,381.74	68.3	19,050.26	224,568.00	29.1
TOTAL: 1000-5999	770,000.00	526,381.74	526,381.74	68.3	19,050.26	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	526,381.74	526,381.74	66.2	19,050.26	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	753,421.80	753,421.80	100.0	0.00	421.80-	.0
TOTAL:	1000-5999	770,000.00	526,381.74	526,381.74	68.3	19,050.26	224,568.00	29.1
TOTAL:	1000-6999	770,000.00	526,381.74	526,381.74	68.3	19,050.26	224,568.00	29.1
TOTAL:	1000-7999	795,000.00	526,381.74	526,381.74	66.2	19,050.26	249,568.00	31.3
TOTAL EXPENSES	(1000 - 7999)	795,000.00	526,381.74	526,381.74	66.2	19,050.26	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	1,041,158.45	1,041,158.45	82.6	0.00	218,841.55	17.3
TOTAL: 8000	1,260,000.00	1,041,158.45	1,041,158.45	82.6	0.00	218,841.55	17.3
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	124,350.00	124,350.00	95.6	5,000.00	650.00	.5
5800.00 OTHER OPERATING EXP-DIST. USE	607,000.00	522,565.98	522,565.98	86.0	14,379.70	70,054.32	11.5
TOTAL: 5000	897,000.00	768,528.98	768,528.98	85.6	19,379.70	109,091.32	12.1
TOTAL: 1000-5999	897,000.00	768,528.98	768,528.98	85.6	19,379.70	109,091.32	12.1
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	768,528.98	768,528.98	55.0	19,379.70	609,091.32	43.5

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	1,041,158.45	1,041,158.45	82.6	0.00	218,841.55	17.3
TOTAL:	1000-5999	897,000.00	768,528.98	768,528.98	85.6	19,379.70	109,091.32	12.1
TOTAL:	1000-6999	897,000.00	768,528.98	768,528.98	85.6	19,379.70	109,091.32	12.1
TOTAL:	1000-7999	1,397,000.00	768,528.98	768,528.98	55.0	19,379.70	609,091.32	43.5
TOTAL EXPENSES	(1000 - 7999)	1,397,000.00	768,528.98	768,528.98	55.0	19,379.70	609,091.32	43.5

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	922,434.36	922,434.36	71.3	0.00	369,549.64	28.6
8800.00 LOCAL REVENUES	842,809.96	681,777.04	681,777.04	80.8	0.00	161,032.92	19.1
TOTAL: 8000	2,180,293.96	1,633,796.40	1,633,796.40	74.9	0.00	546,497.56	25.0
1100.00 CONTRACT CLASSROOM INST.	10,450,801.35	9,903,158.34	9,903,158.34	94.7	0.00	547,643.01	5.2
1200.00 CONTRACT CERT. ADMINI STRATORS	3,151,409.33	3,060,163.07	3,060,163.07	97.1	0.00	91,246.26	2.8
1300.00 INSTRUCTORS DAY/HOURLY	5,296,358.00	5,463,315.76	5,463,315.76	100.0	0.00	166,957.76-	.0
1400.00 NON-INSTRUCTION HOURLY CERT.	522,594.55	339,755.90	339,755.90	65.0	0.00	182,838.65	34.9
TOTAL: 1000	19,421,163.23	18,766,393.07	18,766,393.07	96.6	0.00	654,770.16	3.3
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	5,942,176.32	5,869,848.78	5,869,848.78	98.7	0.00	72,327.54	1.2
2200.00 INSTRUCTIONAL AIDS	751,256.00	719,382.55	719,382.55	95.7	0.00	31,873.45	4.2
2300.00 NON-INSTRUCTION HOURLY CLASS.	308,302.66	189,479.99	189,479.99	61.4	0.00	118,822.67	38.5
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	311,397.41	174,423.31	174,423.31	56.0	0.00	136,974.10	43.9
TOTAL: 2000	7,313,132.39	6,953,134.63	6,953,134.63	95.0	0.00	359,997.76	4.9
3100.00 CERTIFICATED RETIREMENT	1,544,384.73	1,379,751.91	1,379,751.91	89.3	0.00	164,632.82	10.6
3200.00 CLASSIFIED RETIREMENT	858,619.70	839,537.18	839,537.18	97.7	0.00	19,082.52	2.2
3300.00 OASDHI /FICA	860,696.19	828,602.57	828,602.57	96.2	0.00	32,093.62	3.7
3400.00 HEALTH AND WELFARE BENEFITS	3,723,605.76	3,547,187.84	3,547,187.84	95.2	0.00	176,417.92	4.7
3500.00 STATE UNEMPLOYMENT INSURANCE	295,418.26	276,399.77	276,399.77	93.5	0.00	19,018.49	6.4
3600.00 WORKERS COMPENSATION INSURANCE	477,334.00	452,088.03	452,088.03	94.7	0.00	25,245.97	5.2
3900.00 OTHER BENEFITS	92,952.34	88,769.07	88,769.07	95.4	0.00	4,183.27	4.5
TOTAL: 3000	7,853,010.98	7,412,336.37	7,412,336.37	94.3	0.00	440,674.61	5.6
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	53,082.66	37,313.01	37,313.01	70.2	863.19	14,906.46	28.0
4300.00 INSTRUCTI ONAL SUPPLIES	74,559.49	51,753.95	51,753.95	69.4	13,547.02	9,258.52	12.4
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	8,864.95	2,623.56	2,623.56	29.5	3,128.76	3,112.63	35.1
4500.00 NONI NSTRUCTI ONAL SUPPLIES	416,971.38	284,866.70	284,866.70	68.3	76,041.01	56,063.67	13.4
4700.00 FOOD SUPPLIES	3,243.00	1,033.18	1,033.18	31.8	0.00	2,209.82	68.1
TOTAL: 4000	558,271.48	377,586.07	377,586.07	67.6	95,055.43	85,629.98	15.3
5100.00 PERSON&CONSULTANT SVC-DI ST USE	835,010.37	230,163.07	230,163.07	27.5	307,600.65	297,246.65	35.5
5200.00 TRAVEL & CONFERENCE EXPENSES	100,774.93	54,786.49	54,786.49	54.3	11,284.05	34,704.39	34.4
5300.00 POST/DUES/MEMBERSHI PS-DI ST. USE	134,259.00	98,503.45	98,503.45	73.3	2,597.41	33,158.14	24.6
5400.00 INSURANCES - DI STRICT USE	1,000.00	0.00	0.00	.0	0.00	1,000.00	100.0
5500.00 UTI LITI ES & HOUSEKEEP-DI ST. USE	1,592,600.44	1,324,595.96	1,324,595.96	83.1	251,857.87	16,146.61	1.0
5600.00 RENTS, LEASES&REPAI RS-DI ST. USE	655,928.56	487,871.93	487,871.93	74.3	90,595.52	77,461.11	11.8
5800.00 OTHER OPERATI NG EXP-DI ST. USE	1,268,012.63	49,361.98	49,361.98	3.8	23,206.35	1,195,444.30	94.2
5900.00 INTERPROGRAM CHARGES-DI ST. USE	180.00	0.00	0.00	.0	0.00	180.00	100.0
TOTAL: 5000	4,587,765.93	2,245,282.88	2,245,282.88	48.9	687,141.85	1,655,341.20	36.0
TOTAL: 1000-5999	39,733,344.01	35,754,733.02	35,754,733.02	89.9	782,197.28	3,196,413.71	8.0

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	32,500.00	2,500.00	2,500.00	7.6	30,000.00	0.00	.0
6300.00 LIBRARY BOOKS - EXPANSION	60,000.00	40,495.71	40,495.71	67.4	17,598.66	1,905.63	3.1
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	572,383.99	311,001.48	311,001.48	54.3	161,452.70	99,929.81	17.4
TOTAL: 6000	664,883.99	353,997.19	353,997.19	53.2	209,051.36	101,835.44	15.3
TOTAL: 1000-6999	40,398,228.00	36,108,730.21	36,108,730.21	89.3	991,248.64	3,298,249.15	8.1
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	40,458,634.00	36,169,136.21	36,169,136.21	89.3	991,248.64	3,298,249.15	8.1

