

San Bernardino Community College District
Regular Meeting of the Board of Trustees
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, September 12, 2013 – 4:00 p.m. – Board Room

THE PUBLIC MEETING WILL BEGIN IMMEDIATELY
AFTER THE CLOSED SESSION

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. ANNOUNCEMENT OF CLOSED SESSION ITEMS
 - A. CONFERENCE WITH LABOR NEGOTIATORS
Government Code 54957.6
Agency Negotiators: Bruce Baron and Jack Miyamoto
CTA
CSEA
Management/Supervisors
Confidential Employees
 - B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code 54957
Title: Chancellor
 - C. CONFERENCE WITH LEGAL COUNSEL
ANTICIPATED LITIGATION
Conference with Legal Counsel Pursuant to Government Code section
54956.9: California Government Tort Claim against District, dated August
12, 2013, by current and former District employees.
 - D. CONFERENCE WITH LEGAL COUNSEL
Existing Litigation
3. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
4. CONVENE CLOSED SESSION
5. RECONVENE PUBLIC MEETING
6. REPORT OF ACTION IN CLOSED SESSION

7. INSTITUTIONAL PRESENTATIONS

- A. Special Recognition of Colleen Gamboa, CSEA Employee of the Year, from County Board of Supervisors
James Ramos
- B. Omnitrans "Go Smart" Program Update
Wendy Williams, Director of Marketing for Omnitrans
- C. Overview of Legal Issues Pertaining to "Local Hires" for Bond Projects
Ruben A. Smith, Esq., Alvarado Smith Law Firm
Thierry R. Montoya, Esq., Alvarado Smith Law Firm
- D. Public Hearing – Conduct the second public hearing on the proposed San Bernardino Community College District Redistricting area maps.

Redistricting

The proposed maps for the San Bernardino Community College District Trustee Areas are available in the Office of the Chancellor and on the district website at <http://www.sbccd.org/~media/Files/SBCCD/District/Board%20News/2013/Redistricting.pdf>

8. APPROVAL OF MINUTES

- A. July 25, 2013 (p. 1)
- B. August 8, 2013 (p. 5)
- C. August 22, 2013 (p. 23)

9. REPORTS

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

10. 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.

11. CONSENT AGENDA

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

A. INSTRUCTIONAL/STUDENT SERVICES

B. HUMAN RESOURCES

1. Consideration of Approval of Classified Employee (p. 29)
2. Consideration of Acceptance of Classified Resignations (p. 30)
3. Consideration of Approval of Classified Promotion (p. 31)
4. Consideration of Approval of Short-Term, Substitute and Professional Expert Employees (p. 32)
5. Consideration of Approval of Adjunct and Substitute Academic Employees (p. 38)
6. Consideration of Approval of Non-Instructional Pay (p. 40)
7. Consideration of Approval of Academic Employees (p. 44)
8. Consideration of Approval of Temporary Academic Employees (p. 45)
9. Consideration of Approval of Stipends for Assistant Coaches (p. 46)
10. Consideration of Approval of Sabbatical Leaves (p. 47)
11. Consideration of Approval of New Academic Job Description (p. 48)
12. Consideration of Approval of Management Appointments (p. 53)
13. Consideration of Acceptance of Management Resignation (p. 55)
14. Consideration of Approval of Management Contract Extension (p. 56)
15. Consideration of Approval of Management Interim Contract Amendments (p. 57)
16. Consideration of Approval of Salary Amendment for Management Employees (p. 58)
17. Consideration of Approval of Salary Step Advancement for Management Employees (p. 59)
18. Consideration of Approval of Management Tuition Reimbursement (p. 60)
19. Consideration of Approval of Management Job Description Revisions (p. 61)
20. Consideration of Approval of District Volunteers (p. 69)

C. FISCAL SERVICES

1. Consideration of Approval of Routine Contracts and Agreements (p. 74)
2. Consideration of Approval of Professional Services Contracts and Agreements (p. 105)
3. Consideration of Approval of Conference Attendance (p. 108)
4. Consideration of Approval of District/College Expenses (p. 119)
5. Consideration of Approval to Accept Donation – CHC (p. 128)
6. Consideration of Approval of Individual Memberships (p. 129)
7. Consideration of Approval of Facility Use Fee Waiver – SBVC (p. 131)
8. Consideration of Approval of Gann Limit (p. 132)
9. Consideration of Approval to Appoint Members to the Citizens Bond Oversight Committee (p. 134)

12. ACTION AGENDA

A. INSTRUCTIONAL/STUDENT SERVICES

B. HUMAN RESOURCES

1. Consideration of Acceptance of Management Employee Retirement (p. 135)

C. FISCAL SERVICES

1. Consideration of Approval of Bond Measure M Construction Change Orders and Contract Amendments (p. 136)
2. Consideration of Approval of Contract with Three Peaks Corporation – SBVC (p. 147)
3. Consideration of Approval of Contract with Arup North America Limited (p. 150)
4. Consideration of Approval of Amendment 002 to the HMC Architects Contract (p. 154)
5. Consideration of Approval of Amendment 002 to the NTD Architecture Contract (p. 158)
6. Consideration of Approval of Amendment 004 to the Steinberg Architects Contract (p. 163)
7. Consideration of Approval of Amendment 006 to the Steinberg Architects Contract (p. 168)
8. Consideration of Approval of Amendment 008 to the DLR Group WWCOT Contract (p. 172)
9. Consideration of Approval of Proprietary Items – CHC (p. 176)
10. Consideration of Approval to Reaffirm Board Imperatives and Approve 2013-14 Board Goals (p. 181)
11. Consideration of Approval to Adopt Resolution Authorizing National Hispanic Serving Institutions Week (p. 184)
12. Consideration of Approval to Conduct a Public Hearing on the 2013-2014 Final Budget (p. 187)
13. Consideration to Adopt the 2013-2014 Final Budget (p. 188)

14. Consideration of Approval of One-Time Budget Adjustment to Fund 2013-2014 Credit Course Offerings (p. 197)
15. Consideration of Approval of Commercial Lease with MSWP Redlands, LLC. (p. 198)

13. INFORMATION ITEMS

- A. Summary of Bond Measure M Capital Improvement Program Change Orders and Amendments for Construction Contracts (p. 199)
- B. Budget Report (p. 219)
- C. Purchase Order Report (p. 258)
- D. Quarterly Financial Status Report (p. 268)
- E. General Fund Cash Flow Analysis (p. 271)
- F. Clery Act Compliance Report (p. 273)
- G. MOU: Out-of-Classification Assignments for Classified Employees (p. 276)
- H. Applause Cards (p. 285)

14. STAFF REPORTS

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

15. ADJOURN – The next regular meeting of the Board of Trustees will be Thursday, September 26, 2013.

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

Minutes of the Regular Meeting of the Board of Trustees
Thursday, July 25, 2013 – 4:00 p.m. – Board Room

1. CALL TO ORDER

Dr. Singer called the meeting to order at 4:05 p.m.

Members Present:

Dr. Donald L. Singer, President
John Longville, Vice President
Donna Ferracone, Clerk
Gloria Macias Harrison
Dr. Kathleen Henry
Joseph Williams
Nickolas W. Zoumbos
Yasmeen Flores, Student Trustee, CHC

Members Absent:

Rosalinda Sosa-Sanchez, Student Trustee, SBVC

Administrators Present:

Bruce Baron, Chancellor
Dr. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, Interim President, SBVC
Tim Oliver, Interim Vice Chancellor Fiscal Services
Tanya Rogers, Interim Vice Chancellor Human Resources

Administrators Absent:

None.

2. PLEDGE OF ALLEGIANCE

Trustee Henry led the Pledge of Allegiance.

3. PUBLIC COMMENT

None.

4. APPROVAL OF MINUTES

Trustee Ferracone moved, Trustee Zoumbos seconded, and the Board members voted as follows to approve the minutes of June 27, 2013:

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

NOES: None

ABSENT: Sosa-Sanchez (advisory)

ABSTENTIONS: None

Trustee Henry moved, Trustee Harrison seconded, and the Board members voted as follows approve the minutes of July 11, 2013 with the following corrections and amendments:

- Under public comment, Trustee Williams asked for additional information regarding the speaker's concerns to consider a change in the policy and administrative procedures regarding the grounds for and types of discipline actions for students enrolled in the Middle College High School at SBVC.
- Under Routine Contracts and Agreements, Trustee Williams asked that his comments regarding collaboration reflect he specifically said San Bernardino City USD.
- Under request to award bid and contract to Woodcliff Corporation, Trustee Williams asked how many local bidders there were. His concern was that "we are going with the lowest bidder than we get hit with all of these change orders and then it goes back up to whatever the local bidder put in the first place, so we could have just hired them." He stated "some people bid low on purpose...responsible is not bidding low on purpose either."
- Under Purchase Order Report, Dr. Henry asked about page 244 under Fees and Expenses referring to the \$9,000 Purchase Order to Forester Incentives LTD and the \$10,000 Purchase Order to Hay House Inc. She said "Ed Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days." She said if the Board is supposed to review them, she would like to know what it is the trustees are supposed to review.
- Under Administrative Procedure 6330 Purchasing, Trustee Williams asked for additional information and if this was in line with the conflict of interest statement and the FPPC.

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

NOES: None

ABSENT: None

ABSENT: Sosa-Sanchez (advisory)

ABSTENTIONS: None

5. STRATEGIC PLANNING WORKSHOP

Charlie Ng who has been leading the district's strategic planning process for the past year conducted a Board workshop to receive input from the Board for the mission, vision

and values statements and to discuss the Board's perception of the district's strengths and weaknesses.

According to Administrative Procedure 3250, integrated planning, the Board may assist in developing the general institutional mission and goals for the comprehensive plans through a variety of means, including, but not limited to, the Chancellor's evaluation process, the Board/Chancellor retreat, and any time the Board reviews curriculum items.

The mission statement describes the District's "reason for being, why we are here, and what our purpose is."

The vision statement contains a 10-to-30-year "big and hairy audacious goal" (BHAG) and vivid descriptions of what it will be like to achieve the goal.

Values are essential and enduring tenets of the district. They are a small set of guiding principles that require no external justification and have intrinsic value and importance to those inside the district. They define for us what we stand for.

After considerable discussion, the trustees provided the following responses:

Mission: Advancing (or improving) our diverse community through education and training.

Vision: We will be seen as being productive and fulfilling for employees.

Values: Bold items prioritized and will serve as feedback to DSPC (# of votes).

Trust (4)

Quality curriculum and instruction (7)

Openness and innovation supported and valued (6)

Ethical procedures/behaviors; honest and ethical in all relationships (7)

Embrace collaboration within and outside the district; through all aspects that encompass the district as well as its surrounding communities (4)

Efficient service to students and employees (1)

Tolerance and understanding (6)

Effective communication (1)

Excellent service to our students (1)

Student-centered (3)

"Out in 2 Years" (0)

Strengths:

Caring Board

Strong public safety and health programs

Diverse Board

Strong faculty

EDCT

KVCR TV and radio station

Weaknesses: Bold items prioritized and will serve as feedback to DSPC (# of votes).

Number of interim positions, lack of succession planning model (8)

Some employees do not care about student success (0)

No "branding" of the district (2)

Weak service levels (web enrollment, technology) (8)

Lack of development for alternative funding (5)

The district is not good at basic skills (4)

Lack of focus on whom shall we serve (4)

Lack of integrating data into board conversations (1)

Weakness in partnerships (3)

Lack of importance and emphasis on assessment (2)

The Board's responses will be submitted to the DSPC for their review and the final document will be presented to the Board of Trustees for approval.

6. ADJOURN

Dr. Singer adjourned the meeting at 6:30 p.m.

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

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

Minutes of the Regular Meeting of the Board of Trustees
Thursday, August 8, 2013 – 4:00 p.m. – Board Room

1. CALL TO ORDER

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

Members Present:

Dr. Donald L. Singer, President
John Longville, Vice President
Donna Ferracone, Clerk
Gloria Macias Harrison
Dr. Kathleen Henry
Joseph Williams
Yasmeen Flores, Student Trustee, CHC
Rosalinda Sosa-Sanchez, Student Trustee SBVC

Members Absent:

Nickolas W. Zoumbos

Administrators Present:

Bruce Baron, Chancellor
Timothy L. Oliver, Interim Vice Chancellor Fiscal Services
Tanya Rogers, Interim Vice Chancellor Human Resources
Dr. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, Interim President, SBVC

Administrators Absent:

None.

2. PLEDGE OF ALLEGIANCE

Trustee Longville led the Pledge of Allegiance.

3. ANNOUNCEMENT OF CLOSED SESSION AGENDA ITEMS

CONFERENCE WITH LEGAL COUNSEL
EXISTING LITIGATION

Pursuant to Government Code Section 54956.9

Case Name Unspecified: To identify case would jeopardize service of process or existing litigation.

CONFERENCE WITH LEGAL COUNSEL
ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Section 54956.9(d)(2)

Number of cases: 1

4. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

None.

5. CONVENE CLOSED SESSION

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

6. RECONVENE PUBLIC MEETING

The public meeting was reconvened at 4:55 p.m.

7. REPORT OF ACTION IN CLOSED SESSION

Trustee Ferracone moved, Trustee Henry seconded, and the Board members voted as follows to approve the settlement claim by way of global Compromise and Release for claim #1655-06-0001:

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

NOES: None

ABSENT: Zoumbos

ABSTENTIONS: Flores (advisory), Sosa-Sanchez (advisory)

8. INSTITUTIONAL PRESENTATIONS

Public Hearing - Redistricting

Trustee Singer opened the public hearing on the proposed SBCCD redistricting area maps.

Community member John Wurm thanked the Board and the staff for providing the braille hourly rate as requested. He was pleased that the Board is looking at redistricting and urged the trustees to approve plan 3.

Hearing no further comments, Trustee Singer closed the public hearing.

Public Hearing – Economic Development Foundation

Trustee Singer opened the public hearing pursuant to Board Policy 3600 and Section 59257(a) of Title 5 of the California Code of Regulations, regarding the establishment and recognition of the proposed Economic Development and Corporate Training Foundation.

Hearing no comments, Trustee Singer closed the public hearing.

Trustee Harrison stated she wanted to make sure everyone understands the direct responsibility for how the Board relates to this nonprofit. She asked what responsibility the Board has since the foundation is an auxiliary organization under Title 5. Attorney Jack Lipton explained it will be established as a not-for-profit organization, and the district has oversight responsibility. It is not designed to operate independently. Trustee Harrison asked about hiring personnel and entering into contracts. The attorney explained the foundation will have its own board, and it will convene and approve hires and contracts.

Trustee Henry asked who is liable in the event of legal action. Mr. Lipton said since the foundation is its own entity, if it engages in wrongdoing or breach, it is the liability of the foundation.

Trustee Williams asked why a trustee will only serve one year. The chancellor explained that is because once a year in December trustees are appointed or reappointed to committees and foundation boards. Trustee Williams asked if a budget had been established and where the money is coming from. Mr. Baron replied no budget has been established and there is no money yet. He added there will be a limited amount of staff time to begin the foundation.

Trustee Henry asked how much money the district was going to spend on establishing the foundation and will General Fund money be used. The Chancellor said money is coming out of General Fund residuals. No General Funds will be used to establish the foundation.

Regarding 2.02 (specific purpose) in the foundation bylaws, Trustee Harrison wanted assurance that there isn't any competition with the campuses. The specific purpose of this corporation is to provide "not-for-credit" or "non-credit" programs. She said educational programs could be credit or non-credit and wanted to be sure the bylaws are not talking about credit courses.

Mr. Baron suggested using the term "not-for-credit" in the agreement, and the trustees concurred.

Trustee Harrison suggested three trustees sit on this foundation board. Trustee Henry agreed there should be more than one. The Board agreed to increase the

foundation board to 9 which includes 3 trustees. Trustee Henry said she was uncomfortable with one because “it is so new and people are always looking for deep pockets.” Attorney Jack Lipton said from a legal perspective it doesn’t matter how many trustees serve on the foundation.

Trustee Williams asked if the chancellor would be given authority to approve district funds. Trustee Singer responded the issues are specifically designated in the agreement. The chancellor stated that if the foundation wanted to offer a program through a grant or wanted to use classrooms in the district, it would need the approval of the district to do so.

Trustee Harrison questioned the section in the bylaws regarding mergers. The attorney said “subject to the approval of the Board of Trustees” could be added to the language. He added that contracts entered into by the foundation will be approved by the foundation board.

Trustees Harrison said her concern is that the district had issues with another foundation and asked that it be “very clear that the contracts, issues and employment rest with the Board of Trustees.” Mr. Lipton said “any contract that the foundation enters into is subject to approval/ratification of the Board of Trustees or any contract over a certain amount is subject to Board approval.”

Trustee Singer asked if this foundation is different in law from the college foundations. The attorney’s reply was yes.

Trustee Williams asked for clarity in the documents about what the authority is. He further stated he doesn’t want the foundation “to have to wait for a board meeting to go after a grant. We want to establish a foundation and if there is a quarterly meeting of the foundation, they have to wait until we approve contracts, and I just can’t imagine from a technical view how they will operate that way.”

Trustee Ferracone said putting three trustees on the foundation board will ensure we are doing things the correct way. Trustee Singer agreed saying this would allow the three trustees to look at potential contracts and things and to take action without coming to the Board of Trustees. Trustee Williams said the “trustees have a concern about potential mismanagement. I am asking for a new idea that will address our concerns.” The attorney suggested designating the chancellor or his designee the responsibility to review any transaction that the auxiliary organization has and report back to the Board. An extreme measure would be to have any action taken by the foundation approved by the Board of Trustees itself, but it undermines the foundation’s operation and could increase the Board’s liability because then there is no distinction between the two organizations because it will be acting as one entity.

Trustee Longville moved, Trustee Williams seconded, and the Board members voted as follows to approve the Economic and Corporate Training 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, with the following amendments: 1) a total of 3 members of the Board of Trustees will serve on the foundation; 2) the addition of “not-for-credit” in the language; and 3)

the addition of “contracts, issues and employment rest with the Board of Trustees.”

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)

NOES: None

ABSENT: Zoumbos

ABSTENTIONS: None

Trustee Williams moved, Trustee Ferracone seconded, and the Board members voted as follows to approve Trustees Harrison, Henry and Longville to serve on the EDCT Foundation:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)

NOES: None

ABSENT: Zoumbos

ABSTENTIONS: None

9. REPORTS

A. Board Members

- Trustee Harrison attended the Redlands Emergency Services Academy (RESA) graduation ceremony.
- Trustee Singer was pleased with the chancellor’s articles in the SUN and FACTS which encouraged the community to enroll in the colleges.

B. Student Trustees

- Yasmeen Flores said the specific issues with Omnitrans were sent to her advisor. She will be attending the student trustee conference next week.

C. Chancellor

- Chancellor Baron said he is pleased to announce the start-up of the Entrepreneurship Institute of San Bernardino. The Economic and Workforce Development staff has been working with SBVC to begin a not-for-credit entrepreneurial program with six different modules. A nominal fee is charged. The institute also received a start-up grant of \$25,000 from the Walmart Foundation.
- Mr. Baron introduced the district’s new Director of Fiscal Services, Jose Torres, who comes to the district with a great deal of experience in fiscal management.
- He also congratulated Dr. Cheryl Marshall for being selected by her peers to be the area’s regional rep to the statewide CEO organization.

10. PUBLIC COMMENT

SBVC Middle College student, Geraldo Negrete, and his mother, Esmeralda Negrete, urged the Board to consider a change in the policy and administrative

procedure regarding the grounds for and types of discipline actions for students enrolled in the Middle College High School at SBVC. A follow-up item was placed on this information agenda as directed by the Board of Trustees so a discussion could be held.

Interim SBVC President Gloria Fisher said the policy in question was put in place not to address individual students but all students enrolled in the program. A portion of the policy is designed to prompt students to go to class and to let students know that they are being watched. Students are required to submit progress reports signed by faculty and submit them to the office on time. If they are not submitted on time, students are placed on first level probation which means the student did not act responsibly. The best we can do to shepherd these students to do the right thing is to hold them accountable to standards.

Mr. James Espinoza, principal of the Middle College, said that part of the partnership between SBCUSD and SBVC is understanding the roles of each side and complimenting and supporting each other. Students receive two days of orientation on requirements to participate in the program. They enter as special permit students, and there may be some additional requirements and conditional things that take place, and it is communicated daily. Students are helped to become personally responsible and self-sustaining. He said his position is that the policy has been fair. It is rigorous and when a student does not meet the obligation, he is placed in an accountability situation. It is a positive policy even though it can be tough. If students meet the requirements, they are in good standing. Otherwise, they are not and there is a remedy for that. Mr. Espinosa added that the consequences for not having this policy are greater than not having this policy. The goal is to produce students who are college ready.

Student Geraldo Negrete provided background on his situation. He felt since he didn't receive probation the first time he missed a report deadline, he wouldn't receive probation for missing it this last time. He said the report "was not a priority and I thought I would not be on probation and that the staff would use professional judgment."

Trustee Henry asked who signs the contract and what is the content of the progress report. Dr. Fisher said the student, parent and both districts sign the contract, and the progress report is a document which must be completed by the faculty member. The report includes demeanor, academics and attendance. Dr. Fisher said the progress report is an SBVC document and is not part of the student's academic record. Trustee Henry asked how the students know when reports are due. Dr. Fisher said the calendar is on the form. Trustee Henry said "we are trying to build individuals with leadership skills, and as a leader you need to meet your deadlines because everything you do has an impact on others...everyone signed the contract and there is a consequence for late work. It doesn't go on the record, the student still attends SBVC and does not pay for those classes, and it is a life lesson."

Student Trustee Sosa-Sanchez asked why he didn't receive probation the first time he was late with a report. Mr. Espinoza said there are a lot of procedure mechanisms and couldn't speak to what happened before, but said no

exceptions have been made for progress reports and late deadlines and the procedures have been followed. The calendar is created by the Middle College and SBVC. The college grades are the college's responsibility, and the high school grades are the high school's responsibility. The professors may not even know there are Middle College students in their classes. He said the unified district does not dictate to the college how the instructors teach and the sovereignty of that is respected.

Dr. Fisher added that progress reports are reviewed and entered into a database. These are minor students, and this is in their best interest. This is the time for us to meet with the student, counsel the student. This is not punitive because it does not impact the student in any other way.

Trustee Ferracone said from an educator's standpoint, one of the main responsibilities we have is to help students develop the skills they need, which includes meeting deadlines and accepting responsibility for their actions. The student signed a contract, and it's important to meet the deadline dates.

Dr. Fisher said the file stays at the college, and the files are purged after two years upon graduation. The student can reply "no" to any questions regarding probation because this is not academic probation.

Trustee Henry said she sees no reason to change the policy as long as records are purged and not everyone sees them. She said, "We are talking about a policy and whether the action justifies the consequences."

Trustees Longville said, "It sounds like the majority of the Board is not inclined to change the policy."

11. CONSENT AGENDA

The following changes were made in the Consent Agenda:

Item 10.B.9. Consideration of Approval of Academic Employees

Additions:

Colleen Maloney-Hinds, Instructor, Health and Physical Education, CHC, 177 service day position, effective August 9, 2013. Salary placement to be determined upon verification of education and experience. Replacement for Debbie DeSalliers.

Melissa King, Anthropology Instructor, SBVC, 177 service day position, effective August 9, 2013. Salary placement to be determined upon verification of education and experience. Replacement for Gary Olson.

Item 10.B.14. Consideration of Approval of Management Appointments – pulled for discussion.

Item 10.B.17. Consideration of Approval of Salary Amendment for Management Employees – tabled

Item 10.B.18. Consideration of Approval of Salary Step Advancement for Management Employees – tabled

Item 10.B.19. Consideration of Approval of Revision of Management Job Description – pulled for discussion

Item 10.B.20. Consideration of Approval of Agreement with Miyamoto Consulting – pulled for discussion

Item 10.C.3. Consideration of Approval of Conference Attendance

Change: Travel dates for Joann Woo to August 9-19, 2013

Item 10.C.4. Consideration of Approval of District/College Expenses

Addition:

EVENT: Norton Air Force Base Museum Field Trip

DATE: August 17, 2013

AMOUNT: \$200.00

ITEM: Donation and Refreshments

Sponsored by the SBVC History Club, this event will aim to expand the appreciation of local history, support local museums and historical areas. In addition, this field trip will expand the History Club members' awareness and knowledge of the community. Anticipated attendance is approximately 25 students, community members, faculty and staff. Dr. Jeffrey Dusky will be the chaperone for this event.

Funding source is the History Club Trust Account.

Trustee Williams moved, Trustee Sosa-Sanchez seconded, and the Board members voted as follows to approve the Consent Agenda:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)

NOES: None

ABSENT: Zoumbos

ABSTENTIONS: None

12. ACTION AGENDA

Approve Management Appointments

Trustee Williams stated the Director of Student Life at SBVC is a critical position for the culture of the campus. "I want to make sure ASG and Student Life on the campus goes to the next level and whatever you can do to support it, please do."

He asked that the expectations be set high and that the position be held accountable.