Fund: 01 GENERAL FUND

SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDED/	UNENCUMBERED	
SUMMARY BY OBJECT		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
TOTAL INCOME	(8000 - 8999)	2,180,293.96	1,633,796.40	1,633,796.40	74.9	0.00	546,497.56	25.0
TOTAL:	1000-5999	39,733,344.01	35,754,733.02	35,754,733.02	89.9	782,197.28	3,196,413.71	8.0
TOTAL:	1000-6999	40,398,228.00	36,108,730.21	36,108,730.21	89.3	991,248.64	3,298,249.15	8.1
TOTAL:	1000-7999	40,458,634.00	36,169,136.21	36,169,136.21	89.3	991,248.64	3,298,249.15	8.1
TOTAL EXPENSES	(1000 - 7999)	40,458,634.00	36,169,136.21	36,169,136.21	89.3	991,248.64	3,298,249.15	8.1

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	25,886.00	7,760.88	7,760.88	29.9	0.00	18,125.12	70.0
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	68,166.88	68,166.88	78.9	0.00	18,125.12	21.0
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	6,450.00	6,450.00	26.9	0.00	17,480.00	73.0
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
4500.00 NONINSTRUCTIONAL SUPPLIES	0.00	6.50-	6.50-	.0	0.00	6.50	100.0
TOTAL: 4000	0.00	6.50-	6.50-	.0	0.00	6.50	100.0
TOTAL: 1000-5999	26,024.00	6,814.72	6,814.72	26.1	0.00	19,209.28	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	68,166.88	68,166.88	78.9	0.00	18,125.12	21.0
TOTAL:	1000-5999	26,024.00	6,814.72	6,814.72	26.1	0.00	19,209.28	73.8
TOTAL:	1000-6999	26,024.00	6,814.72	6,814.72	26.1	0.00	19,209.28	73.8
TOTAL:	1000-7999	26,024.00	6,814.72	6,814.72	26.1	0.00	19,209.28	73.8
TOTAL EXPENSES	(1000 - 7999)	26,024.00	6,814.72	6,814.72	26.1	0.00	19,209.28	73.8

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	21,860.00	7,390.00	7,390.00	33.8	0.00	14,470.00	66.1
8600.00 STATE REVENUES	550,476.00	480,029.20	480,029.20	87.2	0.00	70,446.80	12.7
8800.00 LOCAL REVENUES	491,686.95	272,149.40	272,149.40	55.3	0.00	219,537.55	44.6
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	765,361.35	765,361.35	71.9	0.00	298,661.60	28.0
1100.00 CONTRACT CLASSROOM INST.	4,624,813.90	4,477,824.02	4,477,824.02	96.8	0.00	146,989.88	3.1
1200.00 CONTRACT CERT. ADMINISTRATORS	2,301,184.00	2,220,022.45	2,220,022.45	96.4	0.00	81,161.55	3.5
1300.00 INSTRUCTORS DAY/HOURLY	1,861,989.00	1,922,527.36	1,922,527.36	100.0	0.00	60,538.36-	.0
1400.00 NON-INSTRUCTION HOURLY CERT.	122,263.00	74,916.32	74,916.32	61.2	0.00	47,346.68	38.7
TOTAL: 1000	8,910,249.90	8,695,290.15	8,695,290.15	97.5	0.00	214,959.75	2.4
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,316,987.97	3,330,080.06	3,330,080.06	100.0	0.00	13,092.09-	.0
2200.00 INSTRUCTIONAL AIDS	484,535.00	454,024.58	454,024.58	93.7	0.00	30,510.42	6.2
2300.00 NON-INSTRUCTION HOURLY CLASS.	209,780.48	176,006.02	176,006.02	83.9	0.00	33,774.46	16.0
2400.00 INST AIDES-HOURLY- DIR. INSTRU	373,294.00	346,055.06	346,055.06	92.7	0.00	27,238.94	7.2
TOTAL: 2000	4,384,597.45	4,306,165.72	4,306,165.72	98.2	0.00	78,431.73	1.7
3100.00 CERTIFICATED RETIREMENT	690,450.00	639,842.20	639,842.20	92.6	0.00	50,607.80	7.3
3200.00 CLASSIFIED RETIREMENT	512,486.49	475,178.29	475,178.29	92.7	0.00	37,308.20	7.2
3300.00 OASDHI/FICA	464,150.00	440,407.58	440,407.58	94.8	0.00	23,742.42	5.1
3400.00 HEALTH AND WELFARE BENEFITS	1,923,130.49	1,714,162.01	1,714,162.01	89.1	0.00	208,968.48	10.8
3500.00 STATE UNEMPLOYMENT INSURANCE	147,510.17	137,257.95	137,257.95	93.0	0.00	10,252.22	6.9
3600.00 WORKERS COMPENSATION INSURANCE	248,159.00	230,210.57	230,210.57	92.7	0.00	17,948.43	7.2
3900.00 OTHER BENEFITS	51,860.00	55,284.28	55,284.28	100.0	0.00	3,424.28-	.0
TOTAL: 3000	4,037,746.15	3,692,342.88	3,692,342.88	91.4	0.00	345,403.27	8.5
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	1,645.00	726.77	726.77	44.1	0.00	918.23	55.8
4300.00 INSTRUCTIONAL SUPPLIES	53,370.37	43,417.60	43,417.60	81.3	7,438.64	2,514.13	4.7
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	3,125.00	2,050.89	2,050.89	65.6	0.00	1,074.11	34.3
4500.00 NONINSTRUCTIONAL SUPPLIES	152,759.23	107,252.14	107,252.14	70.2	29,285.64	16,221.45	10.6
4700.00 FOOD SUPPLIES	500.00	0.00	0.00	.0	0.00	500.00	100.0
TOTAL: 4000	211,399.60	153,447.40	153,447.40	72.5	36,724.28	21,227.92	10.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	66,928.00	28,067.07	28,067.07	41.9	10,629.86	28,231.07	42.1
5200.00 TRAVEL & CONFERENCE EXPENSES	49,885.00	41,570.43	41,570.43	83.3	3,008.71	5,305.86	10.6
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	48,750.00	37,582.09	37,582.09	77.0	2,273.97	8,893.94	18.2
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	552,970.00	482,044.56	482,044.56	87.1	47,540.36	23,385.08	4.2
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	352,152.40	256,801.91	256,801.91	72.9	41,787.36	53,563.13	15.2
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	724,388.01	66,574.38	66,574.38	9.1	925.79	656,887.84	90.6
TOTAL: 5000	1,798,073.41	914,740.44	914,740.44	50.8	107,066.05	776,266.92	43.1
TOTAL: 1000-5999	19,342,066.51	17,761,986.59	17,761,986.59	91.8	143,790.33	1,436,289.59	7.4

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
6300.00 LIBRARY BOOKS - EXPANSION	13,150.00	8,121.10	8,121.10	61.7	4,947.44	81.46	.6
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	41,315.44	26,870.72	26,870.72	65.0	8,042.39	6,402.33	15.4
TOTAL: 6000	54,465.44	34,991.82	34,991.82	64.2	12,989.83	6,483.79	11.9
TOTAL: 1000-6999	19,396,531.95	17,796,978.41	17,796,978.41	91.7	156,780.16	1,442,773.38	7.4

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	765,361.35	765,361.35	71.9	0.00	298,661.60	28.0
TOTAL:	1000-5999	19,342,066.51	17,761,986.59	17,761,986.59	91.8	143,790.33	1,436,289.59	7.4
TOTAL:	1000-6999	19,396,531.95	17,796,978.41	17,796,978.41	91.7	156,780.16	1,442,773.38	7.4
TOTAL:	1000-7999	19,396,531.95	17,796,978.41	17,796,978.41	91.7	156,780.16	1,442,773.38	7.4
TOTAL EXPENSES	(1000 - 7999)	19,396,531.95	17,796,978.41	17,796,978.41	91.7	156,780.16	1,442,773.38	7.4

BDX110
 CHC UNRESTRICTED
 72 San Bernardino Community Col

BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 07/01/2012 TO 06/30/2013

#J2315

06/26/2013

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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	330.75	330.75	100.0	0.00	330.75-	.0
TOTAL: 8000	0.00	330.75	330.75	100.0	0.00	330.75-	.0

Fund: 51 BOOKSTORE FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	330.75	330.75	100.0	0.00	330.75-	.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	3,961.74	3,961.74	100.0	0.00	961.74-	.0
TOTAL: 8000	3,000.00	3,961.74	3,961.74	100.0	0.00	961.74-	.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	3,961.74	3,961.74	100.0	0.00	961.74-	.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: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: July 11, 2013
SUBJECT: Purchase Order Report

RECOMMENDATION

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

OVERVIEW

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days. All Purchase Orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

ANALYSIS

All Purchase Orders entered into from May 27, 2013 to June 20, 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

July 11, 2013

PO No.	Vendor Name	Purchase Order Description	Amount
134934	SBCCD FINANCIAL AID	Student Financial Aid	\$ 3,452.00
134936	INNOVATIVE INTERFACES INC	Computer Systems Maintenance Agreements	\$ 4,500.00
134937	THE PRESS-ENTERPRISE	Advertising	\$ 1,500.00
134938	LAMA BOOKS	Reference Books	\$ 404.86
134939	CENGAGE ACADEMIC LEARNING	Reference Books	\$ 176.94
134940	COMPUTERLAND OF SILICON VALLEY	Contract Services	\$ 592.92
134941	HILTON HOTEL - SAN BERNARDINO	Rentals	\$ 600.00
134942	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$ 83.30
134943	LYNDA.COM INC	Contract Services	\$ 3,250.00
134944	ALTAWARE INC	Computer Systems Maintenance Agreements	\$ 6,590.00
134945	SOUTH COAST AQMD	Other Expenses & Fees	\$ 347.12
134946	CHIPMAN CORPORATION	Consultants and Other Services	\$ 10,713.87
134947	SAWCX II	Liability Insurance	\$ 7,611.00
134948	PASCO SCIENTIFIC	Instructional Supplies	\$ 116.12
134949	HUGHES III, RICHARD	Mileage Reimbursement	\$ 167.24
134950	DIVISION OF STATE ARCHITECT	New Buildings	\$ 1,500.00
134951	FERRALL, MICHELLE	Consortium Reimbursement	\$ 84.00
134952	STAPLES	Non-instructional Supplies	\$ 884.89
134953	AMAZON.COM	IT Equipment	\$ 2,672.88
134954	M SPACE HOLDINGS, LLC	Building Improvement	\$ 154,579.32
134955	NESTING PROJECT	Advertising	\$ 526.24
134956	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 342.60
134957	BAKSHI, MONICA	Consortium Reimbursement	\$ 337.00
134958	DAVIS, KARA	Consortium Reimbursement	\$ 268.00
134959	HSIEH, SHEN-YUN	Consortium Reimbursement	\$ 176.00
134960	KEEN, JANA E	Consortium Reimbursement	\$ 196.00
134961	WITHAM, HAYLEY	Consortium Reimbursement	\$ 291.00
134962	OHLONE COLLEGE	Consultants & Other Services	\$ 540.00
134963	DELL COMPUTER COMPANY	IT Equipment	\$ 7,549.28
134964	EDMONSON, KINDRA L	Other Expenses & Fees	\$ 500.00
134965	FOREST INCENTIVES LTD	Other Expenses & Fees	\$ 9,000.00
134966	HAY HOUSE INC	Other Expenses & Fees	\$ 10,000.00
134967	SANCHEZ, JULIA	Refreshments	\$ 31.19
134968	ZAHIR, FATIMAH ABDUL	Student Financial Aid	\$ 33.09
134969	AKHTER, SHAPLA	Student Financial Aid	\$ 132.36
134970	ALBARRAN, MELISSA	Student Financial Aid	\$ 132.36
134971	ALCANTARA, AMY	Student Financial Aid	\$ 132.36
134972	ALJAFRI, EBTESAM	Student Financial Aid	\$ 231.63
134973	AMANI, SHEILA	Student Financial Aid	\$ 110.30
134974	BAKLANOVA, NATALIA	Student Financial Aid	\$ 110.30
134975	BANKS, PRINCESS	Student Financial Aid	\$ 231.63
134976	BARNES, LAURA	Student Financial Aid	\$ 66.18
134977	BETANCOURT, MARY HELEN	Student Financial Aid	\$ 66.18
134978	BUFFINGTON, KATHY	Student Financial Aid	\$ 33.09

Purchase Order Board Report
July 11, 2013

PO No.	Vendor Name	Purchase Order Description	Amount
134979	BRACKETT, DANIESHA	Student Financial Aid	\$ 110.30
134980	CANDELAS, ROSA	Student Financial Aid	\$ 33.09
134981	CANDRAY, GRINGRELIA	Student Financial Aid	\$ 33.09
134982	CARRELL, SHEEBA	Student Financial Aid	\$ 209.57
134983	CASTANEDA, DELIA	Student Financial Aid	\$ 33.09
134984	CELAYA, IRMA	Student Financial Aid	\$ 99.27
134985	CHATMAN, CHERISH	Student Financial Aid	\$ 132.36
134986	CHIRIAC, ADELINA	Student Financial Aid	\$ 66.18
134987	COLE, P LESLEY	Student Financial Aid	\$ 66.18
134988	COLE, NATRESHA	Student Financial Aid	\$ 33.09
134989	COLIX, SANDRA	Student Financial Aid	\$ 176.48
134990	CONTRERAS, MARIA	Student Financial Aid	\$ 66.18
134991	CORONA, BERTHA	Student Financial Aid	\$ 88.24
134992	CORREIA, RAMONA	Student Financial Aid	\$ 33.09
134993	DE LA TORRE, GEORGINA	Student Financial Aid	\$ 242.66
134994	DOSS, BRIAN	Student Financial Aid	\$ 143.39
134995	FOWLES, JESSICA	Student Financial Aid	\$ 132.36
134996	GARCIA, ELENA	Student Financial Aid	\$ 99.27
134997	GOMEZ, LUPE	Student Financial Aid	\$ 275.75
134998	GONZALEZ, SAMANTHA	Student Financial Aid	\$ 220.60
134999	GUTIERREZ, EVA	Student Financial Aid	\$ 66.18
135000	GUTIERREZ, YAQUELIN	Student Financial Aid	\$ 154.42
135001	HARRIS, MIRIAH	Student Financial Aid	\$ 143.39
135002	HERNANDEZ, NANCY	Student Financial Aid	\$ 275.75
135003	HOLMAN, SHERIEN	Student Financial Aid	\$ 33.09
135004	HRDLICKA, ERICA	Student Financial Aid	\$ 66.18
135005	JACKSON, KIMBERLEE	Student Financial Aid	\$ 66.18
135006	JAFFREY, FARZANA	Student Financial Aid	\$ 33.09
135007	JAMES, HARRIET	Student Financial Aid	\$ 66.18
135008	JIMENEZ, MABEL	Student Financial Aid	\$ 77.21
135009	JIMENEZ, MARISELA	Student Financial Aid	\$ 66.18
135010	JONES, JENELLE	Student Financial Aid	\$ 99.27
135011	JONES, THERESIA	Student Financial Aid	\$ 66.18
135012	LE, VAN	Student Financial Aid	\$ 33.09
135013	LOPEZ, BERNARDITA	Student Financial Aid	\$ 275.75
135014	LOPEZ DE ACOSTA, KARLA	Student Financial Aid	\$ 66.18
135015	LOPEZ, VERA	Student Financial Aid	\$ 176.48
135016	MCKINNON, ROBIN	Student Financial Aid	\$ 66.18
135017	MCMILLIN, VIRGINIA	Student Financial Aid	\$ 66.18
135018	MEIGHAN, GLENDA	Student Financial Aid	\$ 179.48
135019	MENDOZA, VANESSA	Student Financial Aid	\$ 33.09
135020	MISURACA, KARIN	Student Financial Aid	\$ 33.09
135021	MITCHELL, ELIZABETH	Student Financial Aid	\$ 275.75
135022	MONSON, BERNADETTE	Student Financial Aid	\$ 110.30