Trustee Williams moved, Trustee Harrison seconded, and the Board members voted as follows to approve the appointment of Carolyn Lindsey, Director, Student Life, SBVC, and Scott Stark, Vice President of Administrative Services, SBVC, effective August 9, 2013:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)

NOES: None

ABSENT: Zoumbos

ABSTENTIONS: None

Approve Salary Amendment for Management Employees

This item was tabled.

Approve Salary Step Advancement for Management Employees

This item was tabled.

Approve Revision to Management Job Description

Trustee Henry was curious as to why the specialization was removed from the Master's Degree. Tanya Rogers explained it was in the District's best interest to revise the job description to provide consistency in minimum education requirements with comparable executive level positions and to yield a better pool of candidates. She added the revisions were reviewed by the college presidents. Trustee Henry asked if the District follows the ADA. Mrs. Rogers replied "absolutely." Trustee Henry said if the ADA is followed, then "you don't need to have this in here", referring to the physical demands and working environment issues. She added that she would like to see the attorney look at this part. "If we support the ADA, I don't see why we have this in here. I don't see why we need visual hearing and physical demands."

Trustee Williams said, "If a blind person applies, we won't hire him." Mrs. Rogers responded that reasonable accommodations may be made. Trustee Williams "would like to have someone else review this. If a person with a disability were to read this, they may not apply. I believe this creates a barrier."

Trustee Longville asked what would happen if the job description was "held up." The Chancellor said the recruitment could be half way completed by then, and staff was hoping to fill this position.

Trustee Ferracone said this isn't the first job description that the Board has passed with this "stuff" in it, and this Board has approved other job descriptions containing these words. Mrs. Rogers stated it is standard language for the industry. Trustee Williams asked that the reasonable accommodation language be added as the last statement. Trustee Henry thought there should be a specialized Master's Degree.

Trustee Harrison asked if the previous job description brought in a sufficient pool. She added it is important to have a background in student services and “related” seems to be really broad.

Mrs. Rogers stated again the college presidents reviewed the job description, and they agreed there needs to be some parity. Other samples were reviewed, and it was decided this was the best approach.

Trustee Singer moved, Trustee Ferracone seconded, and the Board members voted as follows to approve the Vice President of Student Services job description, moving the “reasonable accommodation” language to the end of the job description:

AYES: Ferracone, Harrison, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)

NOES: Henry

ABSENT: Zoumbos

ABSTENTIONS: None

Approve Agreement with Miyamoto Consulting

Trustee Williams wanted more information on this item.

The Chancellor said Dr. Miyamoto was engaged prior to Tanya Rogers’ interim appointment. Mr. Baron assured the Board that Dr. Miyamoto is extremely qualified and a talented human resources professional with over 40 years of experience. He can serve until we complete the salary study and then we can fill the vacancies.

Trustee Harrison moved, Trustee Henry seconded, and the Board members voted as follows to approve the agreement with Miyamoto Consulting for special Human Resources services for an amount not to exceed \$171,656.70, effective August 26, 2013 through June 30, 2014:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)

NOES: None

ABSENT: Zoumbos

ABSTENTIONS: None

Accept Academic Retirement

Trustee Harrison moved, Trustee Ferracone seconded, and the Board members voted as follows to accept the retirement of Kenneth R. Bryson, Instructor, Respiratory Care, CHC:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)

NOES: None

ABSENT: Zoumbos

ABSTENTIONS: None

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

Trustee Ferracone moved, Trustee Henry seconded, and the Board members voted as follows to approve the following Bond Measure M construction change orders and amendments:

Science Building-Circuit C Relocation - CHC

RDM Electric, CO #1, in the amount of \$492.89

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)

NOES: None

ABSENT: Zoumbos

ABSTENTIONS: None

Approve Contract with Pacific Industrial Electric

Trustee Harrison moved, Trustee Ferracone seconded, and the Board members voted as follows to approve a contract with Pacific Industrial Electric for the Medium Voltage Infrastructure Upgrade Project, SBVC, in the amount of \$123,600.00:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)

NOES: None

ABSENT: Zoumbos

ABSTENTIONS: None

Approve Contract with HMC Architects

Trustee Harrison moved, Trustee Henry seconded, and the Board members voted as follows to approve a contract with HMC Architects for architectural services for the New Crafton Center Project, CHC, in the amount of \$895,100.00:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)

NOES: None

ABSENT: Zoumbos

ABSTENTIONS: None

Approve Contract with ARUP

Trustee Henry moved, Trustee Harrison seconded, and the Board members voted as follows to approve a contract with ARUP to capture energy incentives, CHC, in the amount of \$33,000.00:

Trustee Williams said he works with the Workforce and Economic Investment Board and suggested the District contact that group to inquire about funds for projects. He said it is a good opportunity and asked the Board to consider this further to potentially bring in dollars for energy projects.

The Chancellor said one of the pieces is to bring in Prop 39 fund projects, and this will help us to identify projects and get into the pool.

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)
NOES: None
ABSENT: Zoumbos
ABSTENTIONS: None

Approve Contract with Three Peaks Corporation

Trustee Ferracone moved, Trustee Henry seconded, and the Board members voted as follows to approve a contract with Three Peaks Corporation for the Measure M Miscellaneous Site Work Project, SBVC, in the amount of \$87,187.00:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)
NOES: None
ABSENT: Zoumbos
ABSTENTIONS: None

Approve Contract with Three Peaks Corporation

Trustee Ferracone moved, Trustee Henry seconded, and the Board members voted as follows to approve a contract with Three Peaks Corporation for the Soccer Field Renovation Project, SBVC, in the amount of \$116,414.00:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)
NOES: None
ABSENT: Zoumbos
ABSTENTIONS: None

Award Bid and Contract to Minako of America

Interim Vice Chancellor Tim Oliver explained the job walk process on this project. He said we are getting the word out to local contractors to give them the opportunity to bid. There were a significant number of local contractors attending pre-bid meetings for this project, and he thinks we are getting good participation on the front end. He said the statistics for this project will be tracked for future projects. Of the three qualified bidders, one was local, and the other two out of the area. We are required by law to award our contract to the lowest qualified bidder.

Trustee Harrison asked if we had in place some kind of process to reach targeted contractors to participate and even though it goes out of the area, it may be the subcontractors may be local. She asked, "Do we have any way of tracking the local subs who are hired by out-of-the-area general contractors? Are we doing everything possible to be sure qualified people are able to participate in our bid process? Do we do more than what is required by law?" She added, "It's imperative we do more than what is required."

Mr. Oliver said the district reported last month that 75 percent of the ongoing work is local labor which means the dollars flowing into the economy are here. A meeting was held recently with Frances Grice and the NAACP representative and both principals in our bond program to determine what we can do legally. The district is attempting to identify with legal counsel what we can do under Prop 39 type funds that legally allow us to modify the way we might be able to select or choose the successful bidders. As far as the outreach, we are tracking all of the bidders, and Frances Grice is working continuously to broaden the outreach. Most recently, outreach has been expanded to disadvantaged vendors such as Minority, Women and Veteran Owned Businesses. This broadens our outreach to include not only local contractors, but also disadvantaged contractors from outside our local area.

Trustee Williams asked if we know if some of these contractors that may not be local would be interested in doing business with some of the local businesses. Mr. Oliver replied that it is essential to consider both the contractors and subcontractors. Trustee Williams asked if some of the locals are getting the sub work. Mr. Oliver said absolutely. Trustee Williams said as much as we can, we want to get the best job but at the same time we want to hire locally when we can.

Trustee Ferracone moved, Trustee Longville seconded, and the Board members voted as follows to award bid #0715134 and contract to Minako America Corporation DBA Minco Construction for the New PE Complex, CHC, in the amount of \$4,962,177.00. This includes the base contract amount of \$4,511,070.00 as well as any and all change orders up to \$451,107.00, approved by the Vice Chancellor of Fiscal Services, as set forth in the original contract:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)

NOES: None

ABSENT: Zoumbos

ABSTENTIONS: None

Award Contract to Woodcliff Corporation

This item was resubmitted to clarify some of the terms and conditions of the contract which was approved in July. The chancellor felt the item submitted last month was not transparent enough.

Trustee Ferracone moved, Trustee Longville seconded, and the Board members voted as follows to approve this clarification of language for the award of contract to Woodcliff Corporation for the Auditorium Renovation project, SBVC. The original contract amount, approved by the Board on July 11, 2013, as set forth in the contract was \$6,800,000.00. Additionally, the express contract language, already approved by the Board of Trustees on February 14, 2013, has delegated authority to the Vice Chancellor of Fiscal Services to approve change orders to the contract up to and including an amount of 10% of the original contract amount. As such, the total approved amount, by virtue of the Board's prior approval, is up to but not exceeding, \$7,480,000.00 (original contract amount \$6,800,000.00 plus 10%, i.e., \$680,000.00, in change orders, if needed and approved by the Vice Chancellor of Fiscal Services):

AYES: Ferracone, Harrison, Henry, Longville, Singer
Flores (advisory), Sosa-Sanchez (advisory)
NOES: None
ABSENT: Zoumbos
ABSTENTIONS: Williams

Approve Amendment 02 to the Snipes-Dye Contract

Trustee Harrison moved, Trustee Longville seconded, and the Board members voted as follows to approve Amendment 02 to the Snipes-Dye contract, in the amount of \$5,100.00:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)
NOES: None
ABSENT: Zoumbos
ABSTENTIONS: None

Approve Amendment 05 to the Snipes-Dye Contract

Trustee Harrison moved, Trustee Longville seconded, and the Board members voted as follows to approve Amendment 05 to the Snipes-Dye contract, in the amount of \$90,800.00:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)
NOES: None
ABSENT: Zoumbos
ABSTENTIONS: None

Approve Amendment 02 to the P2S Engineering, Inc. Contract

Trustee Harrison moved, Trustee Ferracone seconded, and the Board members voted as follows to approve Amendment 02 to the P2S Engineering, Inc. contract, in the amount of \$2,000.00:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)
NOES: None
ABSENT: Zoumbos
ABSTENTIONS: None

Approve Amendment 07 to the DLR Group WWCOT Contract

Trustee Ferracone moved, Trustee Henry seconded, and the Board members voted as follows to approve Amendment 07 to the DLR Group WWCOT contract, in the amount of \$14,400.00:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)
NOES: None
ABSENT: Zoumbos
ABSTENTIONS: None

Approve Board Policy 2140 Public Participation at Board Meetings

Trustee Longville moved, Trustee Ferracone seconded, and the Board members voted as follows to approve Board Policy 2140 Public Participation at Board Meetings:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams
Flores (advisory), Sosa-Sanchez (advisory)
NOES: None
ABSENT: Zoumbos
ABSTENTIONS: None

13. INFORMATION ITEM

- A. Follow-Up to Middle College High School Policy Concern

This item was discussed under “public comment.”

- B. Summary of Bond Measure M Capital Improvement Program Change Orders and Amendments for Construction Contracts

- C. Budget Report

Trustee Williams asked about the percentage of expenditures for Funds 78 and 84 and should we be concerned about the larger amount of

expenditures at this time. Mr. Oliver replied we do not need to be concerned, but we will be making some adjustments. As the final budget is being developed, the figure for Fund 78 (Insurance) will be reduced to better reflect actual expenditures, and the YTD expenditure is a prepayment for the entire year. Fund 84 (Workers Compensation) is an on-going expense that includes a \$500,000 reserve that we have not had to use to date.

Trustee Williams asked for a monthly cash flow statement.

D. Explanation of July Purchase Orders #134965 and #134966

Copies of Purchase Orders #134965 and #134966 were provided because Trustee Henry asked for the details. She said is it becoming problematic to review these items, but it does not preclude the trustees from their obligation to ask questions and approve. She further stated some of these category descriptions are self-explanatory, but it's the ones like fees and operational expenses where there is no transparency. She said we want to be as transparent as possible to the taxpayers and our representatives. "The total of that was \$1.6 million of those I don't know who these individuals are but I don't think we should be trying to connect the dots and I think it would make it so much easier to simply change the report to include a description."

Trustee Henry moved, Trustee Harrison seconded a motion to include a description column in the monthly purchase order report.

Trustee Singer asked how specific the explanations should be.

Trustee Henry replied, "Once again, we have the same vendors that I questioned last month. One is for \$50,000 and one is for \$5,000. What are they for? When you look at those, they have no description on them."

Mr. Oliver replied this report comes out of the purchase order system and said he needs to talk to the business services staff to find out if they can extract the descriptive information. He said the district issued over 500 purchase orders in June, and the report would be very voluminous.

Trustee Williams asked if these purchase orders were tied to contracts or a new expenditure.

Tanya Rogers explained the current purchase order description corresponds to a chart of accounts and a budget and accounting manual we are required to follow. We issue a purchase order for every purchase and some of these do lead back to contracts the Board has already approved. She wasn't sure if the detailed information could be extracted from our current system.

Trustee Henry said there is a responsibility of the Board to approve.

Trustee Singer understands some of the purchase orders are self-evident and some are not but feels a descriptor might not provide the answers and suggested trustees might want to talk to the chancellor or business services about concerns.

Mr. Oliver said some boards do not normally review details such as this. They receive a summary report, and the chancellor and designees are given the responsibility to follow the Board's direction.

Trustee Williams said, "I think Dr. Henry has a right to ask any question in this book. The question would be how my decisions relate to this document. I do see things that I have approved before now appear on this report. Her question should be satisfied."

Trustee Henry, "I am looking at a \$1.6 million category for consultants and other services. That's quite a bit."

Mrs. Rogers explained the expenses may include the ATPC in Camarillo which show as consultants.

Trustee Ferracone said that when a contract is approved, someone needs to generate a purchase order for that contract to be paid. In the current system, there is no way to push a button and get the information you are asking for.

Dr. Singer said it would take a great deal of time and energy and said if a trustee has specific concerns, he or she should talk to the chancellor to get answers.

Trustee Henry said she will send her list of purchase orders to the chancellor.

- E. Purchase Order Report
- F. Quarterly Investment Report
- G. CCSF-320 Apportionment Attendance Report FY 2013 Period 3 (annual)
- H. District Clery Act Compliance Report
- I. Applause Cards

14. STAFF REPORTS

- A. CHC President
 - A written report was submitted.
- B. CHC Academic Senate
 - Absent.

- C. CHC Classified Senate
 - Absent.
 - D. CHC ASB
 - Yasmeen Flores reported students were giving tours and took the opportunity to recruit to fill vacant student officer positions. About half the vacancies were filled. A retreat will be held to inform students about the campus and what they can do to give back to their community.
 - E. SBVC President
 - A written report was submitted.
 - F. SBVC Academic Senate
 - Absent.
 - G. SBVC Classified Senate
 - Absent.
 - H. SBVC ASB
 - President Brandon Brown reported the biggest event this semester was the candidacy fair for the mayoral race in the City of San Bernardino. Many events are planned for the *Week of Welcome*.
 - I. CTA
 - Absent.
 - J. CSEA
 - Absent.
15. ADJOURN

Dr. Singer adjourned the meeting at 8:40 p.m.

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

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

Minutes of the Regular Meeting of the Board of Trustees
Thursday, August 22, 2013 – 4:00 p.m. – Board Room

1. CALL TO ORDER

Dr. Singer called the meeting to order at 4:10 p.m.

Members Present:

Dr. Donald L. Singer, President
John Longville, Vice President
Donna Ferracone, Clerk
Gloria Macias Harrison
Dr. Kathleen Henry
Joseph Williams
Nickolas W. Zoumbos
Yasmeen Flores, Student Trustee, CHC

Members Absent:

None.

Administrators Present:

Bruce Baron, Chancellor
Dr. Gloria Fisher, Interim President, SBVC
Tim Oliver, Interim Vice Chancellor Fiscal Services

Administrators Absent:

Dr. Cheryl Marshall, President, CHC
Tanya Rogers, Interim Vice Chancellor Human Resources

2. PLEDGE OF ALLEGIANCE

Trustee Longville led the Pledge of Allegiance.

3. PUBLIC COMMENT

None.

4. ANNUAL BOARD PLANNING RETREAT

Chancellor Baron introduced and welcomed his new executive administrative assistant Stacey Nikac.

Chancellor Baron introduced Dr. Cindra Smith to facilitate the Board Retreat. Dr. Smith has a resume that includes working with Boards through the Community College League and as a consultant. She works with Boards on a variety of topics including the Board's role in accreditation and teambuilding.

Ground rules were established before the discussion.

2012-13 Board Self Evaluation

Dr. Smith said she was impressed with the Board's self-evaluation. She explained the purpose is to look at the data and discuss the self-evaluation. The report will be available as evidence for accreditation.

Trustee Williams said he intentionally didn't complete the form because he didn't think it was appropriate.

The role of the Board chair was discussed. Trustee Singer said he appreciates the fact that the requests for information and follow-up are submitted to him, but he does not need to see every question that the trustees send to the chancellor. The chancellor responds to the trustees as he should. Mr. Baron said he is comfortable either way. Dr. Smith suggested that concerns and questions be sent to either the chancellor or the board chair and not to all of the trustees so potential violations of the Brown Act may be avoided. She further stated the Board chair and the chancellor have distinct responsibilities and either of these systems can work but the key is the chancellor and the chair must have close communication. It is the chair's responsibility to assist the full Board to arrive at a decision procedurally and that everyone gets an opportunity to express their view. If there is no significant disagreement on an issue, the chair has the responsibility to make that item move quickly and not beat it to death while still ensuring that each Board member has the sense they will be heard.

It was the consensus of the Board that requests for agenda items and other issues be submitted to the Board chair, and the Board chair will work with the chancellor to be sure everything is on the agenda and all issues are addressed in a timely manner.

The Board and chancellor relationship was discussed. Trustee Henry stressed that when the trustees ask for information, the request should not be taken as if something is wrong. Student Trustee Flores said it is the responsibility of the Board to ask questions, but they can be asked before a Board meeting so meeting time doesn't need to be used.

Trustee Williams does not want to feel rushed during a meeting. He said he asks questions sometimes to determine what other trustees think. He said the chancellor is very responsive and does make an effort to answer questions, but he still wants the opportunity to ask questions and discuss at the meetings.

Trustee Harrison acknowledged she is frustrated when a community person asks her about something she should know about. She said when trustees do their homework and are frank with the chancellor, hopefully the trust will develop.

Goals and Objectives and Board Imperatives

Dr. Smith said goals for the coming year need to be tied to the strategic planning goals and Board Imperatives.

After considerable discussion, the following priorities and goals related to the Board Imperatives (Board Policy 2270) were approved by consensus:

Board Goal	Activities and Tasks
I. Institutional Effectiveness	
1. Ensure that leadership positions currently held by interims are filled with permanent hires.	Receive regular information on the progress of filling positions; approve hires as needed.
2. Expect a District-wide emphasis on leadership development	Receive information on leadership development programs in the district.
3. Ensure that Board Policy is updated as needed and regularly reviewed	Receive information about the timeline for policy review and updating
II. Learning Centered Institution for Student Access, Retention and Success	
4. Strengthen the Board’s capacity to use metrics to monitor improvement in student access and success.	Learn about and use state metrics such as the Student Success Scorecard and Salary Surfer to monitor student success. Receive and discuss local data and other information that helps the Board monitor improvement and provides the information needed for it to establish performance standards.
5. Provide resources to support student success.	Receive information during the budget development and approval process that links funding to student success strategies.
6. Monitor programs that provide workforce training and experience for students	Discuss reports on college programs that provide workforce training and experience.
III. Resource Management for Efficiency, Effectiveness and Excellence	
7. Continue to ensure the district’s sound fiscal condition	Receive and discuss financial reports to ensure that general fund and other monies are budgeted and expended prudently. Make fiscal decisions that ensure the district’s

	fiscal condition and future fiscal condition will be strong.
IV. Enhanced and Informed Governance and Leadership	
8. Strengthen the effectiveness of the Board of Trustees.	Participate in individual and Board trustee development activities
9. Ensure the new trustees are fully integrated into the Board/CEO team.	Enhance local new trustee orientation strategies (meetings, a handbook, mentorship, etc.) to ensure a comprehensive, systematic, and customized approach.
10. Review the process and standards for trustee elections	Complete the redistricting study.

Public Forum Comments and Chancellor’s Chat Communications

Mr. Baron said his *Chancellor’s Chat* contains specific information that the Board needs to know about what is happening in the district, i.e., good news, bad news and links to other reports and information. He distributes the report both electronically and on paper. Trustees are able to reach almost anything from the links.

Trustee Ferracone said that although new trustees get an orientation from the League, they do not get an orientation from the district. Trustee Harrison suggested a manual for new trustees. Dr. Smith suggested a two-person task force to work on an orientation procedure. Trustees Ferracone and Williams volunteered to work on an orientation procedure.

Trustee Williams asked if there was a more effective way to use a study session to address Board members’ concerns. Trustee Ferracone said two topics could be covered in one study session. Trustee Henry would like to hear staff talk about their programs. Trustee Williams said he did not want anyone reading to him. Trustee Harrison said the trustees need to determine their tolerance for the amount of information and prioritize it because people will ask about a particular program. Trustees Longville and Ferracone agreed that presenters should not go into great detail but stress the important points and what kind of information they would like the trustees to pass on.

Trustee Henry felt it is important that any follow up information be brought back to the trustees at a public meeting. She didn’t feel *Chancellor’s Chat* should serve as a vehicle to provide follow-up from public forum comments. She wants the public to have access to the information. Trustee Ferracone suggested the chancellor could report any information at the Board meetings when he gives his chancellor’s report. Trustee Henry agreed. Trustee Henry said the Board minutes should include when a trustee asks for information or asks a question.

Annual Board Meeting Schedule and Study Session Content

Dr. Smith said goals should guide the topics of the study session. Trustee Singer responded the Board has a responsibility to look at the goals and decide what are appropriate study session topics.

Attorney at all Board Meetings

Trustee Longville said the amount of money spent to have an attorney present at Board meetings is far smaller than what the district could spend by making a poor decision. He added that it is in the district's best interest to have an attorney present to provide advice "on the fly" when it is needed.

Chancellor Baron explained the district retains attorneys based on the subject matter and the attorney's area of expertise. For example, the district uses different firms for personnel matters, construction matters, and other matters. Of the 40 community college districts which responded to a survey, 5 had a full-time position of general counsel, who was present at all Board meetings and 1 had a contract attorney present for all meetings. Mr. Baron said the average cost of an attorney would be about \$2,000 per meeting.

Trustee Singer was not sure if an attorney needed to be present at all meetings. Trustees Ferracone and Henry concurred.

Trustee Williams asked about a full-service firm. Mr. Baron replied that has been tried before and the district needs the flexibility depending on the issue.

The consensus was to continue the current practice related to the use of attorney firms.

Contents of the Minutes

Trustee Henry requested the follow up to questions from the Board be reported back at the following meeting. Trustee Williams suggested we use a form similar to that used by San Bernardino City USD to track Board requests and follow up to those requests. Trustee Henry also wants the public to know what is discussed at Board meetings.

Jackie Buus suggested the audio file of the Board meetings could be posted on the website so the community is able to listen to Board meetings at any time, that the follow-up report similar to the one Trustee Williams suggested be used to track the trustees' questions, and that the minutes remain strictly a document containing actions of the Board with special notations as needed regarding those actions so that staff has a working document and the community is clear on the actions taken by the board.

Trustees Singer and Longville concurred with Ms. Buus' statements. Chancellor Baron said he is very willing to do the follow up report and added that Board Policy does say that the minutes are a report of Board actions. He also suggested meetings could be televised and made available on the website for viewing by the public. Trustee Longville said he would be in favor of broadcasting the meetings. Trustee Ferracone agreed.

Trustee Ferracone asked that a copy of the Board budget be provided with the Board materials.

5. ADJOURN

Dr. Singer adjourned the meeting at 7:05 p.m.

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Jack Miyamoto, Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant
DATE: September 12, 2013
SUBJECT: Consideration of Approval of Classified Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Stacey K. Nikac, Executive Administrative Assistant, Confidential, Chancellor's Office, District, Patricia Reyes, Clerical Assistant I, Child Development, SBVC, and Karla Trujillo, Human Resources Technician, Confidential, District.

OVERVIEW

Stacey K. Nikac, Executive Administrative Assistant, Confidential, District, full-time, 12-month position, Confidential Salary Schedule, Range 6, Step A, \$5,728.00 per month, effective September 16, 2013. Replacement for Jacqueline Buus.

Patricia Reyes, Clerical Assistant I, Child Development Department, SBVC, full-time, 12-month position, Classified Salary Schedule, Range 21, Step A, \$2,202.00 per month, effective September 30, 2013. New Position.

Karla Trujillo, Human Resources Technician, Confidential, District, full-time, 12-month position, Confidential Salary Schedule, Range 1, Step B, \$3,697.00 per month, effective September 13, 2013. Replacement for Ashley Tone.

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: Dr. Jack Miyamoto, Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant
DATE: September 12, 2013
SUBJECT: Consideration of Acceptance of Classified Employee Resignations

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Marianne Kuhns, Secretary I, STAR Program, SBVC, Stacey Fullwiler, Library Technical Assistant II, CHC, Blake Schultze, Lab Technician, Physics/Astronomy, CHC, and Meghan Kuhi, Child Development Assistant, SBVC.