Purchase Order Board Report
July 11, 2013

PO No.	Vendor Name	Purchase Order Description	Amount
135023	MONTOYA, CARMELLO	Student Financial Aid	\$ 33.09
135024	MORA, JENNIFER	Student Financial Aid	\$ 165.45
135025	MORALES, DANELL	Student Financial Aid	\$ 220.60
135026	MORALES, JANICE	Student Financial Aid	\$ 66.18
135027	MORENO, ANGELES	Student Financial Aid	\$ 132.36
135028	MUNOZ RIO, ANDREA	Student Financial Aid	\$ 99.27
135029	MUNOZ RIO, NELLY	Student Financial Aid	\$ 99.27
135030	RITTER, ISELA	Student Financial Aid	\$ 33.09
135031	RODRIGUEZ, LEA	Student Financial Aid	\$ 66.18
135032	RODRIGUEZ, TERESA	Student Financial Aid	\$ 33.09
135033	SALAS LUCAS, ROSA	Student Financial Aid	\$ 99.27
135034	SANCHEZ, CELIA	Student Financial Aid	\$ 143.39
135035	SANDERS, BARBARA	Student Financial Aid	\$ 33.09
135036	SANTILLAN, DONNAMARIE	Student Financial Aid	\$ 66.18
135037	SCHMECHEL, RHONDA	Student Financial Aid	\$ 66.18
135038	SMITH, BRIAN	Student Financial Aid	\$ 33.09
135039	SPENCE, ANITA	Student Financial Aid	\$ 33.09
135040	TREACY-ABARCA, BLANCA	Student Financial Aid	\$ 132.36
135041	TURNER, TERESA	Student Financial Aid	\$ 132.36
135042	ULIBARRI, JESSICA	Student Financial Aid	\$ 132.36
135043	VELASQUEZ, HERLINDA	Student Financial Aid	\$ 121.33
135044	VILLEDA, BRENDA	Student Financial Aid	\$ 176.48
135045	VILLALOBOS, IRMA	Student Financial Aid	\$ 33.09
135046	WILLIAMS, SOPHIA	Student Financial Aid	\$ 33.09
135047	US BANK CORPORATE PMT SYSTEMS	Non instructional Supplies	\$ 12.22
135048	GORDIN, RONALD	Conferences	\$ 200.00
135049	ELLUCIAN INC	Computer Systems	\$ 5,067.00
135050	AMERICAN EXPRESS - US PAYMENTS	Conference	\$ 2,014.85
135051	BLANQUET, FRANCISCO	Conference	\$ 627.33
135052	US BANK CORPORATE PMT SYSTEMS	Magazines & Subscription	\$ 60.00
135053	WISEGARVER, LILLIAN	Mileage Reimbursement	\$ 592.40
135054	GRISHOW, KEVIN	Dues & Memberships	\$ 100.00
135055	BLANQUET, FRANCISCO	Conference	\$ 418.78
135056	COUCH, KEN	Conference	\$ 39.42
135057	FLINN SCIENTIFIC INC	Instructional Supplies	\$ 1,291.75
135058	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 140.00
135059	KUCK, GLEN	Conference	\$ 310.00
135060	CENERGISTIC INC	Consulting & Other	\$ 15,000.00
Number of Purchase Orders: 126		Total Encumbrances:	<u>\$ 263,744.05</u>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
DATE: July 11, 2013
SUBJECT: General Fund Cash Flow Analysis

RECOMMENDATION

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

OVERVIEW

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. Monitoring the amount of cash available to meet the District's financial obligations is the core responsibility of the Fiscal Services Department. Attached is the General Fund monthly cash flow analysis for the District.

ANALYSIS

The General Fund cash balance as of June 30, 2013 is estimated to be \$19,300,910. It 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.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This is an information item only. There are no financial implications.

General Fund Cash Flow Analysis*

Fiscal Year 2012-13

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Beginning Cash Balance	14,041	35,264	37,353	23,983	22,076	19,792	20,735	16,737	14,961	10,786	14,254	13,358		
Receipts														
Federal	12	105	177	-61	599	644	2	21	788	411	892	503	335	4,429
State	417	4,245	3,891	2,151	3,285	7,653	1,218	2,720	1,278	1,257	2,060	11,893	16,035	58,104
State Deferrals	13,750	1,738		2,132										17,620
Local		2,953	317	9	1,932	4,563	2,081	2,281	853	3,255	3,995	-98	1,280	23,419
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	222	-9	405		5,983
Total Receipts	26,810	10,130	4,716	4,870	6,390	12,924	3,325	4,832	3,089	15,145	6,938	12,701	17,651	129,520
Disbursements														
Academic Salaries		918	2,737	2,859	2,873	2,914	2,985	2,669	2,879	2,925	2,918	3,913	1,075	31,665
Classified Salaries	1,477	1,400	1,626	1,749	1,875	1,924	1,747	1,560	1,540	1,720	1,504	1,870	200	20,192
Benefits	695	1,081	1,283	1,308	1,300	1,324	1,298	1,257	1,245	1,281	1,230	1,652	115	15,069
Supplies & Materials	21	147	60	119	105	82	129	84	141	148	177	157	154	1,523
Other Operating Exp	398	1,337	1,087	879	776	579	742	789	690	913	1,007	550	2,783	12,531
Capital Outlay	1	32	31	77	114	89	67	272	93	114	115	121	204	1,329
Other Outgo	750	78	92	278	979	83	114	96	171	192	184	106		3,125
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	-592	699	-1,613		5,756
Total Disbursements	5,587	8,041	18,086	6,776	8,674	11,982	7,323	6,608	7,264	11,677	7,835	6,758	4,531	111,141
Ending Cash Balance	35,264	37,353	23,983	22,076	19,792	20,735	16,737	14,961	10,786	14,254	13,358	19,301		

*Rounded to the nearest 1,000.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Pierre Galvez, Interim Police Chief
DATE: July 11, 2013
SUBJECT: District Clery Act Compliance Report

RECOMMENDATION

This item is for information only. No action is required.

OVERVIEW

Postsecondary educational institutions (institutions) that participate in student aid programs under Title IV of the federal Higher Education Act of 1965, as amended, are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) to create an annual security report by October 1 of each year. This security report must contain required crime statistics of the institution as well as certain security policy disclosures. When institutions do not comply with the Clery Act, they inhibit the ability of students and others to make informed decisions about campus security. Further, the U.S. Department of Education can impose financial penalties of up to \$27,500 per violation against noncompliant institutions.

ANALYSIS

Monthly Report of Clery Crimes for June (See attached)

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
JUNE 2013**

Case #	Reported	Reportable Clery Crimes	Location	Date (s)	Time (s)	Disposition
CRAFTON HILLS						
13c-072	6/3/13	Poss of Marijuana	Parking Lot I	6/3/13	8:35am	Cited
13c-074	6/11/13	Burglary	M & O	6/11/13	7:15am	Report taken
13c-076	6/17/13	Burglary	M & O	6/17/13	8:37am	Arrested
DISTRICT						
No Clery Crimes						
VALLEY						
13-282	6/10/13	Grand Theft Auto	Parking Lot #11	6/10/13	6:05pm	Report taken
13-285	6/17/13	Burglary	Technical Bldg	6/17/13	8:19am	Report taken
13-288	6/22/13	Burglary	College Drive	6/22/13	7:50am	Report taken

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: July 11, 2013
SUBJECT: Administrative Procedure
6330 Purchasing

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. This Administrative Procedure has been modified and is being forwarded for information only.

ANALYSIS

AP 2175 was revised by legal counsel to reflect current changes in the law.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

3
4 PURCHASING

5
6 **GENERAL PURCHASING**

7
8 **A. Authority to Purchase**

9
10 The authority to contract for goods and/or services is vested in the Board of Trustees.
11 Authority to purchase supplies, materials, apparatus, equipment and services is annually
12 delegated by Board action to designated District officers. The purchase of goods and
13 services shall be made through the Purchasing Department following authorized
14 procedures in accordance with established policies and laws. Any purchase made by an
15 employee without proper authorization will be considered an obligation and liability of the
16 employee and not the San Bernardino Community College District.
17

18 **B. Conflict of Interest**

19
20 The District shall not purchase goods or services from any vendor or source in which a
21 requisitioner or an authorized purchasing agent or a member of the Board has any
22 proprietary interest. Any proposed exception must be reviewed by the Vice Chancellor
23 Fiscal Services and approved by the Board. Employees and Board members are
24 prohibited from accepting gratuities, in any form, the value of which could compromise their
25 objectivity in selecting vendors or awarding purchase contracts.
26

27 **C. General Purchasing Information**

28
29 1. Except for small purchases from petty cash, all purchases or commitments to buy
30 are made through the use of a purchase order. Purchase orders will be issued by the
31 Purchasing Department only upon receipt of a properly authorized purchase requisition.
32