OVERVIEW

Marianne Kuhns, Secretary I STAR Program, SBVC, submitted her letter of resignation with an effective date of August 10, 2013.

Stacey Fullwiler, Library Technical Assistant II, CHC, submitted her letter of resignation with an effective date of August 2, 2013.

Blake Schultze, Lab Technician, Physics/Astronomy, CHC, submitted his letter of resignation with an effective date of August 22, 2013.

Meghan Kuhi, Child Development Assistant, SBVC, submitted her letter of resignation with an effective date of August 28, 2013.

ANALYSIS

The Human Resources Department provided the employees acceptance of their resignation.

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron
Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: September 12, 2013
SUBJECT: Consideration of Approval of Classified Employee Promotion

RECOMMENDATION

It is recommended that the Board of Trustees approve the promotion of Albert Camacho, Lead Custodian, SBVC.

OVERVIEW

Albert Camacho, promoted from Custodian, SBVC, Classified Salary Schedule, Range 27, Step B, \$2682.00 per month, to Lead Custodian, SBVC, Classified Salary Schedule, Range 31, Step A, \$2,819.00 per month, effective September 13, 2013. Replacement for Kelly Holt.

ANALYSIS

Mr. Camacho went through the recruitment process and is being recommended to the position of Lead Custodian, SBVC. He is currently employed as a Custodian at SBVC.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron
Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: September 12, 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
September 12, 2013

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Alvarez, Nicole J	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	9/13/13	12/31/13	\$20./25./ 30.00
Assumma, Michael J	Professional Development Center	DIST	Workforce Development/ PDC Trainer	9/12/13	12/31/13	\$55.49
Cardenas, Michael A	KVCR TV/FM	DIST	Editor	9/13/13	12/31/13	\$25.00
Clark, Edward Lewis	Professional Development Center	DIST	Workforce Development/ PDC Trainer	9/16/13	12/31/13	\$50.00
Clark, Joseph Adam	KVCR TV/FM	DIST	Editor	9/13/13	12/31/13	\$18.00
De Leon, Luis E	Professional Development Center	DIST	Workforce Development/ PDC Trainer	9/16/13	12/31/13	\$50.00
Dodson, Danielle Lee	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level IV	9/13/13	12/20/13	\$15.00
Dykstra, Roland	Automotive	SBVC	Assistant Instructor	9/13/13	12/20/13	\$20.00
Francis, Catherine C	Professional Development Center	DIST	Workforce Development/ PDC Trainer	9/16/13	12/31/13	\$50.00
Gonzalez, Sergio	Automotive Collision	SBVC	Assistant Instructor	9/13/13	12/20/13	\$20.00
Hernandez, Jason	Automotive Collision	SBVC	Assistant Instructor	9/13/13	12/20/13	\$20.00
Liebel, Michael Edward	Fire Technology Program	CHC	Fire Tech Specialist/ Tactical Officer/ Safety Officer	9/13/13	12/31/13	\$30./23./ 22.50
Maulid, Ismail	Automotive	SBVC	Assistant Instructor	9/13/13	12/20/13	\$20.00

Maynard, Rayanne E	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level IV	9/13/13	12/20/13	\$15.00
Miller, Nancy Kaye	Professional Development Center	DIST	Workforce Development/ PDC Trainer	9/16/13	12/31/13	\$75.00
Montalvo III, Robert	KVCR TV/FM	DIST	3D Animator	9/13/13	12/31/13	\$30.00
Patel, Rameshbhai Kalabhai	Machinist Technology	SBVC	Assistant Instructor	9/13/13	12/20/13	\$20.00
Petersen, Neil E	Automotive	SBVC	Assistant Instructor	9/13/13	12/20/13	\$20.00
Rounds, Michael Frank	Professional Development Center	DIST	Workforce Development/ PDC Trainer	9/16/13	12/31/13	\$75.00
Russell, Jeffery	Automotive	SBVC	Assistant Instructor	9/13/13	12/20/13	\$20.00
Shelby, Desmond A	Automotive	SBVC	Assistant Instructor	9/13/13	12/20/13	\$20.00
Stauble, Vernon R	Professional Development Center	DIST	Workforce Development/ PDC Trainer	9/12/13	12/31/13	\$55.49
Tyson, Robert M	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	9/13/13	12/31/13	\$20./25./30.
Wisegarver, Lindsey R	KVCR TV/FM	DIST	Special Events	9/13/13	12/31/13	\$25.00

Amend Board of June 13, 2013 to read as follows: Position and Pay not listed						
Hardesty, Saban	Criminal Justice	SBVC	Tactical Officer	7/1/13	12/31/13	\$28.00

Amend Board of June 13, 2013 to read as follows: End Date not listed						
Smith, Terria	FNX	DIST	Editor		8/8/13	\$30.00

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

Hughes, Kevin C	Welding	SBVC	Assistant Instructor	8/19/13	12/20/13	\$20.00
Wagner, Hilary Alma	Disabled Student Programs & Services	CHC	Interpreting/ Transliterating Level I	8/19/13	12/31/13	\$24.00
Walston, Lisa M	Culinary Arts	SBVC	Assistant Instructor	8/19/13	12/20/13	\$20.00

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Short Term Hourly Employees
September 12, 2013**

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Campos, Mirella	Student Success Center	SBVC	Tutor II	9/16/13	12/31/13	\$11.00
Nguyen, Minh T	Student Success Center	SBVC	Tutor II	9/16/13	12/31/13	\$11.00
Tulistak, Michael D	Student Success Center	SBVC	Tutor II	9/16/13	12/31/13	\$11.00

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Substitute Employees
September 12, 2013**

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Alexander, Cheryl	FNX	DIST	Traffic Coordinator	7/1/13	7/11/13	\$21.26
Alexander, Cheryl	FNX	DIST	Traffic Coordinator	9/12/13	11/12/13	\$21.26
Caines, Daniel L	Tool Room	SBVC	Tool Room Specialist	9/2/13	11/2/13	\$14.31
Campos, Norma A	Applied Technology, Transportation & Culinary Arts Department	SBVC	Secretary II	8/22/13	10/22/13	\$17.02
Casas, Liliana A	Microbiology	SBVC	Lab Technician	8/13/13	10/11/13	\$19.25

Cooper, Katie Jo	Police	DIST	Dispatch Clerk	8/30/13	10/27/13	\$15.81
De La Cruz, Nikole	Police	DIST	College Security Officer	8/30/13	10/27/13	\$15.43
Espinoza, Clara	Payroll	DIST	Senior Payroll Accountant	7/1/13	9/1/13	\$21.78
Hall, Suzan	Administrative Services	SBVC	Administrative Assistant I	8/12/13	8/31/13	\$20.74
Harper, Seth R	Chemistry	SBVC	Lab Technician	8/5/13	10/5/13	\$19.25
Jackson, Rayshana	Administrative Services	SBVC	Mail Clerk	9/2/13	11/2/13	\$13.97
Jaco, Herberth A	Arts and Sciences	CHC	Lab Technician	8/23/13	10/22/13	\$19.25
Jones, Terrel	Custodial	SBVC	Custodian	9/2/13	11/2/13	\$14.68/Day \$15.05/Swing
Kellingsworth, Karen L	Respiratory Care	CHC	Secretary II	7/19/13	8/5/13	\$17.02
Kellingsworth, Karen L	Career Education and Human Development	CHC	Administrative Secretary	8/7/13	10/7/13	\$18.78
Lapham, Garrett	KVCR	DIST	Broadcast Operator	9/2/13	11/2/13	\$19.25
Luther, Lorie	Child Development Center	CHC	Child Development Assistant	8/12/13	10/12/13	\$12.35
Medina, Miguel	Police	DIST	College Police Officer	8/30/13	10/27/13	\$22.33
Miller, Beth	Administrative Services	SBVC	Switchboard Operator	7/1/13	9/1/13	\$13.97
Nikac, Stacey K	Chancellor's Office	DIST	Executive Administrative Assistant	8/22/13	9/13/13	\$33.11
Porter, Janine	KVCR	DIST	Broadcast Operator	7/1/13	9/1/13	\$19.25
Quadri, Samina	Child Development Center	CHC	Child Development Assistant	8/12/13	10/12/13	\$12.35
Rosales Jr, Manuel	KVCR	DIST	Broadcast Operator	9/2/13	11/2/13	\$19.25

Samarin Sandez, Hisbirkia	HSI STEM PASS GO	SBVC	Secretary I	7/1/13	9/1/13	\$15.43
Smith, Sally	Payroll	DIST	Account Clerk II	9/2/13	11/2/13	\$15.81
Trujillo, Karla L	Human Resources	DIST	Human Resources Technician	9/2/13	11/2/13	\$20.31
Wallace, Melinda Y	Child Development Center	CHC	Child Development Teacher	6/4/13	6/30/13	\$17.76
Wallace, Melinda Y	Child Development Center	CHC	Child Development Teacher	8/12/13	10/12/13	\$17.76
Wallace, Melinda Y	Child Development Center	CHC	Child Development Assistant	8/12/13	10/12/13	\$12.35
Webber, Ian	Applied Technology, Transportation & Culinary Arts Department	SBVC	Lab Technician	8/21/13	10/21/13	\$19.25
Willming, Aaron	Police	DIST	College Security Officer	8/30/13	10/27/13	\$15.43
Zapien, Lorena	Human Resources	DIST	Clerical Assistant II	9/2/13	11/2/13	\$13.97

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron
Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, Interim President, SBVC
DATE: September 12, 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.

**San Bernardino Valley College
Adjunct & Substitute Academic Employees
Academic Year 2013-2014
September 12, 2013**

NAME	DISCIPLINE
Allen, Tammy Brown	Reading
Asfaw, Ephrem	Chemistry
Ask, Ladan	Political Science
Babajide, Rasaq Michael	Chemistry
Childress, Scot P.	Math
Crogman, Horace	Physics
Cross, Telma	Modern Languages
Domagas-Fernandez, Remedios	Architecture
Farnum, Martin	Chemistry
Garretson, Denise	Math
Lawler, Kenneth	Physical Education
Mayo, Ana V.	Chemistry
McDonald, Virginia	Biology
McKeen, Wendy	Chemistry
Morales, Jason	Chemistry
Osborne, Martha	Child Development
Schantz, Joseph Francis	History
Schantz, Joseph Francis	Political Science
Schneider, Nicholas	Water Supply Technology
Ting, Lycretia	Math
Wardell, Matt	Art
Weiss, Anh	Math

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

NAME	DISCIPLINE
Berube, Melissa	Biology
Bray, Linda	Allied Health
Conilogue, Amy	Anatomy
Farahmandi, Alireza	Astronomy, Physics
Ford, Jacquelyn	Reading and Study Skills
Hartmann, Adam	English
Keys, Scott	History
Lehar, Jade	Reading and Study Skills
LaPointe, Stacy	English
Mukundan, Ramaa	Oceanography
Wong, James	Microbiology

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

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

DATE: September 12, 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. District office non-instructional pay for faculty to serve on screening committees occurs while class is not in session when faculty are required to serve on various committees.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budgets.

**San Bernardino Valley College
Non-Instructional Pay
Academic Year 2013-2014
September 12, 2013**

Hayes, Shonia, supporting the Minority Science & Engineering Improvement Program (MSEI) for training the Supplemental Instruction Leaders, 9-13-13 to 6-30-14, not to exceed 15 hours at \$43.16 per hour.

Heibel, Todd, supporting the Minority Science & Engineering Improvement Program (MSEI) for training the Supplemental Instruction Leaders, 9-13-13 to 06-30-14, not to exceed 20 hours at \$43.16 per hour.

Stiglich, Denise, supporting the Minority Science & Engineering Improvement Program (MSEI) for training the Supplemental Instruction Leaders, 9-13-13 to 6-30-14, not to exceed 15 hours at \$43.16 per hour

**Crafton Hills College
Non-Instructional Pay
Fall 2013**

**Amendment:
Summer 2013**

Martinez, Michelle, Title V Part-time Counselor Training, \$150.00, 08/05/13 – 08/30/13

McKee, Julie, Recruitment Committee, Philosophy and Religious Studies Instructor, \$43.16 per hour not to exceed 28 hours, 06/01/13 – 08/15/13

Urbanovich, James, Recruitment Committee, Philosophy and Religious Studies Instructor, \$43.16 per hour not to exceed 28 hours, 06/01/13 – 08/15/13

**DISTRICT
Non-Instructional Pay
September 12, 2013**

Pires, Romana	Recruitment Committee 7/2/13-7/17/13, 13.25 hours: \$43.16 per hour.
Gomez, Edward	Recruitment Committees 6/25/13-7/2/13, 4 hours: \$43.16 per hour.
Demsky, Jeffrey	Recruitment Committees 7/2/13-7/17/13, 26 hours: \$43.16 per hour.
Knight, Denise	Recruitment Committee 6/11/13-7/10/13. 3 hours: \$43.16 per hour.
Knight, Denise	Recruitment Committee 7/11/13-8/10/13. 15.75 hours: \$43.16 per hour.
Stanskas, Peter-John	Recruitment Committee 7/10/13-7/31/13, 11.5 hours: 43.16 per hour.
Anemelu, Victoria	Recruitment Committee 7/10/13-7/31/13, 14 hours: \$43.16 per hour.
Lillard, Sheri	Recruitment Committee 7/10/13-7/31/13, 10 hours: \$43.16 per hour.
Lysak, Michael	Recruitment Committee 7/11/13-8/10/13, 12 hours: \$43.16 per hour.
Lysak, Michael	Recruitment Committee 6/11/13-7/10/13, 2 hours: \$43.16 per hour.
Stewart, James	Recruitment Committee 6/4/13-7/1/13. 8 hours: \$43.16 per hour
Loera, Manuel	Recruitment Committee 6/4/13-7/1/13. 8 hours: \$43.16 per hour
Kammer, Kevin	Recruitment Committee 6/4/13-7/1/13, 8 hours: \$43.16 per hour.
Wilson, Donald	Recruitment Committee 5/29/13-6/5/13. 2 hours: \$43.16 per hour
Jaramillo, Richard	Recruitment Committee 5/29/13-6/5/13. 2 hours: \$43.16 per hour

Danley, Jay	Recruitment Committee 7/10/13-8/7/13. 12 hours: \$43.16 per hour
Barajas-Zapata, Lydia	Recruitment Committee 7/10/13-8/7/13. 31 hours: \$43.16 per hour
Lysak, Michael	Recruitment Committee 5/25/13-6/3/13. 7 hours: \$43.16 per hour
Powell, Roger	Recruitment Committee 5/27/13-6/3/13. 7 hours: \$43.16 per hour
Hirrichs, Guy	Recruitment Committee 5/27/13-6/3/13. 7 hours: \$43.16 per hour.
Stanskas, Peter-John	Recruitment Committee 6/11/13-6/11/13, 4 hours: \$43.16 per hour.
Emerson, Kevin	Recruitment Committee 8/7/13-8/8/13. 14 hours: \$43.16 per hour.
Ikeda, Mark	Recruitment Committee 6/12/13-8/10/13. 12 hours: \$43.16 per hour.
Banola, Erwin	Recruitment Committee 6/12/13-8/10/13. 15 hours: \$43.16 per hour.
Gilbert, Jeremiah	Recruitment Committee 8/6/13-8/12/13. 9 hours: \$43.16 per hour.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Jack Miyamoto, Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant
DATE: September 12, 2013
SUBJECT: Consideration of Approval of Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the academic appointment of Rania Hamdy, Coordinator, Professional & Organizational Development, SBVC, Jamie Herrera, Counselor, SBVC, Felipe Salazar, Counselor, SBVC, and Jeff Cervantez, Instructor, Philosophy & Religious Studies, CHC.

OVERVIEW

Rania Hamdy, Coordinator, Professional and Organizational Development, effective September 30, 2013, 177 days of service. Salary placement to be determined upon verification of education and experience. Replacement for Nori Sogomonian.

Jamie Herrera, Counselor, SBVC, effective September 30, 2013, 200 days of service. Salary placement to be determined upon verification of education and experience. New position.

Felipe Salazar, Counselor, SBVC, effective September 30, 2013, 200 days of service. Salary placement to be determined upon verification of education and experience. New position.

Jeff Cervantez, Instructor, Philosophy & Religious Studies, effective January 9, 2014, 177 days of service. Salary placement to be determined upon verification of education and experience. New position.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Jack Miyamoto, Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant
DATE: September 12, 2013
SUBJECT: Consideration of Approval of Temporary Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the temporary academic appointment of Kenneth Lawler, PE/Assistant Football Coach, SBVC, and Jonathan Townsend, Tutorial Center Coordinator, CHC.

OVERVIEW

Kenneth Lawler, Temporary Instructor, PE/Assistant Football Coach, SBVC, 68 days of service, effective September 13, 2013 to December 20, 2013. Faculty Salary Schedule, Step 8, Column C, at the per diem rate of \$328.56. Replacement for Patrick Meech.

Jonathan Townsend, Tutorial Center Coordinator, CHC, 221 days of service, Faculty Salary Schedule Step 1, Column D, at the per diem rate of \$265.92, retroactive to July 1, 2013.

ANALYSIS

All requirements for employment processing have been completed and Human Resources has cleared Kenneth Lawler for employment.

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

BOARD IMPERATIVE

I. Institutional Effectiveness.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron
Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Gloria Fisher
Interim President, SBVC
DATE: September 12, 2013
SUBJECT: Consideration of Approval of Stipends for Assistant Coaches

RECOMMENDATION

It is recommended that the Board of Trustees approve stipends for assistant coaches, SBVC.

OVERVIEW

Austin Smith, Football, Assistant Coach with a stipend of \$4,683.00 and Gary Waters, Football, Assistant Coach with a stipend of \$4,683.00.

ANALYSIS

Coaches are routinely hired for sports teams.

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: Dr. Jack Miyamoto, Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant
DATE: September 12, 2013
SUBJECT: Consideration of Approval to Grant Sabbatical Leaves for the 2014-2015 Academic Year

RECOMMENDATION

It is recommended that the Board Trustees grant two sabbatical leaves for the 2014-2015 academic year.

OVERVIEW

If the Board determines to grant any sabbatical leaves for the following year, employees are notified of the number of sabbatical leaves granted by the Board.

ANALYSIS

The process for awarding sabbatical leaves is based on the bargaining agreement, Article 18, Section H.1.(a) between the District and CTA. The leaves are allocated by campus to conform to the new District budget model. This is a one-year change in the process, and in subsequent years the process will revert back to the process in the bargaining agreement between the District and the CTA. The Sabbatical Leave Committee at each college will evaluate each proposal and forward the applications and recommendations to the District Sabbatical Leave Committee. The District Sabbatical Leave Committee shall forward its recommendations to the Chancellor for review and any recommendation to the Board.

Per the bargaining agreement between the District and the CTA, the recipient of a sabbatical leave must complete a comprehensive written report with specific evaluation of the leave in terms of each of the purposes stated in the original application. The report must identify as clearly as possible the benefits to students of the district that have accrued from the sabbatical leave.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Jack Miyamoto, Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant

DATE: September 12, 2013

SUBJECT: Consideration of Approval of New Academic Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the new academic job description for Coordinator of Disabled Student Programs and Services (DSP&S).

OVERVIEW

The Coordinator of Disabled Student Programs and Services (DSP&S) shall be responsible for coordinating and facilitating the daily operations of Disabled Student Programs and Services. The Coordinator ensures program compliance with pertinent federal, state, local laws and regulations and is also responsible for program development and ensuring the highest quality of service to students.

ANALYSIS

The Coordinator of Disabled Student Programs and Services (DSP&S) is critical to the overall accreditation, operations and compliance of the Student Services department at the campus in the programs and services of students' disabilities. This position replaces the Director of Disabled Student Programs & Services (DSP&S). The duties and responsibilities are similar with the exception of directing, supervising, evaluating and managing the college Disabled Student Programs and Services. Additionally, this position was submitted and approved by the CTA via a Memorandum of Understanding dated July 23, 2013.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

CORDINATOR OF DISABLED STUDENT PROGRAMS AND SERVICES

Class specifications are intended to present a descriptive list of the range of duties performed by academic 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 a faculty position and is under the general direction of the appropriate Administrator, the Coordinator of Disabled Student Programs and Services shall be responsible for coordinating and facilitating the daily operations of Disabled Student Programs and Services; participating in ensuring program compliance with pertinent federal, state, local laws and regulations. The Coordinator is also responsible for program development and ensuring the highest quality of service to students.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

1. Plans coordinates and facilitates all aspects of DSP&S activities as specified by state, federal and local statutes.
2. Reviews or provides for diagnostic assessment of students with disabilities (physical, communicative, learning, psychological, acquired brain injured) and determines eligibility for support services, and provides specialized advisement to students with disabilities as needed.
3. Prepares and implements required annual DSP&S plans within state, federal and local guidelines and assures compliance with a variety of state and federal laws, mandates and regulations applicable to educational opportunities and accessibility for students with disabilities.
4. Develops, coordinates and administers in conjunction with the appropriate administrator the DSP&S budget; monitors and controls expenditures; prepares and submits required state, federal and institutional fiscal and accounting reports.
5. Develops and solicits grants and other external funding sources for Disabled Students Programs and Services.
6. Maintains and develops, with the DSP&S faculty and staff, strategies to deliver effective assessment, orientation, counseling, guidance services and educational programs and services to DSP&S students.

7. Provides personal, social and academic counseling services to DSP&S students as needed in support of the DSP&S counseling faculty.
8. Develops outreach and recruitment programs for students with disabilities in the district service area.
9. Plans and implements procedures for identifying and informing potential students who may qualify for DSP&S services.
10. Oversees the advisement and counseling of disabled students enrolled in the program.
11. Maintains all records as indicated by state, federal and local statutes.
12. Liaison with social service agencies that primarily service disabled persons within the district service area.
13. Provides in-service training for community groups, faculty and staff to promote an awareness of the special needs of disabled students and to develop techniques for assisting these students.
14. Facilitates the coordination of assessment, academic/career planning and individualized instruction needed by students with disabilities.
15. Develops and distributes the Annual Report to the administration, DSP&S staff, and the Chancellor's Office.
16. Oversees the screening, selection, and training of tutors, interpreters, readers, note takers, High Tech Center Specialists, data entry and front office personnel, etc.
17. Maintains cooperative working relationships with state, county and community agencies that deal with disabled persons.
18. Act as Chair and Coordinator for the SBVC DSP&S Advisory Council.
19. Facilitates all services and activities for disabled students.
20. Oversees the development of curriculum and training materials for special classes, In-service education and community support service providers.
21. Performs other duties as assigned.

QUALIFICATIONS:

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

Knowledge of

The use of educational technology for course delivery.
Conducting student outcomes assessment.
Teaching developmental courses (English, Reading, or Math) to adults.
Appropriate sections of Title 5 regulations, ADA laws and Education Codes applicable to DSP&S programs.
Knowledge of California Community College philosophy and mission.
Principles and techniques in counseling and guidance principles.
Principles and techniques in curriculum development, instructional theory and program evaluation
Academic requirements for community college and transfer institutions.
Principles, techniques and methods in student recruitment, retention, and orientation programs
that serve students with disabilities.
Principles, techniques and methods of special and developmental needs of students with learning
and physical disabilities.
Principles, and techniques in organization and supervision principles
Principles and techniques of budgetary management.

Ability to

Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.
Prioritize and execute a wide range of projects simultaneously.
Work independently, assume responsibility, and take initiative in carrying out assignments.
Communicate effectively both orally and in writing.
Establish and maintain cooperative relationships between the College, community, and key individuals, and with all persons contacted in the course of work.
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/Training

Required Education and Experience:

1. Possession of a Master's degree, or equivalent, in the disability, special education, education, psychology, educational psychology, or rehabilitation counseling, including graduate study in the area of disability, to include, but not limited to Learning disabilities; Developmental disabilities; Deaf and hearing impaired; Physical disabilities; or Adapted computer technology; and
2. Two years of experience within the last four years or the equivalent in the management or administration of programs serving students with disabilities

OR as a community college DSP&S counselor or DSP&S instructor, **OR** comparable experience in which the responsibilities of the position were predominately or exclusively related to persons with disabilities.

3. Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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

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

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

Board Approved: September 12, 2013

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: September 12, 2013
SUBJECT: Consideration of Approval of Management Appointments

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment Pierre Galvez, Chief of Police, District, Dawn Gross, Braille Program Manager, District, Jeffrey Baugher, Director, Alternative Text Program Manager, District, Kenneth Couch, General Manager, KVCR TV/FM, District, and Lawrence Strong, Director, Internal Audits, District.

OVERVIEW

The management appointments on the attached page 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.

Galvez, Pierre, Chief of Police, District, 12-month, full-time position, Management Salary Schedule, Range 19, Step B, \$8,780.00 per month, effective September 13, 2013. Replacement for Patrick McCurry.

Gross, Dawn, Braille Program Manager, District, 12-month, full-time position, Management Salary Schedule, Range 9, Step C, \$5,660.00 per month, effective September 13, 2013. Replacement for Sandra Greenberg.

Baugher, Jeffrey, Director, Alternative Text Program Manager, District, 12-month, full-time position, Management Salary Schedule, Range 17, Step C, \$8,362.00 per month, effective September 13, 2013. Replacement for Michael Bastine.

Couch, Kenneth, General Manager KVCR TV/FM, District, 12-month, full-time position, Management Salary Schedule, Range 19, Step D, \$9,680.00 per month, effective September 13, 2013. Replacement for Larry Ciecalone.

Strong, Lawrence, Director, Internal Audits, District, 12-month, full-time position, Management Salary Schedule, Range 16, Step C, \$7,964.00 per month, effective September 23, 2013. Replacement for Tanya Rogers.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: September 12, 2013

SUBJECT: Consideration of Acceptance of Management Employee Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Tanya Rogers, Interim Vice Chancellor, Human Resources & Employee Relations, District.

OVERVIEW

Tanya Rogers, Interim Vice Chancellor, Human Resources & Employee Relations, submitted her letter of resignation with an effective date of September 2, 2013.

ANALYSIS

The Human Resources Department provided the employee acceptance of her resignation

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: September 12, 2013
SUBJECT: Consideration of Approval of Management Contract Extension

RECOMMENDATION

It is recommended that the Board of Trustees approve the management contract extension for Albert Maniaol, Director, Applied Technologies, District.

OVERVIEW

Albert Maniaol, Director, Applied Technologies, full-time, 12-month position, effective July 1, 2013 through June 30, 2014.

ANALYSIS

On June 13, 2013, the Board of Trustees approved a seven-month management contract for Albert Maniaol, effective July 1, 2013 through January 14, 2014. Due to an additional awarded grant to fund this position, the contract for Albert Maniaol will be extended from January 15, 2014 through June 30, 2014.

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: Dr. Jack Miyamoto, Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant
DATE: September 12, 2013
SUBJECT: Consideration of Approval of Contract Amendments for Interim Management Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the amendment in contracts for Thang Nguyen, Interim Scholarship Program Administrator, SBVC, Dr. Odette McGinnis, Interim Dean, Mathematics Business & Computer Technology Divisions, SBVC, and Jeffrey Klug, Interim Director Police Academy, SBVC.

OVERVIEW

Thang Nuygen, Interim Scholarship Program Administrator, SBVC, Management Salary Schedule, Range 12, Step C, \$6,552 per month, full time, 12 month position, effective July 29, 2013 through December 31, 2013, or until position is filled on a permanent basis. New position.

Dr. Odette McGinnis, Interim Dean, Mathematics, Business, & Computer Technology Division, SBVC, at a per diem rate of \$412.54 for 94.05 days of service, including \$95 per month doctoral stipend calculated in the per diem rate, effective August 1, 2013 to December 31, 2013, or until position is filled on a permanent basis. Replacement for Terri Strong.

Jeffrey Klug, Interim Director, Police Academy, SBVC, at Management Salary Schedule Range 15, Step B, 60% of full time, \$4,334.40 per month, July 1, 2013 through December 31, 2013 or until position is filled on a permanent basis.

ANALYSIS

Thang Nguyen, change of effective date of assignment, July 29, 2013 through December 31, 2013, or until the position is filled on a permanent basis. Dr. Odette McGinnis, change in per diem rate to reflect doctorate stipend effective August 1, 2013 through December 31, 2013, 94.05 days of service, or until the position is filled on a permanent basis. Jeffrey Klug, Interim Director, Police Academy, change of assignment to 60% of full-time

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: Dr. Jack Miyamoto, Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant
DATE: September 12, 2013
SUBJECT: Consideration of Approval of Salary Amendment for Management Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the amendment in salary for Gloria Fisher, Interim President, SBVC, and Robert Levesque, Director, Workforce Development, PDC.

OVERVIEW

Gloria Fisher, Interim President, SBVC, Management Salary Schedule, Range 26, Step D, \$13,621 per month, plus doctorate stipend, effective July 1, 2013.

Robert Levesque, Director, Workforce Development, PDC, Management Salary Schedule, Range 13, Step D, \$7224 per month, effective August 9, 2013.

ANALYSIS

On May 9, 2013, the Board approved the appointment of Gloria Fisher as interim President, SBVC, at Range 26, Step C, \$12,972 per month, plus doctorate stipend. This was the incorrect salary level. It is being recommended that her salary be amended to Step D, \$13,621 per month.

On July 11, 2013, the Board of Trustees approved the revised job description for Director, Workforce Development. This position was reclassified from Range 10, \$5,390-\$6,552 per month to Range 13, \$6,240-\$7,585 per month. Robert Levesque who is currently the incumbent in this position will assume the duties and responsibilities associated with this position and his salary adjusted to reflect the appropriate range and step associated with the position.

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: Bruce Baron, Chancellor

PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant

DATE: September 12, 2013

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the salary step advancement for Rebeccah Warren-Marlatt, Interim Executive Vice President, Student Services & Instruction, CHC, Glen Kuck, Associate Vice Chancellor, District, Mike Strong, Vice President, Administrative Services, CHC, and Cheryl Marshall, President, SBVC.

OVERVIEW

Acting on the recommendation of Bruce Baron, Chancellor, it is being recommended that Rebeccah Warren-Marlatt, be advanced on the Management Salary Schedule from Range 24, Step D, \$12,354 per month to Range 24, Step E, \$12,972 per month, Glen Kuck be advanced on the Management Salary Schedule from Range 25, Step D, 12,972 per month to Range 25, Step E, \$13,621 per month and Mike Strong, Vice President, Administrative Services be advanced on the Management Salary Schedule from Range 23, Step B, \$10,672 per month to Range 23, Step C, \$11,206 per month, effective July 1, 2013. Cheryl Marshall, be advanced on the Management Salary Schedule from Range 26, Step D, \$13,621 per month to Range 26, Step E, \$14,302 per month, effective July 1, 2013.

ANALYSIS

Advancement on the Management Salary Schedule for employees on Range 23 and higher is at the discretion of the Chancellor.

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: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: September 12, 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 Karen Childers, Director, Grant Management & Development, CHC.

OVERVIEW

Karen Childers is requesting tuition reimbursement to pursue a Masters Degree in Business Administration from the University of LaVerne.

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: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: September 12, 2013

SUBJECT: Consideration of Approval of the Revision to Management Job
Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised job descriptions for Tool Room Supervisor and Printing & Graphic Services Supervisor.

OVERVIEW

The revisions to the job descriptions provides for consistency in minimum education requirements and representative duties and responsibilities of comparable positions at other educational institutions.

ANALYSIS

The revisions to the Tool Room Supervisor job description will hopefully yield a better pool of candidates by providing a clear and more defined set of duties and responsibilities as well as consistency with comparable positions at other educational institutions.

The revisions to the Printing & Graphic Services Supervisor job description will reflect revisions to meet industry standard occupational titles, as well as detailed and current description of the duties and responsibilities for the position.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

There is no financial implication to the revision of the management job description.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TOOL ROOM SUPERVISOR

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

SUMMARY DESCRIPTION

~~Under general supervision, coordinates the overall tool room operation which supports vocational/technical programs; supervises classified and student employees; performs related duties as required.~~

Under direction of assigned Dean or appropriate administrator, this position supervises, assigns, reviews, and participates in the work of staff responsible for repairing, maintaining, checking in, checking out, and maintaining records related to tools and equipment in support of a vocational/technical program; monitors and disposes of all hazardous materials for the Division; prepares property change request for Board approval for no longer used or worn out equipment; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for repairing, maintaining, checking in, checking out, and maintaining records related to tools and equipment in support of a vocational/technical program.
2. Establishes schedules and methods for providing tool room services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
3. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
- ~~4. Selects, trains, and supervises classified and student workers; prepares work schedules. Participates in the selection of assigned staff; provides or coordinates staff training; evaluates staff; works with employees to correct deficiencies; implements discipline procedures; prepares hourly assignment time sheets for tool room student workers.~~
- ~~5. Prepares annual budget request for tool room supplies and equipment; prepares requisition within appropriation constraints; organizes and coordinates inventory of equipment and material. Participates in the preparation and administration of the tool room budget; submits budget recommendations; monitors expenditures.~~
6. Checks tools, materials, and equipment in and out to students enrolled in such lab classes as aeronautics, automotive, electronics, machining, water supply technology, or welding.
- ~~7. Maintains the tool room in a clean, safe and orderly manner. Ensures the tool room is maintained in a clean, safe, and orderly manner; monitors the hazardous materials/waste program. And coordinates safe disposal of all hazardous materials for the Division in accordance with the District policies~~

8. ~~May maintain shop equipment and make necessary repairs.~~ Oversees and participates in maintaining shop equipment and making necessary repairs; prepares property change request for Board approval for no longer used or worn out equipment.
9. ~~Maintains record keeping system of tools and equipment in use; maintains other records as necessary such as supply inventory.~~ Maintains an inventory of supplies necessary for efficient operations; ensures necessary material, supplies, and equipment are available through inventory management.
10. Receives, unpacks, stores and inventories incoming tools and equipment to replenish inventory.
11. Marks and identifies tools and equipment using identification tag, stamp, or electric marking tools.
12. Picks up and deliver equipment and supplies from suppliers and vendors when required.
13. Maintains security of assigned facility; opens and/or closes tool room facility including arming or disarming alarm as necessary; opens and/or closes tool access windows.
14. Sets up and monitors the preventative maintenance program in conjunction with the faculty chairs.
15. Responds to inquiries and complaints in a courteous manner; provides information within the area of assignment; determines appropriate corrective action necessary to resolve complaints in an efficient and timely manner; coordinates activities with other staff in resolving complaints.
16. Maintains records concerning operations and programs; prepares reports on operations and activities.
17. Maintains awareness of new trends and developments in the field of tool room maintenance; incorporates new developments as appropriate into programs.
18. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

Operations, services, and activities of a tool room maintenance and repair program.

Tool room operations and procedures.

Nomenclature and terminology used in the assigned area.

Inventory control procedures.

Principles of supervision, training, and performance evaluation.

Basic principles and practices of budget preparation and administration.

Types, uses, and maintenance of a variety of hand-tools and equipment used in the vocational education classes.

Proper methods of storing equipment, materials and supplies.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

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

Occupational hazards and standard safety practices.

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

Ability to:

Coordinate and direct a tool room maintenance and repair program.

Supervise, organize, and review the work of assigned staff involved in repairing, maintaining, checking in, checking out, and maintaining records related to tools and equipment in support of a vocational/technical program.

Selects, trains, and evaluates staff.
Recommend and implement goals, objectives, policies and procedures.
Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
Prepare clear and concise reports.
Participate in the preparation and administration of assigned budgets.
Issue tools and maintain records of use.
Repair, adjust, and maintain tools and equipment used in the assigned area.
Ensure tool room is maintained in a clean and orderly condition.
Operate specialized tools and equipment safely and effectively.
Inventory, store, and maintain tools and equipment.
Respond to requests and inquiries from other personnel.
Maintain record-keeping systems.
Drive a manual transmission truck for picking up and delivering supplies.
Have a forklift license or ability to obtain a forklift operator license when scheduled by the division.
Understand and follow written and oral instructions.
Plan and organize work to meet changing priorities and deadlines.
Demonstrate a sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two (2) Four (4) years of experience that demonstrates knowledge of and familiarity with the variety of tools used in vocational instruction including one year of administrative and/or lead supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

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 shop environment; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; works near moving mechanical parts.

Physical: Primary functions require sufficient physical ability and mobility to work in a shop environment; to walk, stand and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate assigned equipment; 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: April 11, 1996

Revised: February 8, 2007; September 12, 2013

Range: 1

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

PRINTER & PRINTING OPERATIONS & GRAPHIC SERVICES SUPERVISOR

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

SUMMARY DESCRIPTION

~~Operates offset presses, related equipment and supervises District typesetting, graphics, and printing.~~

Under the Direction of the Associate Vice Chancellor of Technology and Educational Support Services, plans, organizes, coordinates and supervises the printing, duplicating and graphic arts activities of printing services. Including the printing and reproduction of a wide variety of instructional, informational, business and administrative materials; estimates costs for various services; and assesses needs and makes recommendations for equipment purchases.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

~~Operates offset presses, related equipment, and supervises activities of District typesetting, printing, and graphics personnel; provides assistance and direction to printing and graphics usages; consults with staff desiring graphic and printing services; directs work of student assistants; consults with staff concerning design and printing needs.~~

1. Utilizes and manages the online ordering systems.
2. Plans, organizes, coordinates and reviews the activities of the Printing Services Department, including offset press operation, quick copy, graphic design and related activities.
3. Prioritizes and coordinates a variety of requests from San Bernardino Valley College, Crafton Hills College and District Central Services and determines appropriate steps to project completion.
4. Establishes and manages production schedules.
5. Analyzes and periodically evaluates services provided by Printing Services.
6. Estimates costs for services and materials requested.
7. In accordance with SBCCD policy and procedures, interviews, selects and evaluates Printing Services personnel.
8. Coordinates and assigns work, schedules and assists in the training of staff members.
9. Adheres to safety rules and regulations; and fosters an environment where employee safety is a top priority.
10. Directs the preparation of the Printing Services budget for submission to the appropriate administrator.
11. Assesses material and equipment needs for Printing Services; prepares specifications, if necessary; interviews vendors and makes recommendations for purchase to the Purchasing Department or to the appropriate District administrator.
12. Develops or revises Printing Services policies, procedures, rules or regulations to ensure the efficient and effective operation of Printing Services.

13. Performs operation and maintenance of single and 4-color offset presses and bindery related equipment as necessary to meet deadlines during peak times and/or employee absence or vacations.
14. Performs operation of black and color high speed duplicating equipment as necessary to meet deadlines during peak times and/or employee absence or vacations.
15. Assists administrative and instructional departments in determining their printing and graphic related needs and determines the appropriate course of action.
16. Prepares and presents a variety of reports.
17. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
18. 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 printing and graphic department.
Principles and practices of all phases of graphic design and single and 4-color press operations.
All types of printing paper stocks, inks, and chemicals.
High-speed digital black/white and color copying.
Principles, practices, methods, techniques and processes of printing and graphic.
Safety practices, policies, rules and regulations as it relates to a printing and graphic operations.
Principles, practices and methods of production.
Principles and practices of program development and administration.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Pertinent federal, state, and local laws, codes, and regulations relating to printing and graphic operation.

Ability to:

Operate, adjust, and maintain offset equipment and related equipment (bindery).
Estimate production time and cost.
Oversee and participate in the management of a comprehensive printing and graphic services program.
Maintain the safe and efficient operation of a printing and graphic equipment and tools.
Oversee, direct, and coordinate the work of lower level staff.
Participate in the selection and recommendation, supervision, training, and evaluation of staff.
Participate in the development and administration of goals, objectives, and procedures for assigned area.
Gather and analyze data and situations and make appropriate decisions.
Prepare and present comprehensive, concise, clear oral and written reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

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

Communicate clearly and concisely, both orally and in writing.

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

Education and Experience Guidelines

Education/Training:

Completion of formal or informal experience sufficient to assure the ability to read and write at the level required for successful job performance.

Equivalent to the completion of the twelfth grade.

Required Experience:

Four (4) years of experience as an offset printer. Some experience at a journeyman level desired. in supervision and management of a printing operation with a variety of duplicating and printing equipment including offset equipment with high productivity.

License and/or Certification:

Possession of a valid California driver's license.

Preferred Experience:

1. Bachelor's degree in graphic design or advertising.
2. Experience in an educational institution 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 Print shop environment; subject to lifting, carrying and pushing heavy objects, fumes from chemicals and constant noise.

Physical: Primary functions require sufficient physical ability and mobility to work in a print shop 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 50 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of offset equipment and related equipment (bindery); 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 offset equipment and related equipment (bindery).

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

Board Approved: December 1980

Revised: September 12, 2013

Range: 8

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

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

DATE: September 12, 2013

SUBJECT: Consideration of Approval of District Volunteers

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

San Bernardino Valley College
 Volunteers
 Academic Year 2013-2014
 September 12, 2013

NAME	ASSIGNMENT	DATE
Alegria, Cristina	Student Services/Valley-Bound	09/13/2013-12/20/2013
Almanza, Paulo	Student Services/Valley-Bound	09/13/2013-12/20/2013
Almanza, Yvette	Student Services/Valley-Bound	09/13/2013-12/20/2013
Alvarez, Leslie	Student Services/Valley-Bound	09/13/2013-12/20/2013
Anguiano, Luis	Student Services/Valley-Bound	09/13/2013-12/20/2013
Araujo-Rojas, Stephanie	Student Services/Valley-Bound	09/13/2013-12/20/2013
Arciniega, Antoinette	Student Services/Valley-Bound	09/13/2013-12/20/2013
Arreola, Luis	Student Services/Valley-Bound	09/13/2013-12/20/2013
Arroyo-Escamilla, Maria	Student Services/Valley-Bound	09/13/2013-12/20/2013
Arzu, Mekelya	Student Services/Valley-Bound	09/13/2013-12/20/2013
Avina, Yadira	Student Services/Valley-Bound	09/13/2013-12/20/2013
Ayala, Eduardo	Student Services/Valley-Bound	09/13/2013-12/20/2013
Barnett, Dwight	President's Office/Middle College HS	09/13/2013-12/31/2013
Bautista, Cristian	Student Services/Valley-Bound	09/13/2013-12/20/2013
Blaylock, Trevon	Student Services/Valley-Bound	09/13/2013-12/20/2013
Borg, Tyler	Student Services/Valley-Bound	09/13/2013-12/20/2013
Borges, Richard	Arts & Humanities/RTVF	09/13/2013-12/22/2013
Canchola, Angel M.	Student Services/Valley-Bound	09/13/2013-12/20/2013
Carranza, Marlen	Student Services/Valley-Bound	09/13/2013-12/20/2013
Castaneda, Carlos	Student Services/Valley-Bound	09/13/2013-12/20/2013
Castellanos, Kaiori	Student Services/Valley-Bound	09/13/2013-12/20/2013
Chavez, Mary	Student Services/Valley-Bound	09/13/2013-12/20/2013
Cliburn Miranda	Student Services/Valley-Bound	09/13/2013-12/20/2013
Contreras, Adriana	Student Services/Valley-Bound	09/13/2013-12/20/2013
DeLaPaz, Mayne	Student Services/Valley-Bound	09/13/2013-12/20/2013
DeLaPaz-Garcia, Brenda	Student Services/Valley-Bound	09/13/2013-12/20/2013
DeLaTorre, Carlos	Student Services/Valley-Bound	09/13/2013-12/20/2013
Dominguez, Tatiana A.	Social Sciences/Athletics	09/13/2013-12/31/2013
Dorame, Phillip	Student Services/Valley-Bound	09/13/2013-12/20/2013
Esparza, Alejandra M.	Student Services/Valley-Bound	09/13/2013-12/20/2013
Espinoza, James	President's Office/Middle College HS	09/13/2013-12/31/2013
Esqueda, Victor	Student Services/Valley-Bound	09/13/2013-12/20/2013
Etheridge, Ricardo	Social Sciences/Athletics	09/13/2013-12/31/2013
Etzel, Linda	President's Office/Middle College HS	09/13/2013-12/31/2013
Franco, Darssy	Student Services/Valley-Bound	09/13/2013-12/20/2013
Frazier, Vincent	Student Services/Valley-Bound	09/13/2013-12/20/2013
Frierson, Rachelle	Student Services/Valley-Bound	09/13/2013-12/20/2013
Fries, Kevin	President's Office/Police Academies	09/13/2013-12/31/2013
Fulton, Arianna	Student Services/Valley-Bound	09/13/2013-12/20/2013
Galvan, Javier	Student Services/Valley-Bound	09/13/2013-12/20/2013
Gamino-Galvan, Annette	Student Services/Valley-Bound	09/13/2013-12/20/2013
Garcia Devers, April	Arts & Humanities/Art	09/13/2013-12/20/2013
Garrett, De'Vonte	Student Services/Valley-Bound	09/13/2013-12/20/2013

Gault, Jacob	President's Office/Police Academies	09/13/2013-12/31/2013
Gilbert, Mark	Student Services/Valley-Bound	09/13/2013-12/20/2013
Godinez, Ana	Student Services/Valley-Bound	09/13/2013-12/20/2013
Gomez, Alexis	Student Services/Valley-Bound	09/13/2013-12/20/2013
Gonzalez, Alma	Student Services/Valley-Bound	09/13/2013-12/20/2013
Gonzalez, Alvaro	Student Services/Valley-Bound	09/13/2013-12/20/2013
Gonzalez, Arturo	Student Services/Valley-Bound	09/13/2013-12/20/2013
Gonzalez, Monica	Student Services/Valley-Bound	09/13/2013-12/20/2013
Guajardo, Perla	Student Services/Valley-Bound	09/13/2013-12/20/2013
Guerrero, Marco	Student Services/Valley-Bound	09/13/2013-12/20/2013
Hernandez, Armando	Student Services/Valley-Bound	09/13/2013-12/20/2013
Hernandez, Isabel	Student Services/Valley-Bound	09/13/2013-12/20/2013
Hernandez, Trinity	Student Services/Valley-Bound	09/13/2013-12/20/2013
Herrera, Reanna	Applied Technology/Culinary Arts	09/16/2013-06/30/2013
Herrera, Yesenia	Student Services/Valley-Bound	09/13/2013-12/20/2013
Hoepfer, Kyle	Student Services/Valley-Bound	09/13/2013-12/20/2013
Kirtley, Taylor	Student Services/Valley-Bound	09/13/2013-12/20/2013
Landeros, Athzir	Student Services/Valley-Bound	09/13/2013-12/20/2013
Landeros, Maria Inez	Student Services/Valley-Bound	09/13/2013-12/20/2013
Le, Dung	Student Services/Valley-Bound	09/13/2013-12/20/2013
Lobato, Hector	Student Services/Valley-Bound	09/13/2013-12/20/2013
Lopez, Brenda	Student Services/Valley-Bound	09/13/2013-12/20/2013
Lopez, Guadalupe	Student Services/Valley-Bound	09/13/2013-12/20/2013
Lopez, Suleima	Student Services/Valley-Bound	09/13/2013-12/20/2013
Loreto, Yesenia	Student Services/Valley-Bound	09/13/2013-12/20/2013
Ly, Kiet	Student Services/Valley-Bound	09/13/2013-12/20/2013
Machado, Ana	Student Services/Valley-Bound	09/13/2013-12/20/2013
Mahan, Tazohn	Student Services/Valley-Bound	09/13/2013-12/20/2013
Marquardt, Sydni	Student Services/Valley-Bound	09/13/2013-12/20/2013
Martinez, Delia	Student Services/Valley-Bound	09/13/2013-12/20/2013
Mason, Tercharnique	Student Services/Valley-Bound	09/13/2013-12/20/2013
Mata, Harieth	Student Services/Valley-Bound	09/13/2013-12/20/2013
McCann, Syrina	Student Services/Valley-Bound	09/13/2013-12/20/2013
Mendoza, Cynthia	Student Services/Valley-Bound	09/13/2013-12/20/2013
Mendoza, Jennifer	Student Services/Valley-Bound	09/13/2013-12/20/2013
Millan, Maria	Student Services/Valley-Bound	09/13/2013-12/20/2013
Minchez, Pablo	Student Services/Valley-Bound	09/13/2013-12/20/2013
Miranda, Mario	Student Services/Valley-Bound	09/13/2013-12/20/2013
Montes, Clarisa	Student Services/Valley-Bound	09/13/2013-12/20/2013
Montoya, Angeles	Student Services/Valley-Bound	09/13/2013-12/20/2013
Montoya, Maria	Student Services/Valley-Bound	09/13/2013-12/20/2013
Moore, Klarissa	Student Services/Valley-Bound	09/13/2013-12/20/2013
Moore, Shalon	Student Services/Valley-Bound	09/13/2013-12/20/2013
Morales, Diego	Student Services/Valley-Bound	09/13/2013-12/20/2013
Morehead, Corneail F.	Student Services/Valley-Bound	09/13/2013-12/20/2013
Moreno, Ana	Student Services/Valley-Bound	09/13/2013-12/20/2013
Moreno-Garcia, Jozette	Student Services/Valley-Bound	09/13/2013-12/20/2013
Morfin, Stacy	Student Services/Valley-Bound	09/13/2013-12/20/2013
Morning, John	Student Services/Valley-Bound	09/13/2013-12/20/2013
Moya, Brenda	Student Services/Valley-Bound	09/13/2013-12/20/2013
Mullgrav, Brianna	Student Services/Valley-Bound	09/13/2013-12/20/2013