33 2. Specifications

34
35 Departments may submit their own specifications for supplies and/or equipment; however,
36 the Purchasing Department has the authority to question need, quantity, quality, and
37 materials requested and to make recommendations where the general health and welfare
38 or economy is in question. The Purchasing Department will provide assistance in the
39 development of specifications as requested.
40

41 3. Selection of Vendor

42
43 The Purchasing Department will accept recommendations from the requesting department
44 for potential vendors. Final vendor designation will be made by the Purchasing
45 Department.
46

47 4. Price Quotations

48
49 Any purchase of supplies or equipment with a unit cost in excess of \$6,000 or contract for
50 services in excess of \$6,000 requires price quotations from at least three different vendors.
51 Any requests for exception must be submitted in writing to the Vice Chancellor, Fiscal
52 Services for consideration. The Purchasing Office may require price quotations for items
53 regardless of the cost if it determines that such quotes would be in the best interest of the
54 District.
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5. Bid Requirements

Any purchase over \$15,000 for work to be done (services), or ~~\$72,400~~ \$83,400 for equipment or supplies must go through the formal bid process. The Board of Governors of the California Community Colleges shall annually adjust the dollar amount required for bid to reflect the percentage change in the annual average of the Implicit Price Deflator for State and Local Government Purchase of Goods and Services for the United States, as published by the United States Department of Commerce for the 12-month period ending in the prior fiscal year (Public Contract Code 20651). The annual adjustments shall be rounded to the nearest one hundred dollars (\$100). The Purchasing Department may require formal bids for items regardless of the cost if it determines that such bids would be in the best interest of the District. All vendors involved in a bid process shall be notified that Board action is required before materials are delivered or a project can begin.

6. Date of Delivery

Materials and services must be charged against and paid from appropriations within the fiscal year in which the material or service is actually received.

D. Purchase Requisitions

A purchase requisition is prepared by an individual or department to request the Purchasing Department to buy specific items. The requested information on the requisition provides guidance to the Purchasing Department as to the requester's preferences regarding vendor, specifications, etc. The Purchasing Department will review each purchase requisition to determine if the request meets established procedures, standards, and laws and will test the object, location, and program codes to determine the availability of funds.

E. Purchase Order

After a purchase requisition has been reviewed and approved, a purchase order is prepared which authorizes the vendor to deliver the supplies/equipment or provide the service requested. No vendor has authority to provide materials or services until a purchase order has been processed.

F. Emergencies

In the event of an emergency, authority to purchase may be obtained from the Purchasing Department and a purchase order can be issued by telephone. Such approval must be obtained from the Purchasing Department in advance of the purchase.

BID REQUIREMENTS AND PROCEDURES

A. Price Quotations

Any purchase of supplies or equipment with a unit cost in excess of \$6,000 or contract for services in excess of \$6,000 requires price quotations from at least three different vendors. Any requests for exception must be submitted in writing to the Vice Chancellor, Fiscal Services for consideration. The Purchasing Department may require price quotations for items regardless of cost if it determines that such quotes would be in the best interest of the District.

- 112 **B. Bid Requirements**
113
114 Any purchase over \$15,000 for work to be done (services) or ~~\$72,400~~ \$83,400 for
115 equipment or supplies must go through the formal bid process. The Business Manager
116 may require formal bids for items regardless of the cost if it determines that such bids would
117 be in the best interest of the District.
118
- 119 **C. Approval**
120
121 All purchases requiring bid procedures require an "award of bid" by the Board. All vendors
122 involved in a bid process shall be notified that Board action is required before materials are
123 delivered or a project can begin.
124
- 125 **D. Purchase and Contract Specifications**
126
127 Bid documents or requests for price quotations must contain specifications and/or
128 drawings, if appropriate, which standardize the purchase and pro-vide a basis for selection
129 of a vendor. The Purchasing Department can advise on the level of specificity required
130 based on the nature of the purchase. In general, specifications should be generic in nature
131 and not specify a particular brand, manufacturer or vendor. It may be necessary to involve
132 a consultant in the development and/or review of specifications. Some specifications may
133 require legal review. Development of specifications may require several weeks or months.
134
- 135 **E. Energy Efficiency Specifications**
136
137 Vendors must provide equipment and appliances that earn the ENERGY STAR and meet
138 ENERGY STAR specifications for energy efficiency where ratings exist. Complete product
139 specifications and updated lists of qualifying products may be found at
140 www.energystar.gov.
141
- 142 **F. Bid Documents**
143
144 Bid documents are prepared by the Business Manager in consultation with the individual
145 initiating the request. Bid documents contain a variety of standard provisions required by
146 law and are supplemented by specifications and special requirements. Bid documents are
147 made available to vendors through the Purchasing Department.
148
- 149 **G. Advertisement for Bids**
150
151 Advertisements for bids are prepared by the Business Manager to meet the legal bidding
152 requirements. Ads are placed in newspapers and through other sources that are designed
153 to reach the appropriate vendors. Ads must appear twice, once a week for two consecutive
154 weeks. Vendors are usually allowed three to four weeks to prepare their bids.
155
- 156 **H. Bid Opening**
157
158 A time and place of bid opening is stated in the bid document and the bid advertisement.
159 Bids are accepted in the Purchasing Department up to the exact time of the bid opening.
160 Bids received before the opening are kept unopened until the designated time. A public bid
161 opening is held during which all bids are opened and read aloud. Bids are a matter of
162 public record and the results are available in the Purchasing Department after the bid
163 opening. Bids are considered to be "responsive" if they meet the specifications as
164 published. The services of an outside consultant may be required to evaluate
165 responsiveness. Reference checks may be applied to any and all bids that are responsive
166 and competitive. A summary of the prices quoted is prepared for the Board.
167

- 168 **I. Bid Bonds/Guarantees**
169
170 Bid bonds or other bid guarantees may be required of all bidders and are kept on file until
171 the Board awards a contract. Bonds/guarantees are returned to all bidders after the award
172 of bid.
173
- 174 **J. Award of Bid**
175
176 A summary of the bids is prepared for the Board. Results of reference checks are
177 evaluated and a recommendation is made to the Board for award of bid. The award does
178 not automatically go to the lowest bidder and only the Board can award a bid. As a general
179 rule the bid is awarded to the lowest bidder unless reference information or other mitigating
180 circum-stances suggest an alternate choice. Contracts are not signed until after the bid
181 award and no bidder should move to deliver supplies or equipment or start of project until
182 after the Board takes action. The Board has the right to reject all bids or waive any
183 irregularities. If that occurs, bidders will be notified in writing.
184
- 185 **K. Amendments**
186
187 1. Any changes to the bid document prior to the award of bid must be provided to all
188 prospective bidders in writing prior to the bid opening. If the change will require substantial
189 time for bidders to reconfigure their quotes, the bid opening may have to be extended.
190
191 2. Any change to specifications or terms and conditions of the bid after the opening
192 will require a change notice approved by the Board.
193

PROCUREMENT CARD

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- 198 A. Purpose
- 199 B. Policy
- 200 C. Overview
- 201 D. Program Benefits
- 202 E. Program Administrator
- 203 F. Procurement Card Rejection

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- 208 B. Opening of Accounts
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- 210 D. Proof Purchase Documentation
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- 212 F. Authorized/Prohibited Purchases and Practices

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- 219 D. Resolving Disputes
- 220 E. Credits and Returns
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- 222 G. Lost or Stolen Card

223

224 SECTION IV - ACCOUNTING PROCESS

225

226 A. Purchase Requisition/Purchase Order - General

227 B. Purchase Requisition/Purchase Order - Travel

228 C. Recordkeeping and Documentation

229 D. Reconciliation and Approval Process

230

231 SECTION V – RESPONSIBILITIES

232

233 A. Cardholder Responsibilities

234 B. Responsibility Center Manager

235 C. Program Administrator

236 D. Accounts Payable Department

237 E. Card Provider

238

239 SECTION I – GENERAL

240

241 **A. Purpose**

242

243 The purpose of the District's Procurement Card Program is to establish a more efficient,
244 cost-effective method of purchasing and paying for small dollar transactions, and to establish
245 policies and guidelines related to appropriate use of the Procurement Card.

246

247 **B. Policy**

248

249 1. A Procurement Card Application form must be completed and approved (Appendix
250 B).