Munoz, Omar	Student Services/Valley-Bound	09/13/2013-12/20/2013
Munoz-Millan, Jessica	Student Services/Valley-Bound	09/13/2013-12/20/2013
Nabor-Duran, Eduardo	Student Services/Valley-Bound	09/13/2013-12/20/2013
Naranjo Sharon	President's Office/Middle College HS	09/13/2013-12/31/2013
Nivia, Daniela	Student Services/Valley-Bound	09/13/2013-12/20/2013
Obispo, Luis	Student Services/Valley-Bound	09/13/2013-12/20/2013
Orozco, Diana	Student Services/Valley-Bound	09/13/2013-12/20/2013
Orozco, Francisco	Student Services/Valley-Bound	09/13/2013-12/20/2013
Pablo, Mynor	Student Services/Valley-Bound	09/13/2013-12/20/2013
Palomera, Esmeralda	Student Services/Valley-Bound	09/13/2013-12/20/2013
Panduro, Leslie	Student Services/Valley-Bound	09/13/2013-12/20/2013
Peeters, Grant	Arts & Humanities/Art	09/13/2013-12/21/2013
Perez, Alyssa	Student Services/Valley-Bound	09/13/2013-12/20/2013
Perez, Angel	Social Sciences/Athletics	09/13/2013-12/31/2013
Perez, ReAnna	Student Services/Valley-Bound	09/13/2013-12/20/2013
Perez, Ruby	Student Services/Valley-Bound	09/13/2013-12/20/2013
Perez, Zared	Student Services/Valley-Bound	09/13/2013-12/20/2013
Perez-Varela, Diego A.	Student Services/Valley-Bound	09/13/2013-12/20/2013
Pina, Aidalyd	Student Services/Valley-Bound	09/13/2013-12/20/2013
Ponce, Andrea	Student Services/Valley-Bound	09/13/2013-12/20/2013
Quesada, Jasmine	Student Services/Valley-Bound	09/13/2013-12/20/2013
Ramirez, Briana	Student Services/Valley-Bound	09/13/2013-12/20/2013
Ramirez, Kinberly	Student Services/Valley-Bound	09/13/2013-12/20/2013
Ramirez, Stephanie	Student Services/Valley-Bound	09/13/2013-12/20/2013
Ramos, Adriana	Student Services/Valley-Bound	09/13/2013-12/20/2013
Ramos, Laura	Student Services/Valley-Bound	09/13/2013-12/20/2013
Rangel, Magdaliene	Student Services/Valley-Bound	09/13/2013-12/20/2013
Rangel, Yasmeen	Social Sciences/Athletics	09/13/2013-12/31/2013
Rodriguez, Isabel	Student Services/Valley-Bound	09/13/2013-12/20/2013
Rodriguez, Veronica	Student Services/Valley-Bound	09/13/2013-12/20/2013
Rodriguez, Victor	Student Services/Valley-Bound	09/13/2013-12/20/2013
Salazar, Gina	Student Services/Valley-Bound	09/13/2013-12/20/2013
Salazar, Karla	Student Services/Valley-Bound	09/13/2013-12/20/2013
Salcedo, Denise	Student Services/DSP&S-HTC	09/16/2013-12/20/2013
Salgado, Juanita	Student Services/Valley-Bound	09/13/2013-12/20/2013
San Pablo, John Paul	Student Services/Valley-Bound	09/13/2013-12/20/2013
Sanchez, Neni	Student Services/Valley-Bound	09/13/2013-12/20/2013
Sanchez, Pedro	Student Services/Valley-Bound	09/13/2013-12/20/2013
Sandoval, Christopher	Student Services/Valley-Bound	09/13/2013-12/20/2013
Sandoval, Diana	Student Services/Valley-Bound	09/13/2013-12/20/2013
Sartori, Matthew	Social Sciences/Athletics	09/13/2013-12/31/2013
Saucedo, Crystal	Student Services/DSP&S-HTC	09/16/2013-12/20/2013
Scalise, Anthony	President's Office/Police Academies	09/13/2013-12/31/2013
Sims, Penicia	Student Services/Valley-Bound	09/13/2013-12/20/2013
Smith, MarKreesha U.	Student Services/Valley-Bound	09/13/2013-12/20/2013
Solis, Carolina	Student Services/Valley-Bound	09/13/2013-12/20/2013
Soto, Jennifer	Student Services/Valley-Bound	09/13/2013-12/20/2013
Soto, Martin	Student Services/Valley-Bound	09/13/2013-12/20/2013
Surita, Katelin	Student Services/Valley-Bound	09/13/2013-12/20/2013
Tapia, Ana	Student Services/Valley-Bound	09/13/2013-12/20/2013
Torres, Reyna	Student Services/Valley-Bound	09/13/2013-12/20/2013

Tran, Sara	Student Services/Valley-Bound	09/13/2013-12/20/2013
Urena, Lindsay	Student Services/Valley-Bound	09/13/2013-12/20/2013
Urias, Yuceiry	Student Services/Valley-Bound	09/13/2013-12/20/2013
Valdez, Candi	Student Services/Valley-Bound	09/13/2013-12/20/2013
Valenzuela, Yvonne	Student Services/Valley-Bound	09/13/2013-12/20/2013
Valtierra, Efrain	Student Services/Valley-Bound	09/13/2013-12/20/2013
Vanaken, Rebekah	Student Services/Valley-Bound	09/13/2013-12/20/2013
Velasco, Denise	Student Services/Valley-Bound	09/13/2013-12/20/2013
Velasquez, German	Student Services/Valley-Bound	09/13/2013-12/20/2013
Villanueva, Blanca	Student Services/Valley-Bound	09/13/2013-12/20/2013
Villanueva, Iara	Student Services/Valley-Bound	09/13/2013-12/20/2013
Villarruel, Maya	Social Sciences/Athletics	09/13/2013-12/31/2013
Wilkerson, Zhanae	Student Services/Valley-Bound	09/13/2013-12/20/2013
Woodson, James	Student Services/Valley-Bound	09/13/2013-12/20/2013
Zaragoza, Brandon	Student Services/Valley-Bound	09/13/2013-12/20/2013
Zuniga, Tania	Student Services/Valley-Bound	09/13/2013-12/20/2013

Crafton Hills College
Volunteers
Academic Year 2013-2014
September 12, 2013

NAME	ASSIGNMENT	DATE
Alkaddomi, Adam	Emergency Medical Services	09/13/2013-12/31/2013
Chudy, Dennis	Tutoring Center	08/26/2013-12/31/2013
Coffey, Diana	Anatomy and Physiology	08/19/2013-12/31/2013
Curnyn, Katie	Microbiology	08/19/2013-12/31/2013
Liebel, Mike	Fire Technology	09/13/2013-12/31/2013
Lorenz, Lester	Tutoring Center	08/01/2013-12/31/2013
Nelson, Wendy	Business	08/21/2013-12/31/2013
Perez, Alex	Emergency Medical Services	09/13/2013-12/31/2013
Skelton, Jeffrey	Microbiology	08/19/2013-12/31/2013

District
Volunteers
September 12, 2013

NAME	ASSIGNMENT	DATE
Okura, Jennifer	KVCR-TV/FM	09/13/2013-12/31/2013
Orona, Nicole	KVCR-TV/FM	09/13/2013-12/31/2013
Terriquez, Christian	KVCR-TV/FM	09/13/2013-12/31/2013
Sanfilippo, Jarred	KVCR-TV/FM	09/13/2013-12/31/2013

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: September 12, 2013
SUBJECT: Consideration of Approval of Routine Contracts/Agreements and Memorandums of Understanding

RECOMMENDATION

It is recommended that the Board of Trustees ratify and 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, agreements and their associated purchase orders 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 9/12/2013

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>				
Jefferson, Jasmine	(9474) CalWorks Grant to cover cost of Childcare for participating Students - Parent – Williams, Jessica 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	\$4,680.00	SSutorus

SubTotal for CalWorks Child Care: 1

EduStream

California Student Aid Commission	(9466) EduStream Institutional License Agreement for Linking Students to Digital Media, Streaming Video and Other Educational Media in furtherance of Classroom and Distance Education Purposes; Funded through the State Chancellor's Office Term: 7/1/2013 - 6/30/2018 Funding Source: N/A	DETS/SBCCD	No Charge	SSutorus
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SubTotal for EduStream: 1

<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>				
ADT Security Services, Inc	(7643) Service - Alarm Service Renewal for Data/Computing Building on SBVC Campus Term: 8/18/2011 - 8/17/2014 01-00-03-9010-0000-5639.00-6780 Funding Source: General Funds	DETS/SBCCD	\$50.00 Per Month	SSutorus
American Public Television	(9529) Booth rental at American Public Television Showcase Term: 11/13/2013 - 11/16/2013 74-50-03-8110-0303-5610.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Foundation Fund	KVCR-TV/SBCCD	\$1,500.00	SSutorus
American Septic Services, Inc	(9501) Rental and service of two portable toilets for home football, baseball, and softball games Term: 8/26/2013 - 5/31/2014 01-00-01-1500-0000-5610.00-6969 Funding Source: General Funds	Athletics/SBVC	\$1,140.00	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>					
	Bear Valley Unified SD	(9517) Rental - Use of Big Bear High School for SBVC satellite campus for Fall 2013 and Spring 2014; to be billed at the direct cost rate for classrooms used Term: 7/1/2013 - 6/30/2014 01-00-01-8112-0000-5610.00-6010 Funding Source: General Funds	Science/SBVC	\$6,900.00	SSutorus
	Blackboard	(8445) Blackboard Master agreement and terms and conditions for all services; Services A-1-2013 for Connect Basic Service, Connect for Learn, Connect for Learn service fee, and Support Term: 7/1/2012 - 6/30/2017 01-00-03-9010-0000-5620.00-6780 Funding Source: General Funds	DETS/SBCCD	\$52,400.00	SSutorus
	CCC Chancellor's Office	(9514) Reimburse State Chancellor's Office for cost of travel for Valverde, Scott for review of Alternative Text Production Center programs Term: 8/27/2013 - 8/29/2013 01-50-35-9020-0511-5809.00-6199 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	ATPC/SBCCD	\$975.00	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>				
Center for Aboriginal Media, The	(9465) Advertising print ad for KVCR-FNX programs Term: 8/29/2013 - 8/28/2014 74-50-35-8110-0172-5801.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$893.86	SSutorus
Cintas Document Management	(9467) Document destruction for CHC up to 150 boxes Term: 7/1/2013 - 6/30/2014 01-00-02-9520-0000-5113.00-6599 Funding Source: General Funds	Administrative Services/CHC	\$800.00	SSutorus
Citadel Environmental Services, Inc	(9468) Formaldehyde air monitoring for science labs Term: 7/1/2013 - 6/30/2014 01-00-02-9520-0000-5113.00-6599 Funding Source: General Funds	Science/CHC	\$3,108.00	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>				
Colton Redlands Yucaipa ROP	(9469) Provide assistance in the facilitation of Extreme Summer Camp for middle school students Term: 7/1/2013 - 9/9/2013 01-50-03-8114-0470-5113.00-6899 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	PDC/SBCCD	\$21,000.00	SSutorus
DS Waters of America, Inc	(9470) Bi-Weekly drinking water delivery for staff at District Police Term: 7/1/2013 - 6/30/2014 01-00-03-9503-0000-5200.00-6770 Funding Source: General Funds	District Police/SBCCD	\$1,700.00	SSutorus
EDG, Inc dba Total Marketing Partners	(9471) Provide assistance in coordinating planned events Term: 8/1/2013 - 1/31/2014 74-50-35-8110-0303-5113.00-7099 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 - Foundation Fund	KVCR-TV/SBCCD	\$27,000.00	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>				
First Student Charter	(9454) Bus Rental for field trip to San Diego Zoo Term: 9/25/2013 - 9/25/2013 01-50-01-9016-0435-5611.00-6499 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Middle College/SBVC	\$874.68	SSutorus
Golden Valley Medical Inc	(9513) Oxygen Refill Services for Respiratory Care Program per rate schedule plus \$15 per month tank rental, E tank at \$8, H tank at \$15 Term: 7/1/2013 - 6/30/2014 01-00-02-5622-0000-5113.00-1210 Funding Source: General Funds	Respiratory Care/CHC	\$645.00	SSutorus
Gordon Associates, LLC	(9473) Provide assistance in assessment test adjustments and maintenance services Term: 6/30/2013 - 8/1/2013 01-50-01-8207-0232-5113.00-6320 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Matriculation	Counseling/SBVC	\$1,000.00	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>				
Green Team Maintenance and Janitorial Services, LLC	(9495) Wood floor maintenance and care for SBVC's Women's Gym Term: 8/7/2013 - 10/31/2013 01-00-01-9508-0000-5640.00-6770 Funding Source: General Funds	Maintenance/SBVC	\$5,998.00	SSutorus
H & L Charter Co, Inc	(9523) Bus rental for football away game to Antelope Valley College Term: 9/8/2013 - 9/8/2013 01-00-01-1500-0000-5611.00-6969 Funding Source: General Funds	Athletics/SBVC	\$2,100.00	SSutorus
H & L Charter Co, Inc	(9522) Bus rental for football away game to Chaffy College Term: 10/19/2013 - 10/19/2013 01-00-02-9509-0000-5610.00-6710 Funding Source: General Funds	Athletics/SBVC	\$1,400.00	SSutorus
H & L Charter Co, Inc	(9524) Bus rental for football away game to Compton College Term: 11/16/2013 - 11/16/2013 01-00-01-1500-0000-5611.00-6969 Funding Source: General Funds	Athletics/SBVC	\$2,100.00	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>					
	H & L Charter Co, Inc	(9525) Bus rental for football away game to East LA College Term: 10/26/2013 - 10/26/2013 01-00-01-1500-0000-5611.00-6969 Funding Source: General Funds	Athletics/SBVC	\$2,100.00	SSutorus
	Highland Area Chamber of Commerce	(9484) Booth Rental at Discover Highland Night to promote CHC academic programs Term: 10/26/2013 - 10/26/2013 01-00-02-9509-0000-5610.00-6710 Funding Source: General Funds	Marketing/CHC	\$30.00	SSutorus
	J Z's Party Charm	(9477) Rental of 615 white folding chairs Term: 8/15/2013 - 8/16/2013 01-00-01-9002-0000-5610.00-6600 Funding Source: General Funds	President/SBVC	\$614.57	SSutorus
	Jim Rager Woodworking	(9475) Furnish and install mail station at CHC Term: 8/13/2013 - 10/31/2013 01-50-25-9002-0231-6220.00-6599 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Administrative Services/CHC	\$2,596.00	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>					
	Kona Ice Riverside	(9478) Provide snow cones to students for week of welcome event at SBVC Term: 8/19/2013 - 8/19/2013 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Trust Account	Student Life/SBVC	\$1,213.00 Trust Acct ASG	SSutorus
	Ledezma, Jose	(9503) Performance of music and dance Term: 9/16/2013 - 9/16/2013 01-00-01-9002-0000-5113.00-6600 Funding Source: General Funds	President/SBVC	\$700.00	SSutorus
	LightningCloud	(9479) Provide FNX Logo on Cover Art and CDs Term: 8/18/2013 - 8/18/2013 74-50-35-8110-0172-5801.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$500.00	SSutorus
	LKQ Corporation	(9493) Waiver and release agreement to engage in training on LKQ premises Term: 7/1/2013 - 6/30/2014 Funding Source: N/A	Fire Technology/CHC	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>	Lortondata	(9481) Update KVCR's potential doner mailing list and format mailing labels to USPS standards Term: 8/13/2013 - 12/31/2013 74-50-03-8110-0303-5113.00-7099 Funding Source: KVCR - Foundation Fund	KVCR-TV/SBCCD	\$1,036.25	SSutorus
	M H M & Associates Enterprise Inc	(9461) Provide assistance in the development, research and submission of grant proposals Term: 7/24/2013 - 10/17/2013 01-50-03-8115-0305-5113.00-6820 01-50-03-8115-0477-5113.00-7010 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	PDC/SBCCD	\$12,950.00	SSutorus
	Magic Lamp Inn	(9508) Catering for "Let's Dine Out," KVCR's fund raising event Term: 9/8/2013 - 9/8/2013 74-50-03-8110-0303-5809.83-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Foundation Fund	KVCR-TV/SBCCD	\$972.00	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>				
Mowbray's Tree Service	(9500) Tree removal and stump grinding services on SBVC Campus Term: 8/19/2013 - 10/31/2013 01-00-01-9508-0000-5640.00-6770 Funding Source: General Funds	Maintenance/SBVC	\$300.00	SSutorus
National Education Telecommunications Association	(9485) Booth rental and sponsorship agreement for the "2013 NETS Conference"; Booth Staff registration for three people as part of booth rental for \$1,550; Sponsorship for \$1,000 Term: 10/21/2013 - 10/23/2013 74-50-35-8110-0172-5801.00-7099 74-50-03-8115-0172-5610.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$2,550.00	SSutorus
Native American Journalists Association	(9521) Booth rental for the NAJA Convention Term: 7/18/2013 - 7/21/2013 74-50-35-8110-0172-5610.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - San Manuel	KVCR-FNX/SBCCD	\$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>				
Party Plus Rentals	(9520) Rental of umbrellas for SBVC Spring 2014 Transfer Fair Term: 4/9/2014 - 4/9/2014 01-00-01-8220-0000-5610.00-6330 Funding Source: General Funds	Transfer Center/SBVC	\$341.00	SSutorus
Public Broadcasting Services	(9532) PBS membership certification dues for KVCR programming Term: 7/1/2013 - 6/30/2014 74-50-35-8110-0114-5831.00-7099 74-50-03-8110-0115-5831.00-7099 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	\$713,767.00	SSutorus
Ran Graphics, Inc	(9516) Printing of the Spring 2014 and Fall 2014 SBVC class schedules Term: 10/10/2013 - 6/10/2014 01-00-01-8100-0000-5113.00-6010 Funding Source: General Funds	Instruction/SBVC	\$13,054.92	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>				
Small Manufacturers' Institute	(9515) Provide assistance in the facilitation of CTE activities Term: 7/1/2013 - 6/30/2014 01-50-35-8115-0470-5113.00-6899 01-50-33-8115-0470-5113.00-6899 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	PDC/SBCCD	\$29,160.00	SSutorus
SO ASSOC for Indian Arts	(9427) Booth Rental for "2013 SWAIA Native Cinema Showcase"; Stacy Anderson to be reimbursed; Pre-payment was required and could not process payment through County in time for event Term: 8/12/2013 - 8/18/2013 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	\$5,500.00	SSutorus
Stanley Convergent Solutions	(9533) Master agreement with terms and conditions for alarm system for the SBVC campus Term: 9/1/2013 - 8/31/2014 Funding Source: N/A	KVCR-TV/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>					
	Sycamore Inn	(9509) Catering for "Lets Dine Out" KVCR's fund raising event Term: 9/8/2013 - 9/8/2013 74-50-03-8110-0303-5809.83-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Foundation Fund	KVCR-TV/SBCCD	\$2,250.00	SSutorus
	Symons Emergency Specialist, Inc	(9497) Stand-by event emergency services for home football games Term: 9/14/2013 - 11/9/2013 01-00-01-1500-0000-5113.00-6969 Funding Source: General Funds	Athletics/SBVC	\$2,000.00 plus overages	SSutorus
	Waltery Insurance Brokers	(7787) Service - Insurance for Broadcaster Liability Coverage for KVCR Not to Exceed \$7,000 Per Year; Contract Period 12-31-2011 to 12-31-2014: Amendment 1 increase coverages from 1 million to 3 million for an addition cost of \$1,400 Term: 12/31/2011 - 12/31/2014 74-00-03-8110-0107-5420.00-7099 Notes - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: KVCR Funds	KVCR/SBCCD	\$22,400.00 Not to exceed	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	WLIW, LLC	(9455) Program rights for KVCR to broadcast enhanced programming during pledge drive Term: 2/26/2013 - 3/31/2014 74-50-03-8110-0303-5831.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Foundation Fund	KVCR-TV/SBCCD	\$3,500.00	BBaron
<hr/> <i>SubTotal for General: 43</i> <hr/>					
<u>Income - Facilities Use</u>					
	United States Tennis Association (USTA)	(9527) Use of CHC tennis courts for "USTA Tri-Level Womens Play" Term: 8/11/2013 - 8/18/2013 Funding Source: N/A	Administrative Services/CHC	No Charge	SSutorus
	Yucaipa Swim Team	(9526) Use of pool for water polo tournaments and scrimmages Term: 8/17/2013 - 8/17/2013 Funding Source: N/A	Administrative Services/CHC	\$402.42	SSutorus
	Yucaipa-Calimesa Joint USD	(9491) Use of CHC's Aquatics Center for water polo practice and games Term: 8/19/2013 - 12/20/2013 Funding Source: N/A	Administrative Services/CHC	\$9,114.20	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Facilities Use</u>					
SubTotal for Income - Facilities Use: 3					
<u>Income - General</u>					
	Ballard Rehabilitation Hospital	(9464) Program sponsorship underwriting for "Morning Edition" Term: 8/1/2013 - 11/30/2013 74-50-03-8109-0303-8892.00-0000 Funding Source: N/A	KVCR-FM/SBCCD	\$2,800.00	SSutorus
	CASA of San Bernardino	(9463) Program sponsorship underwriting for "FM TAP" and "FM Traffic" Term: 7/8/2013 - 6/30/2014 74-50-03-8109-0303-8892.00-0000 Funding Source: N/A	KVCR-FM/SBCCD	\$4,500.00	SSutorus
	CCC Chancellor's Office	(9449) COTOP "Chancellor's Office Tax Offset Program" - The collection of debt owed to SBCCD via the State Franchise Tax Board's Interagency Offset Program Term: 10/1/2013 - 9/30/2014 Funding Source: N/A	Fiscal Services/SBCCD	75% of Collected Debt	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - General</u>					
	National Public Media, LLC	(9460) Sale of banner displays on KVCR web site Term: 7/23/2013 - 7/22/2018 74-50-03-8109-0303-8892.00-0000 Funding Source: N/A	KVCR-TV/SBCCD	\$10,000.00	SSutorus
	Palomar College	(9498) As part of the EduStream project, District is to provide reusable digital video and audio content for California Community Colleges Term: 7/1/2013 - 6/30/2014 Funding Source: N/A	DETS/SBCCD	\$300,000.00	SSutorus
	PayPal	(9507) Payment processing services for PDC activities and programs Term: 10/1/2013 - 9/30/2018 01-50-03-8115-0457-8872.00-0000 Funding Source: N/A	PDC/SBCCD	N/A	SSutorus
	Riverside, County of	(9496) Childcare agreement - Parent Rickcreek, Lisa Term: 9/1/2013 - 6/30/2014 72-50-02-8306-0205-8871.00-0000 Funding Source: N/A	Child Care Center/CHC	\$7,644.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Income - General</i>				
Southern California Edison	(9504) "2013 Savings By Design" owners agreement for the OE2 Building at CHC Term: 7/1/2013 - 6/30/2014 Funding Source: N/A	Administrative Services/CHC	\$26,175.75	BBaron
<i>SubTotal for Income - General: 8</i>				
<i>Income - Grant</i>				
CCC Chancellor's Office	(9519) Information and communication technologies digital media grant Term: 7/1/2013 - 6/30/2014 Funding Source: N/A	PDC/SBCCD	\$300,000.00	SSutorus
Foundation for California CC	(9472) Grant - Youth Empowerment Strategies for Success - Independent Living Program (YESS-ILP) Term: 7/1/2013 - 6/30/2014 01-50-01-8306-0210-5659.00-0000 Funding Source: N/A	Calworks/SBVC	\$22,500.00	SSutorus
<i>SubTotal for Income - Grant: 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>Leases</u>					
	PSTV Partners LLC	(5265) Lease - Translator Lease with Palm Springs Station PSTV for Transmission of KVCR Programs; contract was not cancelled at the end of renewal period therefore contract term is extended for five years Term: 9/1/2008 - 8/31/2018 74-50-03-8110-0303-5620.80-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Foundation Fund	KVCR/SBCCD	\$36,000.00 Annually	SSutorus
	Suerte Associates, LLC	(7395) Lease of general office space and Braille production center for media, electronic text, Braille files, books and documents and related uses; cost is equal to \$3,300 per month for 24 months plus \$3,300 security deposit; Amendment 1 - Extended contract by six months with a rent of \$3,300 per month; Rent increase every January 1 by 4% Term: 7/1/2010 - 12/31/2016 01-00-03-8103-0261-5620.00-6150 Note - This is an acceptable use of categorical/grant/bond funds Funding Source: State Grant	DETS/SBCCD	\$208,588.00 Total contract value	SSutorus
<i>SubTotal for Leases: 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>Maintenance Agreement</u>				
CareFusion 211, Inc	(9456) Preventive maintenance for AVEA COMP serial number AGV01454; Year one \$810.92, Year two \$785.84, Year three \$760.76, Year four \$735.68 Term: 9/5/2013 - 9/4/2017 01-00-02-5622-0000-5630.00-1210 Funding Source: General Funds	Respiratory Care/CHC	\$3,093.20	SSutorus
Computer Protection Technologies, Inc. (CPT)	(9499) Maintenance of computer data center battery cabinets at SBVC and CHC; Cabinets at \$1,850 each; on-demand repairs not to exceed \$500 Term: 7/1/2013 - 6/30/2014 01-00-03-9010-0000-5639.00-6780 Funding Source: General Funds	DETS/SBCCD	\$4,200.00	SSutorus
Johnson Power Systems	(9512) Annual maintenance for generator at KVCR's studio tower Term: 7/1/2013 - 6/30/2014 74-50-03-8110-0115-5640.00-7099 74-50-03-8110-0303-5640.82-7099 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	\$1,350.00	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>				
Johnson Power Systems	(9476) Semi-annual maintenance for stand-by generator Caterpillar C9 serial number C9E01693 Term: 7/1/2013 - 6/30/2014 01-00-02-9506-0000-5634.00-6510 Funding Source: General Funds	Administrative Services/CHC	\$825.00	SSutorus

SubTotal for Maintenance Agreement: 4

Program Acquisition

Animiki See Distribution, Inc	(8716) Program acquisition rights for "Cashing In"; Amendment 1 - revised term dates to better reflect program airings Term: 6/12/2013 - 10/1/2015 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	\$30,000.00	SSutorus
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SubTotal for Program Acquisition: 1

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Program Rights</u>				
American Public Media (APM)	(9462) Broadcast rights and content carriage agreement for radio programs to be aired on KVCR-FM Term: 7/1/2013 - 6/30/2014 74-50-03-8109-0303-5831.80-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Foundation Fund	KVCR-FM/SBCCD	\$43,932.00	SSutorus
Pipit & Finch	(9492) Radio Program airing rights for "Says You!" for one year Term: 10/1/2013 - 9/30/2014 74-50-03-8109-0303-5831.80-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Foundation Fund	KVCR-FM/SBCCD	\$1,109.00	SSutorus
<i>SubTotal for Program Rights: 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>Rescinded/Canceled</u>				
Manuel's Digital Media, LLC	(9271) Provide assistance in maintaining databases with online and social media content: Monthly payments of \$2,700; Contract Cancelled as of 8/31/2013 decreasing contract by \$27,000 Term: 7/1/2013 - 8/31/2013 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	\$5,400.00	SSutorus
RNA Productions	(9250) Provide assistance in the creation of interstitial and filler material for on-air use; Monthly payments of \$5,500; Contract Canceled as of 8/31/2013 decreasing contract by \$55,000 Term: 7/1/2013 - 8/31/2013 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	\$11,000.00 Revised Total	SSutorus
<u>SubTotal for Rescinded/Canceled: 2</u>				

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Rescinded/Cancelled</u>					
	TelMate.Net Software	(9323) Software license for Telmate Enterprise Suite to track phone usage: Contract Cancelled 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 Rescinded/Cancelled: 1</i>					
<u>Sheriff On Site Supervisor</u>					
	Fries, Kevin	(9506) Sheriff's On Site Supervisor - Supervisory services with regards to instruction for Police Science Courses Term: 9/13/2013 - 9/12/2014 Funding Source: N/A	Police Science/SBVC	No Cost	SSutorus
	Gault, Jacob	(9511) Sheriff's On Site Supervisor - Supervisory services with regards to instruction for Police Science Courses Term: 9/13/2013 - 9/12/2018 Funding Source: N/A	Police Science/SBVC	No Cost	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Sheriff On Site Supervisor</u>				
Scalise, Anthony	(9510) Sheriff's On Site Supervisor - Supervisory services with regards to instruction for Police Science Courses Term: 9/13/2013 - 9/12/2018 Funding Source: N/A	Police Science/SBCCD	No Cost	SSutorus
<u>SubTotal for Sheriff On Site Supervisor: 3</u>				
<u>Software/Online Services</u>				
Altaware, Inc	(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
Barracuda Networks	(9518) Service of energized updates and instant replacement of 3 Barracuda spam and virus firewalls Term: 7/1/2013 - 6/30/2014 01-00-03-9010-0000-5639.00-6780 Funding Source: General Funds	DETS/SBCCD	\$3,444.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>				
BioOne	(9453) Online access to BioOne Database Network Term: 7/1/2013 - 6/30/2014 01-50-15-9016-0159-5620.00-6199 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: STEM Grant	Grant/SBVC	\$3,755.00	SSutorus
Career Cruising - The Complete Guidance System	(9528) Software subscription renewal for "CC- Transfer Center/SBVC Springboard" Term: 7/1/2013 - 6/30/2014 01-00-01-8220-0000-5620.00-6330 Funding Source: General Funds		\$642.60	SSutorus
ComputerLand of Silicon Valley	(9458) Software license for the "Creative Cloud Enterprise ETLA" Term: 9/1/2013 - 8/31/2014 01-50-01-8102-0457-6420.00-6199 01-00-03-9010-0000-6420.00-6780 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: Perkins	Computing Services/SBVC	\$26,510.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>				
FirstCom Music	(8547) Master controls and synchronization for online music licensing for audio visual and sound recording productions for use in programs aired on KVCR; revised term date to 8/27/2015 Term: 8/28/2012 - 8/27/2015 74-00-35-8110-0113-5809.00-7099 74-00-03-8110-0172-5809.00-7099 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: KVCR - San Manuel	KVCR/SBVC	\$10,647.00	SSutorus
HUDL	(9505) Online video editing, analysis, and coaching tools for SBVC's Football and Volleyball teams Term: 9/1/2013 - 8/31/2014 01-00-01-1500-0000-5620.00-6985 Funding Source: General Funds	Athletics/SBVC	\$1,400.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Software/Online Services</u>					
	OnAirFundrasing. LLC	(9486) Software license for one year for web-based software "Pledge Driver" - equips producers and hosts to use on-air fundraising scripts that complement KVCR station's direct mail and major giving approaches Term: 9/1/2013 - 8/31/2014 74-50-03-8110-0115-5620.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - CPB Grant - Radio	KVCR-FM/SBVC	\$1,800.00	SSutorus
	PeopleAdmin, Inc	(8646) Service - Employment automated internet based applicant tracking to include application submission, allows candidates to review status and allows District HR staff to electronically screen candidates Term: 7/1/2012 - 6/30/2017 01-00-03-9004-0000-5830.00-6730 Funding Source: General Funds	Human Resources/SBCCD	\$22,937.51	SSutorus
	Texthelp Systems Inc	(9490) Software license for reading and writing assistance programs for students with disabilities Term: 7/1/2013 - 6/30/2014 01-50-02-8201-0202-5620.00-6420 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	DSP&S/CHC	\$1,350.00	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>					
	Three M (3M) Occupational Health	(9530) 109 Online medical clearance exams for CHC EMS students Term: 8/19/2013 - 6/30/2014 01-50-25-9520-0241-5830.00-6199 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Administrative Services/CHC	\$3,052.00	SSutorus
	Three M (3M) Occupational Health	(9531) 171 Additional online medical clearance exams for CHC EMS students Term: 8/19/2013 - 6/30/2014 01-50-02-9520-0241-5830.00-6199 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Administrative Services/CHC	\$4,788.00	SSutorus

SubTotal for Software/Online Services: 12

Grand Total Contracts for Board Date 9/12/2013: 85

Routine Contracts - Summary

Scheduled Board Meeting 09/12/2013

EXPENSES

<u>Category</u>	<u>Number of Contract</u>	<u>Contract Value</u>	
<i>CalWorks Child Care</i>	1	\$4,680.00	Not to exceed
<i>CalWorks Off-Campus Work Study</i>	0	\$0.00	Not to exceed
<i>Clinicals</i>	0	\$0.00	
<i>EduStream</i>	1	\$0.00	
<i>FNX License Agreement</i>	0	\$0.00	
<i>General</i>	41	\$92,613.03	
<i>Leases</i>	2	\$244,588.00	
<i>Maintenance Agreement</i>	4	\$9,468.20	
<i>Program Acquisition</i>	1	\$30,000.00	
<i>Program Rights</i>	1	\$1,109.00	
<i>Rescinded</i>	1	(\$16,526.20)	
<i>Canceled</i>	2	\$16,400.00	
<i>Sheriff on Site Supervisor</i>	3	\$0.00	
<i>Software/Online Services</i>	12	\$84,118.71	
	69		
		Total Expenses	\$ 466,450.74

INCOME

<u>Category</u>	<u>Number of Contract</u>	<u>Contract Value</u>	
<i>Income - Contract Ed</i>	0	\$0.00	
<i>Income - Facilities Use</i>	3	\$9,516.62	
<i>Income - General</i>	8	\$351,119.75	
<i>Income - Grant</i>	2	\$673,619.75	
	13		
		Total Income	\$ 1,034,256.12

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: September 12, 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, agreements and their associated purchase orders 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 9/12/2013

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Legal				
AlvaradoSmith, APC	(9537) Legal services for Bond construction program: Rate schedule - Attorneys \$240-\$580 Per Hour, Associates \$250 per hour, and Shareholders \$325 per hour Term: 9/3/2013 - 9/2/2013 42-50-03-9508-0257-5711.00-7100 Note - Contract authorized to start prior to Board Meeting per BP6340: Program manager states this is an acceptable use of categorical/ grant/bond/trust funds Funding Source: Bond Funded	Chancellor/SBCCD	\$50,000.00	BBaron

SubTotal for Legal: 1

Professional Services

Bradley, Vernon R.	(9457) Provide assistance in Crisis Intervention Therapy; annual not to exceed is \$23,000 Term: 7/1/2013 - 6/30/2016 01-00-02-8210-0000-5113.00-6440 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: General Funds	Health Center/CHC	\$69,000.00	SSutorus
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<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Community Counseling Service, Co. LLC	(9502) Assess SBVC Foundation's development operations, make recommendations, create a five year plan, and draft an annual case for support Term: 9/13/2013 - 6/30/2014 01-00-03-9006-0000-5113.00-6720	Chancellor/SBCCD	\$29,000.00	BBaron
Funding Source: General Funds				
Keenan & Associates	(5249) Service - SERP - Benefit Program for Retirees - Retiree Billing Services; Contract does not expire per IRS Code 415(b) until all retiree benefits have been paid under the plan Term: 7/1/2008 - 6/30/2030	Human Resources/SBCCD	\$2.55 Per Retiree TPA - No Cost to District	SSutorus
Funding Source: General Funds				
<i>SubTotal for Professional Services: 3</i>				
<i>Grand Total Contracts for Board Date 9/12/2013: 4</i>				

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: September 12, 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: Matthew Isaac, Albert Maniaol, Robert Levesque, Alan Braggins.
DEPARTMENT: Economic Development and Corporate Training
CONFERENCE: California Community College Association Occupational
Education Fall 2013 Conference
DATES: October 22-23, 2013
LOCATION: Palm Springs, California
PURPOSE: To network and share ideas with peers
BENEFIT: Exposure to innovative and best practices
ESTIMATED COST: \$600 - \$1200.00 per person
FUNDING SOURCE: IDRC, RTF grant funds

NAME: Joyce Bond and Mike Tran
DEPARTMENT: District Computing Services
CONFERENCE: Technical Training Week for Ellucian
DATES: September 30-October 3, 2013
LOCATION: Reston, Virginia
PURPOSE: Improvement of skills and preparation for future changes.
BENEFIT: Ellucian is the system of record for all students within the
District. It is imperative that Programmers are prepared for
changes and upgrades in order to properly serve the student
population.
ESTIMATED COST: \$4,052.00 each
FUNDING SOURCE: District Computing Services general funds

NAME: Tim Oliver & Jose Torres
DEPARTMENT: Fiscal Services
CONFERENCE: ACBO 2013 Fall Conference
DATES: October 28-30, 2013
LOCATION: Oxnard, California
PURPOSE: To attend conferences and interface with industry colleagues
regarding the current financial climate in California.
BENEFIT: District management will gain knowledge and insight to aid in
future planning and the identification of financial opportunities.
ESTIMATED COST: \$1,200 per person
FUNDING SOURCE: Fiscal Services General Fund

NAME: Joanne Woo
DEPARTMENT: KVCR
CONFERENCE: 2013 National Educational Telecommunications Association
DATES: October 20, 2013 – October 23, 2013
LOCATION: Atlanta, Georgia
PURPOSE: Set up and man the booth. Answer questions regarding FNX & KVCR
BENEFIT: Ongoing promotion of FNX and KVCR
ESTIMATED COST: \$1,315.00
FUNDING SOURCE: FNX – San Manuel Grant Funds

NAME: Frank Blanquet
DEPARTMENT: KVCR
CONFERENCE: 70th Annual Convention and Marketplace
DATES: October 12 – 18, 2013
LOCATION: Tulsa, Oklahoma
PURPOSE: To shoot programming for FNX
BENEFIT: Ongoing promotion of FNX and KVCR
ESTIMATED COST: \$2,180.00
FUNDING SOURCE: FNX – San Manuel Grant Funds

NAME: Terria Smith
DEPARTMENT: KVCR
CONFERENCE: 70th Annual Convention and Marketplace
DATES: October 12 – 18, 2013
LOCATION: Tulsa, Oklahoma
PURPOSE: To shoot programming for FNX and meet with Tribal Leaders
BENEFIT: Ongoing promotion of FNX
ESTIMATED COST: \$2,180.00
FUNDING SOURCE: FNX – San Manuel Grant Funds

NAME: Kenn Couch
DEPARTMENT: KVCR
CONFERENCE: 2013 CPB/PBS Fall Planning Meeting
DATES: October 1 – 5, 2013
LOCATION: Crystal City, Virginia
PURPOSE: To meet with General Managers from all PBS stations to discuss the important topics related to PBS stations.

BENEFIT: Ongoing promotion of KVCR and FNX
ESTIMATED COST: \$1,550.00
FUNDING SOURCE: KVCR – Corporation for Public Broadcasting (CPB) Grant Funds

NAME: Kenn Couch
DEPARTMENT: KVCR
CONFERENCE: 70th Annual Convention and Marketplace
DATES: October 12 – 18, 2013
LOCATION: Tulsa, Oklahoma
PURPOSE: To promote KVCR and FNX
BENEFIT: Ongoing promotion of KVCR and FNX
ESTIMATED COST: \$2,180.00
FUNDING SOURCE: KVCR – Corporation for Public Broadcasting (CPB) Grant Funds

NAME: Kenn Couch
DEPARTMENT: KVCR
CONFERENCE: 2013 National Educational Telecommunications
Conference (NETA)
DATES: October 20 – 23, 2013
LOCATION: Atlanta, Georgia
PURPOSE: To promote KVCR and FNX
BENEFIT: Ongoing promotion of KVCR and FNX
ESTIMATED COST: \$1,500.00
FUNDING SOURCE: KVCR – Corporation for Public Broadcasting (CPB) Grant Funds

NAME: Ken Couch
DEPARTMENT: KVCR
CONFERENCE: APT Fall Marketplace
DATES: November 12 – 16, 2013
LOCATION: Boston, Massachusetts
PURPOSE: To promote KVCR and FNX
BENEFIT: Ongoing promotion of KVCR and FNX
ESTIMATED COST: \$1,898.00
FUNDING SOURCE: KVCR – Corporation for Public Broadcasting (CPB) Grant Funds

NAME: Benjamin Holland
DEPARTMENT: KVCR
CONFERENCE: 2013 National Educational Telecommunications
Conference (NETA)
DATES: October 20 – 23, 2013
LOCATION: Atlanta, Georgia
PURPOSE: To promote KVCR and FNX
BENEFIT: Ongoing promotion of KVCR and FNX
ESTIMATED COST: \$1,500.00
FUNDING SOURCE: FNX – San Manuel Grant Funds

NAME: Benjamin Holland
DEPARTMENT: KVCR
CONFERENCE: APT Fall Marketplace
DATES: November 12 – 16, 2013
LOCATION: Boston, Massachusetts
PURPOSE: To promote KVCR and FNX
BENEFIT: Ongoing promotion of KVCR and FNX
ESTIMATED COST: \$1,795.00
FUNDING SOURCE: KVCR – Corporation for Public Broadcasting (CPB) Grant Funds

NAME: Lillian Vasquez
DEPARTMENT: KVCR
CONFERENCE: APT Fall Marketplace
DATES: November 12 – 16, 2013
LOCATION: Boston, Massachusetts
PURPOSE: To promote KVCR programming
BENEFIT: Ongoing promotion of KVCR
ESTIMATED COST: \$1,500.00
FUNDING SOURCE: KVCR – Corporation for Public Broadcasting (CPB) Grant Funds

NAME: Josh Zunie
DEPARTMENT: KVCR
CONFERENCE: 2013 Imagine Native Film Festival
DATES: October 15 – 21, 2013
LOCATION: Toronto, CANADA
PURPOSE: To promote FNX
BENEFIT: Ongoing promotion of KVCR and FNX
ESTIMATED COST: \$1,898.00
FUNDING SOURCE: FNX – San Manuel Grant Funds

SBVC

NAME: Craig Petinak
DEPARTMENT: Marketing & Public Relations
CONFERENCE: Designing, Building & Inspiring Conference sponsored by the National Council for Marketing & Public Relations (NCMPR)
DATES: September 23-30, 2013
LOCATION: Tempe, Arizona
PURPOSE: To gain insight into today's realm of shrinking budgets and increased workloads and how to keep up with the jobs. Mr. Petinak will be a presenter at this conference.
BENEFIT: To learn the latest techniques in community college marketing & public relations.
ESTIMATED COST: \$1,083.72
FUNDING SOURCES: Marketing & Public Relations general fund account and Professional Development general fund account.

NAME: Dr. Gloria Fisher
DEPARTMENT: President's Office
CONFERENCE: 2013 Strengthening Student Success Conference
DATES: October 8-11, 2013
LOCATION: Burlingame, California
PURPOSE: To meet with California community college professionals to brainstorm ways to strengthen institutional effectiveness and student learning.
BENEFIT: Information acquired will be used to enhance student success.
ESTIMATED COST: \$2,228.58
FUNDING SOURCE: President's Office general fund account

NAME: Joe Cabrales
DEPARTMENT: Office of the Vice President of Student Services
CONFERENCE: Hispanic Association of Colleges and Universities (HACU) 27th Annual Conference
DATES: October 25-29, 2013
LOCATION: Chicago, Illinois
PURPOSE: To participate in workshops that will offer grants and funding opportunities, partnerships that work, academic success for Hispanic students, research and practice, advocacy and legislation.

BENEFIT: To be able to bring back and implement successful academic success strategies for Hispanic students as well as gaining partnerships and student track components.

ESTIMATED COST: \$2,736.95

FUNDING SOURCES: Hispanic Association of Colleges and Universities (HACU) grant fund and Student Services general fund account.

NAME: Sergio Mendoza, Jr.

DEPARTMENT: Office of the Vice President of Student Services

CONFERENCE: Hispanic Association of Colleges and Universities (HACU) 27th Annual Conference

DATES: October 25-29, 2013

LOCATION: Chicago, Illinois

PURPOSE: To participate in workshops that will offer grants and funding opportunities, partnerships that work, academic success for Hispanic students, research and practice, advocacy and legislation.

BENEFIT: To be able to bring back and implement successful academic success strategies for Hispanic students as well as gaining partnerships and student track components.

ESTIMATED COST: \$2,385.95

FUNDING SOURCE: Chancellor's Office general fund account.

NAME: Dr. Gloria Fisher

DEPARTMENT: President's Office

CONFERENCE: Umoja IX Conference

DATES: November 7-10, 2013

LOCATION: Oakland, California

PURPOSE: Share strategies, techniques and tools to address a college wide agenda that embodies student equity through transformative and comprehensive initiatives among the Umoja family.

BENEFIT: Participants will engage in several workshops designed to culturally promote student success by building communal intelligence, acceleration in English, Math, ESL, counseling and mentoring, and bring out strategies for making institutions and classrooms a liberatory experience.

ESTIMATED COST: \$1,420.00

FUNDING SOURCE: President's Office general fund account

CHC

NAME: Robin Bishop
DEPARTMENT: Public Safety and Services
CONFERENCE: Federal Emergency Management Association (FEMA) Emergency Management Institute
DATES: September 16 – 20, 2013
LOCATION: Emmitsburg, MD
PURPOSE: To attend the National Emergency Management Academy E-0110 Foundations of Emergency Management Train-the-Trainer course.
BENEFIT: Train the Trainer Program for Emergency Management Program curriculum and development.
ESTIMATED COST: No expense to District
FUNDING SOURCE: No expense to District

NAME: Richard Hogrefe
DEPARTMENT: Instruction
CONFERENCE: International and Foreign Language Education (IFLE) Technical Assistance Workshop
DATES: September 21 – 25, 2013
LOCATION: Washington, DC
PURPOSE: Attend workshops to interact with federal officials regarding the development of high quality grant proposals.
BENEFIT: To increase the likelihood for Crafton Hills College to receive additional grants.
ESTIMATED COST: \$1,265.00
FUNDING SOURCE: Professional Development (\$500.00) and President's General Fund (\$765.00)

NAME: Cheryl Marshall
DEPARTMENT: President
CONFERENCE: Community College Advancement 2013
DATES: October 1 – 5, 2013
LOCATION: San Diego, CA
PURPOSE: To receive training in key concepts specific to community college educational fundraising.
BENEFIT: To increase fundraising capabilities.
ESTIMATED COST: \$1,432.00
FUNDING SOURCE: President's Office General Fund

NAME: Snezana Petrovic
DEPARTMENT: Fine Arts
CONFERENCE: International Opportunities in the Arts: Engaging Minds
DATES: October 10 – 13, 2013
LOCATION: Boston, MA
PURPOSE: Opportunity to learn about the merging fields between arts and science and to participate as a portfolio reviewer.
BENEFIT: Information acquired will be used to enhance student success as well as share information to acquire grants that further the arts and science collaboration.
ESTIMATED COST: \$500.00
FUNDING SOURCE: Professional Development General Fund

NAME: Scott Rippy, Daniel Bahner, Bryan Reece, Ernesto Rivera, Patricia Menchaca
DEPARTMENT: Title V and STEM Pathways
CONFERENCE: Institute for Equity, Effectiveness and Excellence at HSI's
DATES: October 10 – 11, 2013
LOCATION: Los Angeles, CA
PURPOSE: This first annual conference will focus on the challenges and needs facing HSI's.
BENEFIT: This conference will offer tools and workshops in the development of action plans for HSI's.
ESTIMATE COST: \$2,945.00 per person
FUNDING SOURCE: Title V Grant and STEM Pathways Grant

NAME: Rick Hogrefe, Karen Peterson, Breanna Andrews, Tina Gimple, Robert Brown
DEPARTMENT: Title V
CONFERENCE: North American Council for Staff, Program and Organizational Development (NCSPOD)
DATES: October 23 – 25, 2013
LOCATION: Tempe, AZ
PURPOSE: To deepen and develop knowledge and skills in implementing and expanding the Professional Development Program.
BENEFIT: An expanded and more cohesive CHC Professional Development Program.
ESTIMATED COST: \$1,795.00 per person
FUNDING SOURCE: Title V Grant

NAME: Robert Brown, Ernesto Rivera, Rick Hogrefe, Patricia Menchaca
DEPARTMENT: STEM Pathways
CONFERENCE: 2013 STEMtech Conference
DATES: October 26 – 31, 2013
LOCATION: Atlanta, GA
PURPOSE: Attend workshops to improve Science, Technology, Engineering, and Mathematics (STEM) education, better aligning educational systems, and addressing local workforce needs.
BENEFIT: Increase student access and success in science, technology, engineering, and mathematics (STEM) courses.
ESTIMATED COST: \$2,150.00 per person
FUNDING SOURCE: STEM Pathways Grant

NAME: Robin Bishop
DEPARTMENT: Public Safety and Services
CONFERENCE: Federal Emergency Management Association (FEMA) Emergency Management Institute
DATES: November 3 – 7, 2013
LOCATION: Emmitsburg, MD
PURPOSE: To attend the National Emergency Management Academy E-0111 Foundations of Emergency Management Train-the-Trainer course.
BENEFIT: Train the Trainer Program for Emergency Management Program curriculum and development.
ESTIMATED COST: No expense to District
FUNDING SOURCE: No expense to District

NAME: Damaris Matthews
DEPARTMENT: Disabled Student Services
CONFERENCE: The 46th Annual College Reading and Learning Conference
DATES: November 6 – 9, 2013
LOCATION: Boston, MA
PURPOSE: To provide and improve student success.
BENEFIT: Will provide a forum for ideas and information for students.
ESTIMATED COST: \$545.00
FUNDING SOURCE: Disabled Student Programs and Services Categorical Fund

NAME: Jennifer Floerke, Daniel Bahner, Troy Dial, Rick Hogrefe
DEPARTMENT: Title V
CONFERENCE: Annual National Collegiate Honors Council Conference (NCHC)
DATES: November 6 – 10, 2013
LOCATION: New Orleans, LA
PURPOSE: To deepen and develop knowledge and skills in implementing and expanding the Honors Program.
BENEFIT: An expanded and more cohesive CHC Honors Program.
ESTIMATED COST: \$2,725.00 per person
FUNDING SOURCE: Title V Grant

NAME: Rebecca Warren-Marlatt, Yasmeen Flores
DEPARTMENT: Student Services, Student Trustee
CONFERENCE: Hispanic Association of Colleges and Universities 27 Annual Conference (HACU)
DATES: October 25 – 29, 2013
LOCATION: Chicago, IL
PURPOSE: To participate in a unique forum for sharing information and ideas for the best and most promising practices in the education of Hispanics.
BENEFIT: Encourage Hispanic higher education success by advancing access and opportunity in a changing environment.
ESTIMATED COST: \$2,500.00 per person
FUNDING SOURCE: President's Office 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: September 12, 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: Citizens Bond Oversight Committee Meeting
DATE: September 24, 2013
AMOUNT: \$50.00
ITEM: This committee provides oversight for the bond construction program. Light refreshments are served to attendees and citizen volunteers, and certificates of appreciation are awarded to retiring members.