251 2. All cardholders must sign and accept the terms and conditions as outlined on the
252 Procurement Card Program Cardholder Agreement (Appendix A).

253 3. All purchase transactions processed against the Procurement Card must be made
254 by the individual to whom the card is issued.

255 4. The Procurement Card can only be used for non-restricted (acceptable)
256 commodities.

257 5. Documentation pertaining to all purchase transactions must be obtained and
258 maintained on file.

259 6. Split purchases to bypass the authorized limit(s) or to circumvent Purchasing
260 Policies and Procedures are prohibited.

261 7. Fraudulent use of the Procurement Card will result in corrective action in
262 accordance with the terms and conditions of the Procurement Card as outlined on
263 the Cardholder Agreement.

264

265 **C. Overview**

266

267 The Procurement Card Program streamlines the purchasing process, including the
268 requisitioning, procurement, receiving, and payment processes for low-dollar value
269 purchases from any vendor or supplier that accepts a VISA credit card.

270

271 This program enables the cardholder to purchase approved commodities directly from
272 vendors/suppliers.

273

274 The Procurement Card can be used for purchases of all non-restricted (acceptable)
275 commodities. All purchases of commodities, where approved "Prime Vendor" contracts are
276 in place, should be made from those contracted vendors/suppliers. Each Procurement Card
277 issued will contain the name of SAN BERNARDINO COMMUNITY COLLEGE DISTRICT as

278 the corporate buyer of products and services. THE PROCUREMENT CARD IS NOT TO BE
279 USED FOR PERSONAL TRANSACTIONS.

280
281 Each card is assigned credit and transaction limits when the Procurement Card Application
282 is completed and approved.

283
284 **D. Program Benefits**

- 285
286 1. Significant decrease of paperwork for requisitioning, purchasing and receiving
287 activities.
288 2. Significant decrease in the volume of invoices and checks processed by Accounts
289 Payable.
290 3. Enables automated reporting tools.
291 4. Empowers cardholders to make purchases directly from suppliers.

292
293 **E. Program Administrator**

294
295 The Business Manager is the Program Administrator for the Procurement Card program.

296
297 **F. Procurement Card Rejection**

298
299 When presenting the Procurement Card to vendors for payment for goods and the card is
300 rejected, the Cardholder must complete and submit a Procurement Card Rejection Form to
301 the Procurement Card Administrator to determine the reason(s) for rejection (Appendix E).
302 Procurement card rejection is normally due to:

- 303
304
 - Incorrect vendor/supplier Merchant Category Code (MCC)
 - An attempt to purchase restricted or unauthorized items
 - An attempt to exceed card dollar limits.

305
306
307
308 **SECTION II - PROGRAM OVERVIEW**

309
310 The Procurement Card Program simplifies the purchasing/disbursement process by facilitating point-
311 of-sale procurement. Purchasing responsibility is delegated to the ordering department enabling an
312 authorized cardholder to place an order directly with a vendor/supplier.

313
314 When a purchase authorization is requested by a vendor/supplier at the point-of-sale, VISA validates
315 the transaction against pre-set limits established by the District in conjunction with department
316 administrators. All transactions are approved or declined instantaneously based on the following
317 Procurement Card authorization criteria:

- 318
319 1. Number of transactions allowed per day.
320 2. Number of transactions allowed per month.
321 3. Single purchase limit not to exceed \$500.00.
322 4. Spending limit per month.
323 5. Approved commodity codes.

324
325 The Business Manager is responsible for setting these limits. The authorization process occurs
326 through an electronic system that supports the Procurement Card Program under the agreement
327 with US Bank.

328
329 **A. How to Obtain a Procurement Card**

330

- 331 1. Complete a Procurement Card Application form (Appendix B).
- 332 2. Submit the Request for Procurement Card for approvals of officials listed on the form.
- 333 3. Submit the approved Request for Procurement Card to the Program Administrator for
- 334 processing.
- 335 4. Attend a Pre-Card Issue Training Session.
- 336 5. Application for Procurement Card is completed and transmitted to Card Provider by Program
- 337 Administrator.
- 338 6. Card Provider issues Procurement Card.

339
340 **B. Opening of Accounts**

- 341
- 342 1. The Chancellor, Presidents, Vice Chancellors, and Vice Presidents are responsible for
- 343 designating employees to receive the Procurement Card and must use the Procurement
- 344 Card Application form (Appendix B). All applications are subject to review and final approval
- 345 by the Business Manager. The approved application is submitted to Purchasing for
- 346 processing. Legitimate charges made on the Procurement Card are a District liability, not a
- 347 personal liability to the individual. Employees should ensure that Procurement Cards are
- 348 adequately safeguarded from loss or misuse.
- 349 2. There will be no credit reference check on the personal credit of the employee as a condition
- 350 for receiving the District Procurement Card, nor will the use of the Procurement Card have
- 351 any effect on the employee's personal credit rating.
- 352 3. Employees who have exhibited a history of not following Board Policy or/and Administrative
- 353 Regulations concerning Purchasing will not be approved to use the Procurement Card. An
- 354 example of such a history would include having three or more Audit Exception Memos on file
- 355 for the preceding 12 months.
- 356 4. Each employee approved to receive the Procurement Card must attend a user training
- 357 session. Training will be provided by the Purchasing Department. After completion of the
- 358 training, the cardholder will be required to complete and sign the Cardholder Agreement
- 359 (Appendix A).
- 360 5. US Bank will issue a Procurement Card to the employee when a Procurement Card
- 361 Application is submitted by the Program Administrator (Appendix B). Procurement Cards will
- 362 only be issued to permanent, full-time employees who are not on probationary status.

363
364 **C. Ordering Process**

365
366 The Procurement Card Program provides another option to existing purchasing procedures

367 regarding transactions for goods, commodities, supplies or repair parts valued at less than \$500.00

368 (including all delivery, shipping, etc.) NO SINGLE PURCHASE IS TO EXCEED \$500.00.

369
370 Purchases for restricted commodities and for purchases of \$500.00 or more should continue to be

371 processed in accordance with the established procurement/disbursement policies and procedures.

372
373 Please be sure to follow these procedures when using the Procurement Card:

- 374
- 375 1. Identify if the purchase is appropriate for a Procurement Card transaction. Check the list of
- 376 restricted commodities.
- 377 2. Determine if your transaction total is \$500.00 or less. If not, the transaction must be
- 378 processed in accordance with established purchasing disbursement policies and
- 379 procedures.
- 380 3. Contact the vendor/supplier and obtain the goods. Goods may be purchased either in
- 381 person, by telephone, or internet. Purchases must be in conformance with District
- 382 purchasing guidelines (i.e. reasonable, necessary, and for District business).
- 383 4. When receiving a shipment, it is the responsibility of the cardholder to properly inspect the
- 384 shipment for damage and to verify the shipment is complete. In case of returns, the

385 cardholder is responsible for coordinating the return directly with the vendor/supplier and for
386 contacting the Program Administrator with any unresolved issues.
387 5. All packing slips must be retained as part of the purchase transaction documentation.
388

389 **D. Proof Purchase Documentation**
390

- 391 1. The Procurement Card program facilitates point-of-sale purchases, giving authorized
392 cardholders the ability to purchase specific goods directly from a vendor/supplier. The
393 Procurement Card will eliminate the time and effort spent on processing multiple requisitions
394 and other internal forms, filing purchase requisition copies, distributing, filing and the
395 reconciling invoices.
- 396 2. With this authority comes the responsibility for maintaining adequate documentation at the
397 source of the transaction. It is the responsibility of each department to retain supporting
398 documentation in accordance with the District's Records Retention Policy and Administrative
399 Regulation 3310.
- 400 3. Documentation, including the monthly Procurement Card transaction statement, MUST be
401 maintained at its source.
402

403 **E. Closing of Accounts**
404

- 405 1. Accounts will be audited as a part of the closeout procedures for employees leaving the
406 District. Procurement Cards are to be turned-in to the Program Administrator by employees
407 upon separation of service from the District for any reason.
- 408 2. Supervisors of employees changing departments must contact the Program Administrator to
409 close their accounts. If appropriate to the new position, the process for opening a new
410 account will be followed. The District's Program Administrator will close account numbers
411 upon request of the Chancellor, Presidents, Vice Chancellor's, and Vice Presidents.
- 412 3. Accounts may be closed without prior notification if funds are not available in the
413 Cardholder's account or cancelled at any time for reasons considered not in the best interest
414 of the District. Reasons include but are not limited to failure to adhere to Board Policies
415 and/or Administrative Regulations.
416