Funding source is Fiscal Services General Funds.

EVENT: Holiday Open House
DATE: December 3, 2013
AMOUNT: \$2,200
ITEM: Refreshments.
This is the annual holiday open house hosted by the Chancellor's Office.

Funded by the Chancellor's Pepsi Fund account.

EVENT: Counselor Conclave
DATE: October 10, 2013
AMOUNT: \$10,463.75
ITEM: Informational event to disseminate Career Technical Education to middle and high school counselors in the Inland Empire.

Funding source is the Career Technical Education Community Collaborative grant.

EVENT: Riley's Farm
DATE: September 23, 2013
AMOUNT: \$1,300.00
ITEM: Dinner
KVCR will host an event for members at Riley's Farm in Oak Glen, California. This annual event dinner for KVCR attendees will include apple and pumpkin picking, hay rides and candle making.

Funding source: KVCR Development Fund.

EVENT: Courage New Hampshire Dinner
DATE: November 16, 2013
AMOUNT: \$1,500.00
ITEM: Dinner
KVCR will host "Courage New Hampshire" dinner at Riley's Farm, in Oak Glen, California, for KVCR members. This event will include American 18th Century depicts of pre-revolutionary war era stories.

Funding source: KVCR Development Fund.

EVENT: ATPC Employee Interviews
DATE: August 27-29, 2013
AMOUNT: \$975.00
ITEM: Reimbursement to Scott Valverde for travel from State Chancellor's Office to participate on the potential new employee interviews for the positions of Director, E-Text and Braille Manager's.

Funding source ATPC funds.

EVENT: 24th Annual Black Rose Awards
DATE: September 13, 2013
AMOUNT: \$1,000.00
ITEM: The San Bernardino Black Culture Foundation is holding the 24th Annual Black Rose Awards event. This event recognizes important members of the community. Recognition will go to the Humanitarian of the Year, Community Service Award recipient, and Black Rose Award recipients. This event includes an ad in the event program and a table of ten.

Funding source is Marketing & Public Affairs General Funds.

SBVC

EVENT: 2013 SBVC Commencement Brunch

DATE: May 23, 2013

AMOUNT: \$5,137.00

ITEM: Refreshments

Sponsored by the Associate Student Government (ASG) and the Office of Student Life, this event celebrated and congratulated graduating San Bernardino Valley College AA/AS and Certificate recipients. Attendance was approximately 430 students, faculty and staff. This item is being ratified because the original board request for approval as of the SBVC 2013 Commencement indicated that funds from the Commencement General Budget would be used for the various items necessary to produce the commencement exercise. This item originally was sent to board on February 14, 2013. Inadvertently, the commencement brunch was left off the list.

Funding source is the Office of Student Life (OSL) Trust account.

EVENT: 2013 SBVC Commencement Volunteer Breakfast

DATE: May 24, 2013

AMOUNT: \$670.00

ITEM: Refreshments

Sponsored by the Office of Student Life, this event provided breakfast to the volunteers participating in the 2013 SBVC Commencement Ceremony. Attendance was approximately 510 students, faculty and staff. This item is being ratified because the original board request for approval of the SBVC 2013 Commencement indicated that funds from the Commencement General Budget would be used for the various items necessary to produce the commencement exercise. This item originally was sent to board on February 14, 2013. Inadvertently, the commencement brunch was left off the list.

Funding source is the Office of Student Life (OSL) Trust account.

EVENT: Expanding and Serving Students: Collaboration Old/New

DATE: May 29-31, 2013

AMOUNT: \$1,143.42

ITEM: Refreshments

Sponsored by the Middle College High School, this event was Staff Development training for old and new staff to gain knowledge on how to expand and best serve the students. Attendance was approximately 20 staff and community members. This item was previously board approved at the May 9, 2013 meeting. This item is a ratification and being amended to reflect an increase in the total cost from \$985.80 to \$1,143.42, due to fact that the original total cost was submitted for board approval prior to receiving the final total cost from the vendor.

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

EVENT: Hispanic Heritage Week

DATE: September 16-20, 2013

AMOUNT: \$1,900.00

ITEM: Refreshments, Entertainment, Printing, Supplies and Decorations

Sponsored by the Office of the President, the Latino Faculty and Staff Association will host a series of musical recitals with related workshops and dance performances in commemoration of Hispanic Heritage week. Purpose of this event is to celebrate the Hispanic Heritage; this event benefits the campus community by enriching the ethnic culture of the campus. Anticipated attendance is approximately 500 students, faculty and staff.

Funding sources are the President's Office general fund accounts and the SBVC Foundation Pepsi fund account.

EVENT: Open Mic Night

DATE: September 18, 2013

AMOUNT: \$1,000.00

ITEM: Prizes, Decorations, Refreshments and Supplies

Sponsored by Associated Student Government, this event will encourage creativity and diversity within the campus community. Participants are welcome to promote all artistic talents and abilities. Anticipated attendance is 200 students, staff and faculty.

Funding source is the Associated Student Body general fund.

EVENT: Teach-A-Rama 2013

DATE: September 21, 2013

AMOUNT: \$700.00

ITEM: Refreshments and Supplies

The Mathematics, Business and Computer Technology Division is working collaboratively with representatives from The National Sorority of Phi Delta Kappa, Inc., Delta Rho Chapter on September 21, 2013 from 8:00 a.m. – 1:00 p.m.. The purposes of this events is to provide a vehicle for professional educators who support and encourage best practices in education to focus on science, technology, engineering and mathematic (STEM) disciplines and the CORE standards (with the emphasis on rigor). Discussions related to classroom strategies for implementation of the standards. Anticipated attendance is approximately 250 students, faculty and staff.

Funding sources are the President's Office general fund and the SBVC Foundation Pepsi fund account.

EVENT: Voter Registration Days
DATE: September 24, 2013
AMOUNT: \$1,000.00
ITEM: Supplies, Decorations and Refreshments
Sponsored by Associated Student Government (ASG), this event will aim to encourage students to register to vote, and become involved in making a change in the community. ASG will have students complete voter registration cards. Anticipated attendance is 800 students.

Funding source is Associated Student Body general fund.

EVENT: Voter Registration Days
DATE: September 26, 2013
AMOUNT: \$1,000.00
ITEM: Supplies, Decorations and Refreshments
Sponsored by Associated Student Government (ASG), this event will aim to encourage students to register to vote, and become involved in making a change in the community. ASG will have students complete voter registration cards. Anticipated attendance is 800 students.

Funding source is Associated Student Body general fund.

EVENT: Stress Solutions Oasis
DATE: September 26, 2013
AMOUNT: \$180.00
ITEM: Supplies, Decorations and Refreshments
Sponsored by Student Health Services, this is an interactive stress management activity for faculty and staff. Anticipated attendance is 60 faculty and staff.

Funding source is the Building Strengths: Enhancing Campus-Wide Mental Health Strategies and Training Project grant fund.

EVENT: Empowering Men in Mathematics
DATE: September 27, 2013
AMOUNT: \$600.00
ITEM: Refreshments and Supplies
The Mathematics, Business and Computer Technology Division is working collaboratively with Hispanic Serving Institutions Science Technology Engineering and Mathematics (HSI STEM) PASS Go on September 27, 2013 from 8:00 a.m. to 1:00 p.m. to present Empowering Men in Mathematics 2013. The purpose of this event is to provide students access to professionals who support and encourage education focusing on science, technology, engineering

and mathematic disciplines at San Bernardino Valley College. Discussions and break-out session activities will relate to occupational usage of content explored in STEM disciplines. Anticipated attendance is approximately 200 students, faculty and staff.

Funding source are the HSI STEM Pass Go grant fund and the SBVC Foundation Pepsi fund account.

EVENT: Regional Strategizing Forum "Welcome Home Veterans on Campus"
DATE: October 3, 2013
AMOUNT: \$2,000.00
ITEM: Refreshments
Sponsored by Student Health Services, the Regional Strategizing Forums brings together community partners to increase dialogue and foster relationships between relevant community mental health resources and partners. It is also an opportunity to share best practices, models, and strategies with other campuses in geographic proximity of SBVC. This forum will specifically focus on supporting student veterans from multiple perspectives. Anticipated attendance is 100 students, faculty and staff.

Funding source is the Building Strengths: Enhancing Campus-Wide Mental Health Strategies and Training Project grant fund.

EVENT: Puente Noche de Familia
DATE: October 9, 2013
AMOUNT: \$100.00
ITEM: Decorations and Supplies
Sponsored by the Puente Project, this event is a family night that serves as an introduction to the college life for the parents/significant others of our current Puente students, many of whom are first generation college students. This is also an effort to enhance family support by increasing their understanding of the Puente Project, the community college system, and the time and energy that students must be committed to in order to succeed academically. Anticipated attendance is approximately 100 students, faculty, staff and family members.

Funding source is the Puente Project general fund.

EVENT: Open Mic Night
DATE: October 10, 2013
AMOUNT: \$1,000.00
ITEM: Prizes, Decorations, Refreshments and Supplies
Sponsored by Associated Student Government, this event will encourage creativity and diversity within the campus community. Participants are welcome

to promote all artistic talents and abilities. Anticipated attendance is 200 students, staff and faculty.

Funding source is the Associated Student Body general fund.

EVENT: On the Blue Carpet
DATE: October 15, 2013
AMOUNT: \$500.00
ITEM: Photographer
Sponsored by Student Health Services, students will have the opportunity to stop at the "Blue Carpet" and be interviewed about their success at San Bernardino Valley College at which time a professional photographer will take their picture. Anticipated attendance is 50 students.

Funding source is the Building Strengths: Enhancing Campus-Wide Mental Health Strategies and Training Project grant fund.

EVENT: Tumaini Family Affair
DATE: October 23, 2013
AMOUNT: \$200.00
ITEM: Decorations and Supplies
Sponsored by the Tumaini Program, this event will bring students in the Tumaini Program and their families together so both understand that progress and retention cannot be achieved in a vacuum. Anticipated attendance is approximately 70 students, faculty, staff and family members.

Funding source is the Tumaini Program general fund.

EVENT: Movie Night
DATE: October 24, 2013
AMOUNT: \$2,000.00
ITEM: Canopy rental, Refreshments, Decorations and Supplies
Sponsored by Associated Student Government, this event will aim to connect the campus and surrounding community. This event will be held on the grassy area, in front of the Greek Theatre, in a 40 x 40 tent with a projector. Expected attendance is approximately 200 students and staff.

Funding source is Associated Student Body general fund.

EVENT: Fall Club Rush
DATE: October 2, 2013
AMOUNT: \$1,300.00
ITEM: Refreshments, Supplies, Giveaways, and Decorations

Sponsored by the Associated Student Government for the clubs and students. Attended guests will have the opportunity to participate in various giveaways and have snacks and refreshments that will be provided by their ASB and Clubs.

Funding source is the Associated Student Body general fund.

EVENT: Stress Solutions Oasis
DATE: October 31, 2013
AMOUNT: \$180.00
ITEM: Supplies, Decorations and Refreshments
Sponsored by Student Health Services, this is an interactive stress management activity for faculty and staff. Anticipated attendance is 60 faculty and staff.

Funding source is the Building Strengths: Enhancing Campus-Wide Mental Health Strategies and Training Project grant fund.

EVENT: Health Fair
DATE: November 13, 2013
AMOUNT: \$350.00
ITEM: Decorations, Prizes and Supplies
Sponsored by Student Health Services, this event will promote health education for college students. Anticipated attendance is 500 students, faculty and staff.

Funding source is the Student Health Services Restricted fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Cheryl A. Marshall, President, Crafton Hills College
PREPARED BY: Karen Childers, Director of Resource Development and Grants
DATE: September 12, 2013
SUBJECT: Consideration of Approval of Donation – Crafton Hills College

RECOMMENDATION:

It is recommended that the Board of Trustees accept the following donation to support the Emergency Medical Services program at Crafton Hills College.

OVERVIEW:

A donation of an ambulance is being made to the Emergency Medical Services Department.

<u>Item</u>	<u>Source</u>
Ambulance	American Medical Response (AMR)

ANALYSIS:

An ambulance is being donated to the Emergency Medical Services Department for instructional purposes.

BOARD IMPERATIVE:

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: September 12, 2013
SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

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

OVERVIEW

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

SBVC

EMPLOYEE : Craig Petinak
MEMBERSHIP: National Council for Marketing & Public Relations (NCMPR) for 2013-2014
AMOUNT: \$450.00
ITEM: The National Council for Marketing & Public Relations (NCMPR) is the only organization of its kind that represents marketing & public relation professionals at community and technical colleges. NCMPR's primary focus is on supporting professional growth. Mr. Petinak is the designated marketing and public relations contact for San Bernardino Valley College (SBVC).

Funding source is the Marketing & Public Relations general fund account.

EMPLOYEE : Craig Petinak
MEMBERSHIP: Community College Public Relations Organization (CCPRO) for 2013-2014
AMOUNT: \$50.00
ITEM: Community College Public Relations Organization (CCPRO) is a statewide professional and service organization that seeks to promote excellence in California's community college public relations and related professions. The organization serves as a central resource of information and provides counsel and assistance relating to the advancement of community colleges statewide and the professional growth of its members. Mr. Petinak serves on the CCPRO executive board as the treasurer.

Funding source is the Marketing & Public Relations general fund account.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Gloria Fisher, Interim President, SBVC
PREPARED BY: Scott Stark, Vice President of Administrative Services, SBVC
DATE: September 12, 2013
SUBJECT: Consideration of Approval of a Facility Use Fee Waiver - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve a facility use fee waiver for San Bernardino Pop Warner Football games in partnership with San Bernardino Valley College with games to be held on Saturdays, August 31, September 7, 21, and October 12, 19, 26, of 2013.

OVERVIEW

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

ANALYSIS

San Bernardino Pop Warner Football, a non-profit group, promotes, develops and fosters a positive competitive football experience for the Inland Empire youth while supporting our community and demonstrating discipline, academic excellence and civic pride. They will be using the Football Field.

The Civic Center and Other Facilities Use Board Policy (BP) 6700, Administrative Procedure (AP) 6700 states that the district may waive facility use fees for certain community events, but may not waive direct costs to district such as utilities, custodial or other district costs.

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: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Tanya Rogers, CPA, CFE, Director of Internal Audits
DATE: September 12, 2013
SUBJECT: Consideration of Approval of 2013-2014 Gann Limit

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2013-2014 Gann Limit.

OVERVIEW

Government Code Section 87908c requires each community college district to report to the Chancellor of the Community Colleges at least annually its appropriation limit. The Gann Limit is a spending limit that restricts growth of tax funded programs and services. The Gann Limit is adjusted annually for population growth, inflation and other factors.

ANALYSIS

The Gann Limit worksheet provides the computation of the 2013-2014 appropriations limit for SBCCD. The District's appropriation is well within the legal requirement of the Gann Limit.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

California Community Colleges
Gann Limit Worksheet
2013-14

DISTRICT NAME: San Bernardino Community College District

DATE: August 20, 2013

I.	2013-14		
	A. 2012-13 Appropriations Limit		<u>\$ 97,101,781</u>
	B. 2013-14 Price Factor:	1.0512	
	C. Population factor:		
	1. 2011-12 Second Period Actual FTES	13,349.37	
	2. 2012-13 Second Period Actual FTES	13,311.89	
	3. 2012-13 Population change factor	0.9971924	
		(line C.2. divided by line C.1.)	
	D. 2013-14 Limit adjusted by inflation and population factors		\$ 101,786,809
		(line A multiplied by line B and line C.3.)	
	E. Adjustments to increase limit:		
	1. Transfers in of financial responsibility		
	2. Temporary voter approved increases		
	3. Total adjustments - increase		
		Sub-Total	\$ 101,786,809
	F. Adjustments to decrease limit:		
	1. Transfers out of financial responsibility		
	2. Lapses of voter approved increases		
	3. Total adjustments - decrease		
	G. 2013-14 Appropriations Limit		<u>\$ 101,786,809</u>
II.	2013-14 Appropriations Subject to Limit:		
	A. State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)		\$ 43,095,208
	B. State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)		248,584
	C. Local Property taxes		10,893,873
	D. Estimated excess Debt Service taxes		-
	E. Estimated Parcel taxes, Square Foot taxes, etc.		-
	F. Interest on proceeds of taxes		75,800
	G. Local appropriations from taxes for unreimbursed State, court, and federal mandates		(766,791)
	H. 2013-14 Appropriations Subject to Limit		<u>\$ 53,546,674</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: April 11, 2013
SUBJECT: Consideration of Approval to Appoint Members to the Citizens Bond Oversight Committee (CBOC)

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Sam Irwin to the Citizens Bond Oversight Committee for a two-year term.

OVERVIEW

The Citizens Bond Oversight Committee is comprised of at least seven members of the community, and serves the purpose of reviewing the expenditure of Bond Measure M funds. Mr. Irwin is seeking to join the committee as a representative of the CHC Foundation. He has extensive experience as a community leader and is currently the Redlands City Clerk.

ANALYSIS

Approval of this recommendation will enable the CBOC to continue in an efficient and effective manner.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This item carries no financial implications.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: September 12, 2013

SUBJECT: Consideration of Acceptance of Management Employee Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Eloise Sifford, Accounting Manager, District.

OVERVIEW

Eloise Sifford, Accounting Manager, District submitted her letter of retirement effective October 31, 2013, after 33 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: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
 PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj
 DATE: September 12, 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 Measure M construction change orders and amendments. These changes are required and necessary, benefit the District, and reflect the most favorable negotiated costs.

Crafton Hills College – New Crafton Center-Circuit A Relocation						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Dalke & Sons	CO #1	141,480.00	0.00	3,502.49	144,982.00	2.48%
Crafton Hills College – OE 1 Roof Renovation						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Best Contracting Services	CO #1	278,450.00	0.00	-26,099.38	252,350.62	-9.37%
San Bernardino Valley College – Central Plant-Grant Street Sewer Project						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Tryco General Engineering	CO #1	567,780.00	0.00	-85,500.00	482,280.00	-15.06%

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 (\$108,096.89) which is -0.217% of the total Measure M construction contracts of \$49,747,164.45.

The total of all Measure M amendments and change orders, including those submitted at this board meeting, increases the Measure M construction contracts by \$1,855,292.25. The new overall Measure M change order percentage is 3.73%. 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: Dalke & Sons Amount \$ 3,502.49

Campus: Crafton Hills College Project: New Crafton Center - Circuit A Replacement

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: Use existing spare conduit; omit inline splice at PB-2; add doweled rebar where existing sidewalk to new sidewalk; PAC switch anchor bolts; college center switch modification; LRC generator refueling; college center switches pad height; add splice at EMH-1.

Accountability

This Change was part of the original design scope: Additional scope of work generated from added and/or deleted scope from the campus; encountered unforeseen field conditions which were identified during construction.

The cost of this change has been validated and is the best possible price available to the District.

This change has been reviewed and is necessary to the completion this project.

Impact

Original contract was Board approved on <u>03/14/13</u> in the amount of	\$	<u>141,480.00</u>
Total Board approved amendments to date	\$	<u>-</u>
Requested amendment amount		<u>-</u>
<input type="checkbox"/> This request is an amendment and results in a revised contract amount of	\$	<u>141,480.00</u>
(Note: This revised contract amount basis for 10% rule)		
Total Board approved change orders to date	\$	<u>-</u>
Requested Change Order amount	\$	<u>3,502.49</u>
<input checked="" type="checkbox"/> This request is a change order and results in a revised contract amount of	\$	<u>144,982.49</u>

This change order is subject to the 10% rule. It results in a 2.48% change to the contract

The cumulative amount of change orders for this contract equals 3,502.49
2.48% of the contract amount.

TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS 144,982.49

Signatures

Bond Program Manager

Diana Johnson

Diana Johnson
(Signature)

8/22/13
(Date)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

4628A1
Project Number

CIRCUIT A_CO-01

CHANGE ORDER

Original Contract Amount: \$141,480.00
Amount of Previous Contract Amendments: \$0.00
Amount of Previous Change Orders: \$0.00

School Name:	<u>Crafton Hills College</u>	Date:	<u>September 12, 2013</u>
Project Description:	<u>Circuit A Replacement Project</u>	Contract No.:	<u>PO #133662</u>
To (Contractor):	<u>Dalke & Sons Construction, Inc.</u>	Attn:	<u>Marty Willoughby</u>

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

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

Description of Work:

This change order includes additional scope of work for the General Contractor generated from added and/or deleted scope, encountered unforeseen field conditions identified during construction, and error and/or omissions. These items were not included in the original contract documents and noted after the bid and execution of the contract.

Refer to attached Circuit A Project Memo No. 003 dated 08/05/2013

Contract Change Order No. CIRCUIT A_CO-01

TOTAL COST of CONTRACT CHANGE ORDER CIRCUIT A_CO-01: \$3,502.49

Reason for Change:

- 1 Site Cost, Unforeseen Field Condition
- 2 Site Cost, Errors and Omission
- 3 Site Cost, District Added or Deleted/Reduced Scope

Initiator of Change:

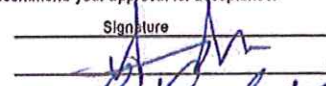
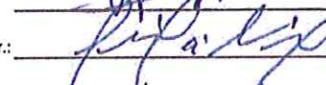
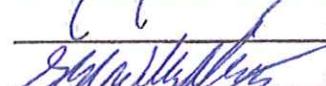

- Contractor Generated
- District Generated
- Architect/Engineer Generated

The original Base Contract Sum was:	<u>\$141,480.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. CIRCUIT A_CO-01 will be increased by:	<u>\$3,502.49</u>
The revised BASE Contract Sum:	<u>\$144,982.49</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$144,982.49</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$144,982.49</u>
The contract TIME due to CIRCUIT A_CO-01 will be unchanged by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>30-Jun-13</u>
SBCCD Change Order No. <u>CIRCUIT A_CO-01</u> includes Item Number(s):	<u>1.1 through 1.11</u>

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

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

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

Signature	Name (printed)	Date
	Aravind Batra - P2S Engineering, Inc.	8/12/13
	Lailani Nunez - Kitchel/VBR	8/12/13
	Timothy Oliver, Vice Chancellor Fiscal Services	
	Marty Willoughby - Dalke & Sons Construction, Inc.	8-13-13
	Printed Name/Title	

State of California - Division of the State Architect DSA Application No. 04-112760 File No. 36-C2
Approved _____ per Principal Structural Engineer: _____

CHANGE ORDER NO. CIRCUIT A_CO-01

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	Use Existing Spare Conduit at EMH-6. KB PCO #005 / DSC COR #002	A-1	100	-\$385.22	\$0.00	-\$385.22
Item 1.2	Omit Inline Splice at PB-2. KB PCO #008/DSC COR #005R1	A-1	100	-\$1,038.28	\$0.00	-\$1,038.28
Item 1.3	Add Doweled Rebar Where Existing Sidewalk to New Sidewalk. KB PCO #012/DSC COR #003	B-1	100	\$0.00	\$172.65	\$172.65
Item 1.4	Add Expansion Joints at New Sidewalk. KB PCO #013/DSC COR #004	B-1	100	\$0.00	\$245.38	\$245.38
Item 1.5	PAC Switch Anchor Bolts. KB PCO #020/DSC COR #012	A-1	100	\$0.00	\$184.17	\$184.17
Item 1.6	PAC Switch Modification. KB PCO #021/DSC COR #008	A-1	100	\$0.00	\$1,527.57	\$1,527.57
Item 1.7	College Center Switch Modification. KB PCO #023/DSC COR #009	A-1	100	\$0.00	\$1,102.20	\$1,102.20
Item 1.8	LRC Generator Refueling. KB PCO #024/DSC COR #010	C-4	100	-\$242.55	\$0.00	-\$242.55
Item 1.9	College Center Switches Pad Height. KB PCO #025/DSC COR #006	A-1	100	\$0.00	\$0.00	\$0.00
Item 1.10	Replace Lugs at SSA Substation Breaker. KB PCO #026/DSC COR #007	A-1	100	\$0.00	\$647.81	\$647.81
Item 1.11	Add Splice at EMH-1. KB PCO #028/DSC COR #011	A-3	100	\$0	\$1,289	\$1,288.76
	Subtotal					\$3,502.49
	TOTAL CONTRACT CHANGE ORDER # CIRCUIT A_CO-01					\$3,502.49

CODE LEGEND

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

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

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



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: Best Contracting Services Amount \$ (26,099.38)
 Campus: Crafton Hills College Project: OE 1 Roof Renovation

This Change is a(n):

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

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

Explanation of Change: Unused bid allowance for existing cleat at parapet is remaining and safety railing at roof access hatch; unused unforeseen hazardous material; unused portion of repair and relocation of existing utilities and repair of roof deck was not exhausted.

Accountability

This Change was part of the original design scope: Unused contract allowance funds.