417 **F. Authorized/Prohibited Purchases and Practices**
418

419 Procurement cards are District property issued in the employee's name. Use is restricted exclusively
420 for qualified business-related purchases. Applicable purchase categories are summarized as:
421

422 1. Authorized Purchases:
423

- 424 One time purchases up to \$500.00
425 Periodic supply purchases up to \$500.00 per transaction
426 Equipment costing under \$500.00 (includes tax and shipping)
427 Travel Expenses (Air Fare, Ground Transportation, Lodging, Conference Fees)
428 Refreshments for official business meetings
429

430 2. Prohibited Purchases:
431

- 432 Any purchase over \$500.00
- 433 Equipment costing over \$500.00
- 434 Furniture
- 435 AV equipment
- 436 Services
- 437 Computers
- 438 Software
- 439 Software licenses
- 440 Consultants, Instructors, Speakers
- 441 Maintenance Agreements
- 442 Service Agreements
- 443 Personal Items or items for personal use
- 444 Personnel/labor
- 445 Rental Agreements (Facilities, Equipment, ect.)
- 446 Lease/Purchase Agreements
- 447 Facility Improvements
- 448 Postage, Federal Express, UPS
- 449 Event decorations
- 450 Employee meals

451

452 3. Prohibited Practices:

- 453
- 454 Cash Refunds
- 455 Cash Advances
- 456 Split Orders/Purchases
- 457 Transferring cards between individuals
- 458 Wire transfers – Money orders

459

460 **SECTION III - RESOLUTION PROCESS**

461

462 **A. General**

463

464 The cardholder is responsible for taking appropriate and timely action by initiating the proper

465 documentation and notifying the proper official whenever a discrepancy is noted on the monthly

466 billing statement.

467

468 **B. Order and Receipt of Goods**

469

470 The cardholder is responsible for ensuring receipt of materials and will follow-up with the vendor to

471 resolve any delivery problems, discrepancies or damages to goods.

472

473 For telephone or catalog orders, make sure complete shipping address and instructions are given

474 along with your name (i.e., name, department name, complete street address, room number, city,

475 state and zip code). If materials are ordered by phone, ask the vendor to include a sales receipt in

476 the package. Save the credit card receipt and shipping documentation.

477

478 **C. Resolving Errors**

479

480 The cardholder is responsible for following up with the vendor or bank on any erroneous charges,

481 disputed items, or returns as soon as detected. Disputed billing can result from failure to receive

482 goods/services, fraud, misuse, altered charges, defective merchandise, incorrect amounts,

483 duplicated charges, unprocessed credits, etc. The cardholder will first contact the vendor to resolve

484 all outstanding issues.

485

486 **D. Resolving Disputes**

487

488 If the cardholder is unable to reach agreement with the vendor, contact US Bank Customer Service
489 Center at 1-888-344-5696.

490

491 The bank will ask the cardholder to complete a Cardholder Statement of Questioned Item form and
492 fax or mail the completed form to the bank (Appendix D). Please note on the form the reference
493 number given to you by the customer service representative. A copy of the form should be sent to
494 Purchasing. The bank must be notified of any disputed item within thirty (45) days of the cycle in
495 which the item was purchased.

496

497 If the cardholder is still unable to reach an acceptable solution, contact Purchasing at 384-4308.

498

499 **E. Credits and Returns**

500

501 The Cardholder is responsible for ensuring that all credits resulting from the return of merchandise to
502 the vendor are applied to the cardholders account. Should the related credit appear in the
503 subsequent billing cycle or appear on a subsequent billing statement the cardholder must identify the
504 future credit on the SBCCD Monthly Procurement Card Purchase Log (Appendix C).

505

506 **F. Card Cancellation**

507

508 To cancel a Procurement Card, immediately call or notify in writing, the Program Administrator. The
509 administrator will notify the bank and deactivate the card. The card should be cut in half and
510 immediately forwarded to the Program Administrator.

511

512 **G. Lost or Stolen Card**

513

514 If your Procurement Card is lost or stolen, IMMEDIATELY NOTIFY US BANK AT 1-888-344-5696
515 AND THE PROGRAM ADMINISTRATOR AT (909) 382-4031.

516

517 **SECTION IV - ACCOUNTING PROCESS**

518

519 **A. Purchase Requisition/Purchase Order – General**

520

521 Prior to final approval by Program Administrator of applicants Procurement Card Application,
522 applicant must initiate an Open Purchase Requisition to identify and encumber sufficient funds to pay
523 for obligations created by use of card. At any given moment the unexpended amount on the Open
524 Purchase Order must not be less than the monthly expenditure limit established by the Program
525 Administrator. Should the unexpended balance remaining on the Open Purchase Order fall below
526 the monthly expenditure limit established the Program Administrator will reduce the monthly
527 expenditure limit accordingly.

528

529 **B. Purchase Requisition/Purchase Order – Travel**

530

531 Authorized cardholders can use their assigned Procurement Cards to pay for registration, airfare,
532 lodging, parking, and other business-related incidental expenses with the exception of meals. Meals
533 are prohibited purchases. Such expense should only be made after receiving Board approval, if
534 applicable. Prior to using the Procurement Card, cardholders must create a Purchase Requisition for
535 the total estimated expense of the activity.

536

537

538

539 **C. Recordkeeping and Documentation**

540

541 To facilitate reconciliation, substantiation, and allocation of charges, the cardholder is required to
542 provide detailed information about his/her credit card purchases. The original transaction
543 documentation (credit card slip, packing slip, itemized invoice, etc.) will generally provide important
544 information such as a detailed listing of what was purchased, when the transaction occurred, who the
545 vendor is, where they are located, the purchase amount, and the purchaser identification.

546

547 Regardless of the method used to document credit card transactions, the documentation must
548 provide the details of the transaction and describe the goods purchased.

549

550 The cardholders must prepare and maintain the SBCCD Monthly Procurement Card Purchase Log
551 (Appendix C) to expedite reconciliation and distribution of charges. This summary, along with
552 supporting documentation, is to be presented to the cardholder's Responsibility Center Manager and
553 Purchasing Department for review and approval.

554

555 **D. Reconciliation and Approval Process**

556

557 The following process and timeline has been established to facilitate the payment process within the
558 timeline required by US Bank.

559

- 560 1. Cardholders will receive a statement of charges either via U.S. mail or downloaded from the
561 US Bank website for their respective card. Cardholders must timely reconcile the transaction
562 documentation with the statement of charges using the SBCCD Monthly Procurement Card
563 Purchase Log. All the preceding documents are herein after collectively referred to as the
564 "reconciliation packet".
- 565 2. Cardholders must forward the reconciliation packet to their Responsibility Center Manager
566 for approval no more than 5 working days after the close of the billing cycle.
- 567 3. After review and approval, the Responsibility Center Manager must forward the
568 reconciliation packet to the Purchasing Department no more than 5 working days after
569 receipt from the cardholder.
- 570 4. Upon receipt, the Purchasing Department must review and approve the reconciliation packet
571 and forward to the Business Manager no more than 3 working days after receipt.
- 572 5. The Business Manager or designee must review and approve the reconciliation packet and
573 forward to Accounts Payable for processing within 48 hours of receipt.

574

575 **SECTION V – RESPONSIBILITIES**

576

577 **A. Cardholder Responsibilities**

578

579 This Administrative Regulation coupled with the Cardholder Guide places adequate controls into
580 effect, and if followed should provide significant benefits to both cardholder and District. The following
581 is a list of the cardholder's specific responsibilities:

582

- 583 1. Ensure that the Procurement Card is used in accordance with this Administrative
584 Regulation.
- 585 2. Purchase only items that are work-related or for the use and benefit of the District.
- 586 3. Order supplies only as needed and only from vendors with whom the District does not
587 already have negotiated contracts with.
- 588 4. Sign the card in the signature panel.
- 589 5. Maintain card security to prevent unauthorized charges against the account.
- 590 6. Obtain receipts at the point of purchases and verify them for accuracy.
- 591 7. Reconcile receipts and other purchase documentation to the statement of charges timely.
- 592 8. Provide the vendor with all pertinent information when placing an order (if placing an order
593 by telephone, cardholder must instruct the vendor to ship goods directly to the cardholder's
594 department). DO NOT HAVE THE ORDER SENT TO CENTRAL RECEIVING.
- 595 9. Maintain the documentation for all transactions in accordance with this Administrative
596 Regulation and the District's record retention policy.
- 597 10. Report loss of card IMMEDIATELY to: (1) U.S. Bank Customer Service and (2) the Program
598 Administrator (Business Manager).
- 599 11. Notify U.S Bank Customer Service of any billing discrepancies posted on your statement of
600 charges that cannot be resolved with the merchant. If needed, complete and submit the
601 Cardholder Statement of Questioned Item.
- 602 12. Do not allow any member of your staff, family or supervisor to use this card. You, alone, are
603 authorized to use this card.
- 604 13. Ensure that NO SPLIT PURCHASES are made.
- 605 14. Accept NO BACKORDERS.
- 606 15. Maintaining the SBCCD Monthly Procurement Card Purchase Log.
- 607 16. Submit the "Reconciliation Packet" to the Responsibility Center Manager for approval within
608 stated timelines.
- 609 17. Ensure sufficient funds have been encumbered on Purchase Order to meet the obligations
610 from card use.

611
612 Use of the Procurement Card that is NOT in accordance with the guidelines established for this
613 Program may result in: (1) lost of card privileges, (2) personal liability, (3) suspension, (4) written
614 reprimand, or (5) termination, in the case of fraudulent use.

615
616 **B. Responsibility Center Managers**

617
618 Responsibility Center Managers are responsible for:

- 619
- 620 1. Reviewing all charges.
- 621 2. Ensuring all purchases are appropriate.
- 622 3. Ensuring no prohibited items have been purchased.
- 623 4. Ensuring all proper documentation is attached to the reconciliation packet.
- 624 5. Ensuring cardholders do not purchase commodities that should have been competitively bid
625 in accordance with District Purchasing Policies and Procedures.
- 626 6. Ensuring that NO SPLIT PURCHASES are made.

627
628 **C. Program Administrator**

629
630 The Program Administrator is responsible for:

631

- 632 1. Administering the Procurement Card Program.
- 633 2. Processing approved requests for Procurement Cards.
- 634 3. Conducting Pre-Card Issue Training Sessions.
- 635 4. Providing assistance to cardholders.
- 636 5. Providing information to appropriate District officials.
- 637 6. Reviewing reports for program compliance.
- 638 7. Following up with Card Provider when necessary.

639

640 **D. Accounts Payable Department**

641

642 The Accounts Payable Department is responsible for:

643

- 644 1. Paying monthly statement billing upon receipt from Business Manager.
- 645 2. Following up with Card Provider on matters of payment.

646

647 **E. Card Provider**

648

649 Card Provider is responsible for:

650

- 651 1. Paying suppliers/vendors.
- 652 2. Monitoring and controlling credit verification.
- 653 3. Providing monthly statement and analyses to the Program Administrator.
- 654 4. Providing duplicate copies of sales drafts of a disputed charge when requested.

655

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Appendix A

San Bernardino Community College District
Cardholder Agreement

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The procurement card represents our company’s trust in you. You are empowered as a responsible agent to safeguard company assets. Your signature below is verification that you have read the employee handbook, Board Policy, and Administrative Regulation and agree to comply with the following responsibilities. It also acknowledges that you have received the Cal-Card card #_____.

1. I understand the card is for District-approved purchases only and I agree not to charge personal purchases.
2. Improper use of this card can be considered misappropriation of company funds. This may result in disciplinary action up to and including termination of employment.
3. If the card is lost or stolen, I will immediately notify U.S. Bank by telephone. I will confirm the telephone call by mail or facsimile with a copy of the notification to the Program Administrator.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
5. The card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
6. All charges will be billed directly to and paid directly by the District. The bank cannot accept any monies from me directly; therefore any personal charges billed to the company could be considered misappropriation of company funds.
7. As the card is District property, I understand that I may be periodically required to comply with internal control procedures designed to protect District assets. This may include being asked to produce the card to validate its existence and account number. I may also be asked to produce receipts and statements to audit its use.
8. I will receive a Monthly Reconciliation Statement (MRS), which will report all activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by either contacting the supplier or the bank.
9. The charges made against my card are automatically assigned to the cost center assigned to the card as specified by management. This code cannot be changed without management involvement. When changed, the new accounting code will not affect any charges made prior to the change but will affect future charges.
10. I understand the Cal-Card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the business and/or to provide for business travel. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

Employee Signature

Approving Responsibility Center Manager Signature (RCM)

Employee Printed Name

Date

Approving RCM Printed Name

Date

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Appendix B

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Purchasing & Business Services

PROCUREMENT CARD APPLICATION

Name: _____ Date: _____
Last First Middle

Campus/Department: _____

Business Telephone: _____

Email Address: _____

Please check one:

Administrator: _____

Faculty: _____

Staff: _____

Signature of Applicant Date

Approve Disapprove

Signature of Responsibility Center Manager Date

Approve Disapprove

Vice President Date

Approve Disapprove

President Date

Approve Disapprove

Program Administrator Date

CARDHOLDER STATEMENT OF QUESTIONED ITEM

CARDHOLDER NAME (please print or type)

ACCOUNT NUMBER

CARDHOLDER SIGNATURE

DATE (AREA CODE) TELEPHONE NUMBER

The transaction in question as shown on statement of Account:

Transaction Date	Reference Number	Merchant	Amount	Statement Date
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Please read carefully each of the following situations and check the one most appropriate in your particular dispute. If you have any questions, please contact us at 888-994-6722. We will be more than happy to advise you in this matter.

1. UNAUTHORIZED MAIL OR PHONE ORDER OR PHONE ORDER

I have not authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.

2. DUPLICATE PROCESSING-THE DATE OF THE FIRST TRANSACTION WAS _____.

The transaction listed above represents a multiple billing to my account. I only authorized one charge from this merchant for this amount. My card was in my possession at all times.

3. MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF \$ _____.

My account has been charged for the above listed transaction, but I have not received the merchandise or service. I have contacted the merchant but the matter was not resolved. (Please provide a separate statement detailing the merchant contract, and the expected date to receive merchandise.)

4. MERCHANDISE RETURNED IN THE AMOUNT OF \$ _____.

Appendix E

San Bernardino Community College District
Purchasing & Business Services

PROCUREMENT CARD REJECTION

Instructions: Please complete this form and returned to the Purchasing Department for processing and follow up when purchases are rejected when using the Procurement Card. Please print or type.

Site: _____ Department: _____ Cardholder: _____ Ext.: _____ Date: _____

<u>Vendor</u>	<u>Item(s)</u> <u>Attempted</u> <u>Purchase</u>	<u>to</u>	<u>Amount</u>
Name: _____	_____	_____	_____
Address: _____	_____	_____	_____
City/State/Zip: _____	_____	_____	_____
Contact: _____	_____	_____	_____
Telephone: _____	_____	_____	_____

Date purchase was attempted: _____
 Name of person attempting purchase: _____
 Vendor/Supplier accept VISA: YES NO

Comments: _____

PURCHASING USE ONLY	
Reason for Card Rejection	Cardholder Assigned Standard Merchant Code Group
Incorrect Vendor/Supplier MCC	_____
Unauthorized Items (s)	_____
Card Limit Exceeded	_____
Other: _____	Vendor/Supplier MCC _____

Comments: (Purchasing Only) _____

Approved: 1/13/11

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: July 11, 2013
SUBJECT: Applause Cards

RECOMMENDATION

This item is for information only. No action is required.

OVERVIEW

The attached individuals have received special recognition for extending that extra effort in providing quality service and valued assistance:

ANALYSIS

The *Caring Hands* Applause Card was developed so that employees, students, visitors and vendors would have the opportunity to recognize someone at SBCCD who provides outstanding quality and service.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

SBVC

Blackwell, Shari (2)
Feist, John
Gallagher, Debby
Garcia, Stacy
Hrdlicka, Rick
Rodrick, Jennifer
Torres, Maria

CHC

Chavez, Isidro
Fullwiler, Stacey
Mealey, Elizabeth
Overturf, Kristin
Rodriguez, Nicole
Rush, Steve
Simpson, Floyd