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

Impact

Original contract was Board approved on <u>06/03/13</u> in the amount of	\$	<u>278,450.00</u>
Total Board approved amendments to date	\$	<u>-</u>
Requested amendment amount		<u>-</u>
<input type="checkbox"/> This request is an amendment and results in a revised contract amount of (Note: This revised contract amount basis for 10% rule)	\$	<u>278,450.00</u>
Total Board approved change orders to date	\$	<u>-</u>
Requested Change Order amount	\$	<u>(26,099.38)</u>
<input checked="" type="checkbox"/> This request is a change order and results in a revised contract amount of	\$	<u>252,350.62</u>

This change order is subject to the 10% rule. It results in a -9.37% change to the contract

The cumulative amount of change orders for this contract equals (26,099.38)
-9.37% of the contract amount.

TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS 252,350.62

Signatures

Bond Program Manager

Diana Johnson

Diana Johnson
(Signature)

8/22/13
(Date)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

4628A1
Project Number

OE1RR_CO-01

CHANGE ORDER

Original Contract Amount: \$278,450.00
Amount of Previous Contract Amendments: \$0.00
Amount of Previous Change Orders: \$0.00

School Name:	<u>Crafton Hills College</u>	Date:	<u>September 12, 2013</u>
Project Description:	<u>OE1 Roof Renovation</u>	Contract No.:	<u>PO #140306</u>
To (Contractor):	<u>Best Contracting Services</u>	Attn:	<u>Bob Mars</u>

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

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

Description of Work:

In summary, this change order includes changes to the scope of work for the General Contractor generated from the following, encountered unforeseen field conditions identified during construction, error and/or omissions, and credit for unused allowance amounts. These items were not included in the original contract documents and noted after the bid and execution of the contract.

Refer to attached OE1RR Project Memo No. 003 dated 08/15/2013

Contract Change Order No. OE1RR_CO-01

TOTAL COST of CONTRACT CHANGE ORDER OE1RR_CO-01: (\$26,099.38)

Reason for Change:

- 1 Building Cost, Unforeseen Field Condition
- 2 Building Cost, Errors and Omission
- 3 Contract Administrative Issue

Initiator of Change:

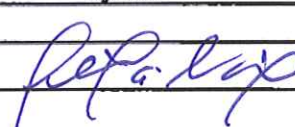

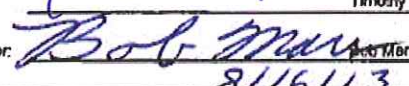
- Contractor Generated
- Construction Manager Generated

The original Base Contract Sum was:	<u>\$278,450.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. OE1RR_CO-01 will be decreased by	<u>-\$26,099.38</u>
The revised BASE Contract Sum:	<u>\$252,350.62</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders	<u>\$252,350.62</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$252,350.62</u>
The contract TIME due to OE1RR_CO-01 will be unchanged by	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>19-Aug-13</u>
SBCCD Change Order No. <u>OE1RR_CO-01</u> includes Item Number(s):	<u>1.1 through 1.5</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
	Lelani Nunez, Project Manager	8/20/13
	Timothy Oliver, Vice Chancellor Fiscal Services	
	Bob Mars, Chief Operations Officer	8/16/13
	<u>8/16/13</u> Printed Name/Title	

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

CHANGE ORDER NO. OE1RR_CO-01

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	Existing Cleat at Parapet to Remain. KB PCO #005 / BCS COR #002	F-1	100	\$0.00	\$0.00	\$0.00
Item 1.2	Add Safety Railing at Roof Access Hatch. KB PCO #006 / BCS COR #003	G-2	100	\$0.00	\$0.00	\$0.00
Item 1.3	Unused Contract Allowance No. 01. KB PCO #015	L-2	100	-\$10,000.00	\$0.00	-\$10,000.00
Item 1.4	Unused Contract Allowance No. 02. KB PCO #016	L-2	100	-\$8,584.90	\$0.00	-\$8,584.90
Item 1.5	Unused Contract Allowance No. 03. KB PCO #017	L-2	100	-\$7,514.48	\$0.00	-\$7,514.48
	Subtotal					(\$26,099.38)
	TOTAL CONTRACT CHANGE ORDER # OE1RR_CO-01					(\$26,099.38)

CODE LEGEND

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

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

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



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: Tryco General Engineering, Inc. Amount \$ (85,500.00)
 Campus: San Bernardino Valley College Project: Central Plant-Grant Street Sewer Project

This Change is a(n):

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

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

Explanation of Change: Unused bid allowance for hazardous materials abatement; soils conditions; utility infrastructure, hardscape, landscape, irrigation replacement/repair and reduction of scope of sewer line to limit removal and replacement of existing ADA access ramps.

Accountability

This Change was part of the original design scope: Unused contract allowance funds.

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

Impact

Original contract was Board approved on <u>05/09/13</u> in the amount of	\$	<u>567,780.00</u>
Total Board approved amendments to date	\$	<u>-</u>
Requested amendment amount		<u>-</u>
<input type="checkbox"/> This request is an amendment and results in a revised contract amount of (Note: This revised contract amount basis for 10% rule)	\$	<u>567,780.00</u>
Total Board approved change orders to date	\$	<u>-</u>
Requested Change Order amount	\$	<u>(85,500.00)</u>
<input checked="" type="checkbox"/> This request is a change order and results in a revised contract amount of	\$	<u>482,280.00</u>

This change order is subject to the 10% rule. It results in a -15.06% change to the contract

The cumulative amount of change orders for this contract equals (85,500.00)
-15.06% of the contract amount.

TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS	<u>482,280.00</u>
--	--------------------------

Signatures

Bond Program Manager

Diana Johnson

Diana Johnson
(Signature)

8/22/13
(Date)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

4629A1
Project Number

SEW-GC-CO1

CHANGE ORDER

Original Contract Amount: **\$567,780.00**
Amount of Previous Contract Amendments: **\$0.00**
Amount of Previous Change Orders: **\$0.00**

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>September 12, 2013</u>
Project Description:	<u>SBVC Grant Street Sewer Project</u>	Contract No.:	<u>General Contractor</u>
To (Contractor):	<u>Tryco General Engineering, Inc.</u>	Attn:	<u>Try Kirtley</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 a Modification/Reduction of scope of work by the general contractor generated by the District, in coordination with on the Bond Measure M projects and Agency requirements that were required to be installed within the project. These items were included in the original contract documents and were approved after the bid and execution of the general contractor contract.

Refer to attached Project Memo No. VC-220
Contract Change Order No. GC-CO1

TOTAL COST OF CONTRACT CHANGE ORDER SEW-GC-CO1: (\$85,500.00)

Reason for Change:

- 1.1 Contract Administrative Issue
- 1.2 Contract Administrative Issue
- 1.3 Contract Administrative Issue
- 1.4 District Deleted/Reduced Scope of Work

Initiator of Change:

- 1 Administration

The original Base Contract Sum was:	<u>\$567,780.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. SEW-GC-CO1 will be decreased by:	<u>-\$85,500.00</u>
The revised BASE Contract Sum:	<u>\$482,280.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$482,280.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$482,280.00</u>
The contract TIME due to C.O. No. SEW-GC-CO1 will be unchanged by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>4-Aug-13</u>
SBCCD Change Order No. <u>SEW-GC-CO1</u> includes Item Number(s):	<u>1.1 - 1.4</u>

This Contract Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Valley College School District). Contractors 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 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>Ivan Thomas</u>	Ivan Thomas, Project Engineer of Record	<u>08/19/2013</u>
<u>Michael Wickham</u>	Michael Wickham, Project Manager	
	Mr. Timothy Oliver, Interim Vice Chancellor Fiscal Services	
<u>Try Kirtley</u>	Try Kirtley, President	<u>8/14/13</u>

Printed Name/Title

CHANGE ORDER NO. SEW-GC-CO1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	Bid Allowance No. 01 - Unforeseen hazardous materials abatement. KB PCO # 01	L-2	100	(\$20,000)	\$0	(\$20,000)
Item 1.2	Bid Allowance No. 02 - Unforeseen Soils Conditions KB PCO # 02	L-2	100	(\$20,000)	\$0	(\$20,000)
Item 1.3	Bid Allowance No. 03 - Utility Infrastructure, hardscape, landscape, irrigation replacement/repair. KB PCO # 03	L-2	100	(\$43,500)	\$0	(\$43,500)
Item 1.4	Reduction of Scope of Sewer line to limit removal and replacement of Existing ADA access ramps. KB PCO # 04	C-4	100	(\$2,000)	\$0	(\$2,000)
Subtotal						(\$85,500)
TOTAL CONTRACT CHANGE ORDER # SEW-GC-CO1						(\$85,500)

CODE LEGEND

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

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj
DATE: September 12, 2013
SUBJECT: Consideration of Approval of Contract with
Three Peaks Corporation of Calimesa CA

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with Three Peaks Corporation for the Modular Classroom Removal project at San Bernardino Valley College in the amount of \$60,528.00.

OVERVIEW

This project incorporates the disconnection of all the mechanical, electrical, plumbing, data and underground/overhead utilities for the Modular classrooms. These classrooms were used during the renovation of the Business Building and are no longer needed. This area will be the "Swing Space" for the newly proposed Gymnasium Building. The funds for this project are included in the Business Building budget.

ANALYSIS

As part of the Uniform Construction Cost Accounting Program, the District maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$45,000.00 and \$175,000.00. Informal bids were solicited from those qualified contractors and the lowest, most responsive bid was from Three Peaks Corporation.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2013-14 Measure M budget

Kitchell/BRj

701 S Mount Vernon Ave, San Bernardino, CA 92410

Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: August 2, 2013

No.VC 217

TO: Timothy Oliver
Interim Vice Chancellor, Fiscal Services
San Bernardino Community College District (SBCCD)

FROM: Michael Wickham
Project Manager
Kitchell/BRj

RE: San Bernardino Valley College
Measure M –Modular Classroom Removal

SCOPE:

SBCCD approval to engage in a contract to remove the leased modular Business Building classrooms to prepare for the upcoming Gymnasium building.

NARRATIVE:

Kitchell/BRj has utilized the UCCAP Contractors to bid out for the Modular Classroom Removal Project. An RFP was issued and the qualified bids were reviewed. Kitchell/BRj has determined that Three Peaks Corp. was the lowest responsible bidder with a proposed amount of \$60,528.00.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD approve the execution of the contract with Three Peaks Corp. for the removal on the modular classrooms.

Budget Information:

Project Original Budget Amount:	\$ 15,989,430.00
Project Current Spent to Date:	\$ 12,806,629.78
Project Current Estimate to Complete:	\$ 15,979,451.64
Project Memo Forecast Cost:	\$ 60,528.00
Project Change Amount:	\$ 0.00
Budget Line Item: 42-50-31-2520-0257- 5809.00 -7100	

I concur with this recommendation Diana Johnson 8/5/13
 I do not concur with this recommendation Diana Johnson, Program Manager, KB

I concur with this recommendation Timothy Oliver 8/5/13
 I do not concur with this recommendation Timothy Oliver, Interim Vice Chancellor, Fiscal Services

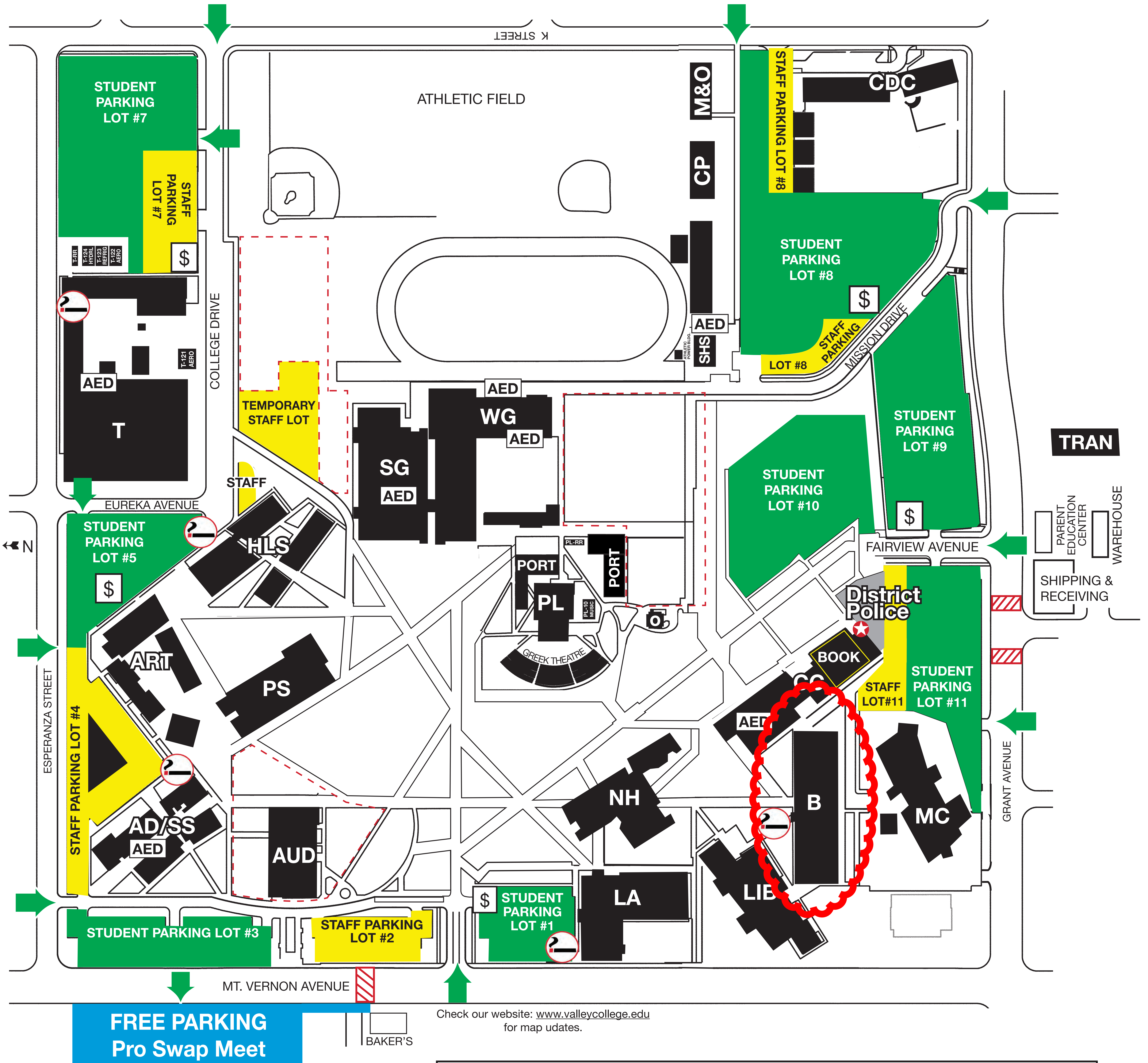
Attachments: Bid Proposal

Cc: File

Handwritten initials and date: 8/5/13

San Bernardino Valley College

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



FREE PARKING
Pro Swap Meet

Check our website: www.valleycollege.edu
for map updates.

- INDICATES CONSTRUCTION AREAS
- ← ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES
- AED** AUTOMATED EXTERNAL DEFIBRILLATOR
- \$** INDICATES PARKING PERMIT DISPENSER
- CROSSWALK
- ? 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)

Building Symbols	
AD/SS.....	Administration/Student Services (Note: AD rooms are located in AD/SS)
ART.....	Art Center
AUD.....	Auditorium
B.....	Business
BOOK.....	Bookstore
CC.....	Campus Center
CDC.....	Child Development Center
CP.....	Central Plant
HLS.....	Health & Life Science
LA.....	Liberal Arts
LIB.....	Library
MC.....	Media/Communications
MCHS.....	Middle College High School
NH.....	North Hall
O.....	Observatory
PL.....	Planetarium
PL PORT.....	Portables
PS.....	Physical Sciences
SG.....	Snyder Gym
SHS.....	Student Health Services
T.....	Technical
TRAN.....	Transportation Center
WG.....	Women's Gym

DISTRICT POLICE
Campus Center Rm. 100
(909) 384-4491

Parking permits/decals 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/decals.

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: September 12, 2013
SUBJECT: Consideration of Approval of Contract with Arup North America Limited

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with Arup North America Limited for Life Cycle Cost Analysis (LCCA) for all major projects at Crafton Hills College and San Bernardino Valley College in the amount of \$265,665.00.

OVERVIEW

The San Bernardino Community College District requires an LCCA for Measure M Construction projects in order to conform to agency accreditation requirements and to communicate value and sustainable stewardship to the community. LCCA is a method for assessing the total cost of facility ownership that takes into account all costs of acquiring, owning and disposing of a building or building system.

ANALYSIS

The scope of this effort will include the initial cost of systems, energy consumption costs, maintenance and custodial costs, life expectancy, replacement costs and total ownership over a 25 year span of the building, for Measure M construction projects at Valley College and Crafton Hills College.

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: July 23, 2013

No - M CHC GEN 043

TO: Timothy Oliver
Interim Vice Chancellor
San Bernardino Community College District (SBCCD)

FROM:  Brooke Duncan
Project Manager
Kitchell/BRj (KBS)

RE: SBCCD Incentives
ARUP New Contract for Life Cycle Cost Analysis

SCOPE:

SBCCD approval to execute a new contract to ARUP for assistance in the District's efforts to formulate Life Cycle Cost studies for the major projects listed below.

NARRATIVE:

Life-cycle cost analysis (LCCA) is a method for assessing the total cost of facility ownership. It takes into account all costs of acquiring, owning, and disposing of a building or building system. It is particularly suitable for the evaluation of building design alternatives that satisfy a required level of building performance but may have different initial investment costs, different operating, maintenance and repair costs and different uses.

The District has requested comparative quotes from the project Architects and ARUP. ARUP has provided the best valued proposal for the scope of work that includes:

- (6) Six projects at Crafton Hills College: Science Building, Occupational Education 2, Student Services A, LADM, PE Complex and Crafton Center.
- (5) Five projects at Valley College: Auditorium, Business Building, Central Plant, GYM and Technical Building.
- Scope: Initial cost of systems, energy consumption costs, maintenance and custodial costs, life expectancy, replacement costs and total cost of ownership over 25 years.

These studies are required for bond funded projects to communicate value and sustainable stewardship to the community. Two paths are recommended to the projects that are already designed and the projects that can be considered for alternative design approaches.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD approve ARUP contract in the amount of \$265,665.00.

Upon approval, Kitchell/BRj will direct ARUP to proceed with the service in an effort to deliver a timely deliverable and to start the evaluation immediately. A formal contract will be prepared and forwarded to the next available Board meeting for final approval.

BUDGET INFORMATION/FISCAL IMPACT:

Funding Source: District Contingency Fund

Crafton Hills College: \$136,515.00

Valley College: \$129,150.00

Total: \$265,665.00


7/24/13

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

Diana Johnson 7/24/13
Diana Johnson, Program Manager, KBS

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

TO 8/1/13 *NS* 7/30/13
Timothy Oliver, Interim Vice Chancellor of Fiscal Services, SBCCD

Attachments: Proposal
Cc: File

**Crafton Hills College
Life Cycles Cost Analysis**

	New Science Bldg		OE2		SSA		LADM		PE Complex		CRAFTON CENTER	
	NTD	ARUP	STEINBERG	ARUP	PMSM	ARUP	PMSM	ARUP	STEINBERG	ARUP		ARUP
Initial Cost of System	x	x	x	x	x	x	x	x	x	x		x
Energy Consumption Costs	x	x	x	x	x	x	x	x	x	x		x
Maintenance & Custodial Costs	x	x	x	x	x	x	x	x	x	x		x
Life Expectancy	x	x	x	x	x	x	x	x	x	x		x
Replacement Costs	x	x	x	x	x	x	x	x	x	x		x
Cost of Ownership	x	x	x	x	x	x	x	x	x	x		x
FEE	\$30,835	\$29,565	\$38,665	\$26,540	\$19,700	\$11,100	\$23,200	\$20,995	\$32,265	\$20,805		\$27,510

CHC ARUP Total: 136,515
CHC Architect Total: 144,665

**Valley College
Life Cycles Cost Analysis**

	AUDITORIUM		BUS BLDG RENO		CENTRAL PLANT		GYM		TECH BLDG	
	NTD	ARUP	DLR	ARUP	P2S	ARUP	HMC	ARUP	HMC	ARUP
Initial Cost of System	x	x	x	x	x	x	x	x	x	x
Energy Consumption Costs	x	x	x	x	x	x	x	x	x	x
Maintenance & Custodial Costs	x	x	x	x	x	x	x	x	x	x
Life Expectancy	x	x	x	x	x	x	x	x	x	x
Replacement Costs	x	x	x	x	x	x	x	x	x	x
Cost of Ownership	x	x	x	x	x	x	x	x	x	x
FEE	\$27,685	\$26,400	\$33,500	\$24,400	\$19,500	\$26,500	\$35,000	\$26,400	\$25,000	\$25,450

VC ARUP Total: 129,150
VC Architect Total: 140,685

ARUP Grand Total: 265,665
Architect Grand Total: 285,350

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: September 12, 2013
SUBJECT: Consideration of Approval of Amendment 002 to the
HMC Architects Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 002 to the HMC Architects contract in the amount of \$68,000.00.

OVERVIEW

On September 9, 2010 the Board of Trustees approved a contract with HMC Architects for the Athletics and Field Complex project at San Bernardino Valley College. This amendment includes additional services to provide development of documentation for the design and procurement of furniture, fixtures, and equipment, athletic equipment and audio visual equipment, as well as coordination with all the necessary consultants.

The additional scope will include procurement, bid documents, layouts, necessary meetings and deliverables. Other services include inventory and documentation of existing furniture for District surplus. Coordination of electrical and data requirements will be necessary for furniture and equipment placement, as well as oversight of installation.

ANALYSIS

The effect of this amendment will be an addition of \$68,000.00 to HMC Architects contract, resulting in a revised contract amount of \$4,490,723.20. There is no increase in length of contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2013-14 Measure M budget.

Kitchell/BRJ

701 S Mount Vernon Ave, San Bernardino, CA 92410

Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: August 6, 2013

No. VC 218

TO: Timothy Oliver
Interim Vice Chancellor
San Bernardino Community College District (SBCCD)

FROM: Michael Villegas *MV*
Project Manager
Kitchell/BRJ

RE: San Bernardino Valley College (SBVC) Measure M
Project: Gymnasium Project FF&E
Subject: HMC Amendment No. 02

SCOPE:

SBCCD approval of an amendment to the HMC Architects (HMC) contract for the Measure M Gymnasium Project.

NARRATIVE:

This amendment is for additional design services to the Gymnasium Project as identified in San Bernardino Community College District's Valley College Furniture, Fixtures and Equipment (FF&E) scope of services for furniture, fixtures, equipment, theater equipment, audio visual equipment, computers and telephones.

With your concurrence with this recommendation HMC Architecture Amendment No. 02 will be presented to the SBCCD board at the upcoming September 12, 2013 board meeting.

RECOMMENDATION:

Kitchell/BRJ recommends that SBCCD approves the increased scope for the Gymnasium Project.

Budget Information:

Project Original Budget Amount:	\$58,224,107.00
Project Current Spent to Date:	\$ 5,701,470.71
Project Current Estimate to Complete:	\$ 58,224,107.00
Project Memo Forecast Cost:	\$ 68,000.00
Project Change Amount:	\$ 0.00
Budget Line Item: 6210.10 (Soft Cost Contingency)	

Note: There will be no increase to the overall project budget. The costs for this added service proposal will be paid from monies in the soft cost contingency line item budget.

<input type="radio"/> I concur with this recommendation <input checked="" type="radio"/> I do not concur with this recommendation	<i>Diana Johnson</i> 8/8/13 Diana Johnson, Program Manager, KB
--	---

<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	<i>Timothy Oliver</i> 8/8/13 Timothy Oliver, Interim Vice Chancellor, Fiscal Services
--	--

Attachments: HMC proposal dated 7/11/2013.

MV
8/7/13

**CONSULTANT CONTRACT AMENDMENT FOR ARCHITECTURAL SERVICES
CONTRACT AMENDMENT: 002**

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

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

TO: HMC Architects, Inc.
3546 Concourses Street
Ontario, CA 91764

Brief Description:

This contract amendment is for additional design services for the Measure M Gymnasium Project for San Bernardino Valley College. Additional services to provide architectural and engineering development of documentation for the design and procurement of SBCCD's Valley College Gymnasium Project Furniture, Fixtures and Equipment (FF&E) scope of work, dated 7/12/12, for furniture, fixtures, equipment, theater equipment, audio visual equipment, computers and telephones.

Attachment:

HMC Architects, Inc. proposal letter dated 7/11/2013

Costs:

\$68,000.00 = Total of this requested Consultant Contract Amendment: 02

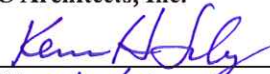
The original Contract Sum	\$4,280,000.00
Net change by previous Amendments	\$142,723.20
The Contract Sum prior to this Amendment	\$4,422,723.20
The Contract Sum will be increased by this Amendment	\$68,000.00
The new Contract Sum including this Amendment	\$4,490,723.20
The Contract Schedule as of this Amendment will be increased by:	0 calendar days

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

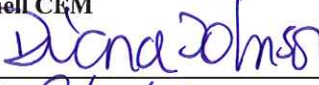
Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

Authorized:

CONSULTANT
HMC Architects, Inc.

By: 
DATE: 8/17/13

PROGRAM MANAGER
Kitchell CEM

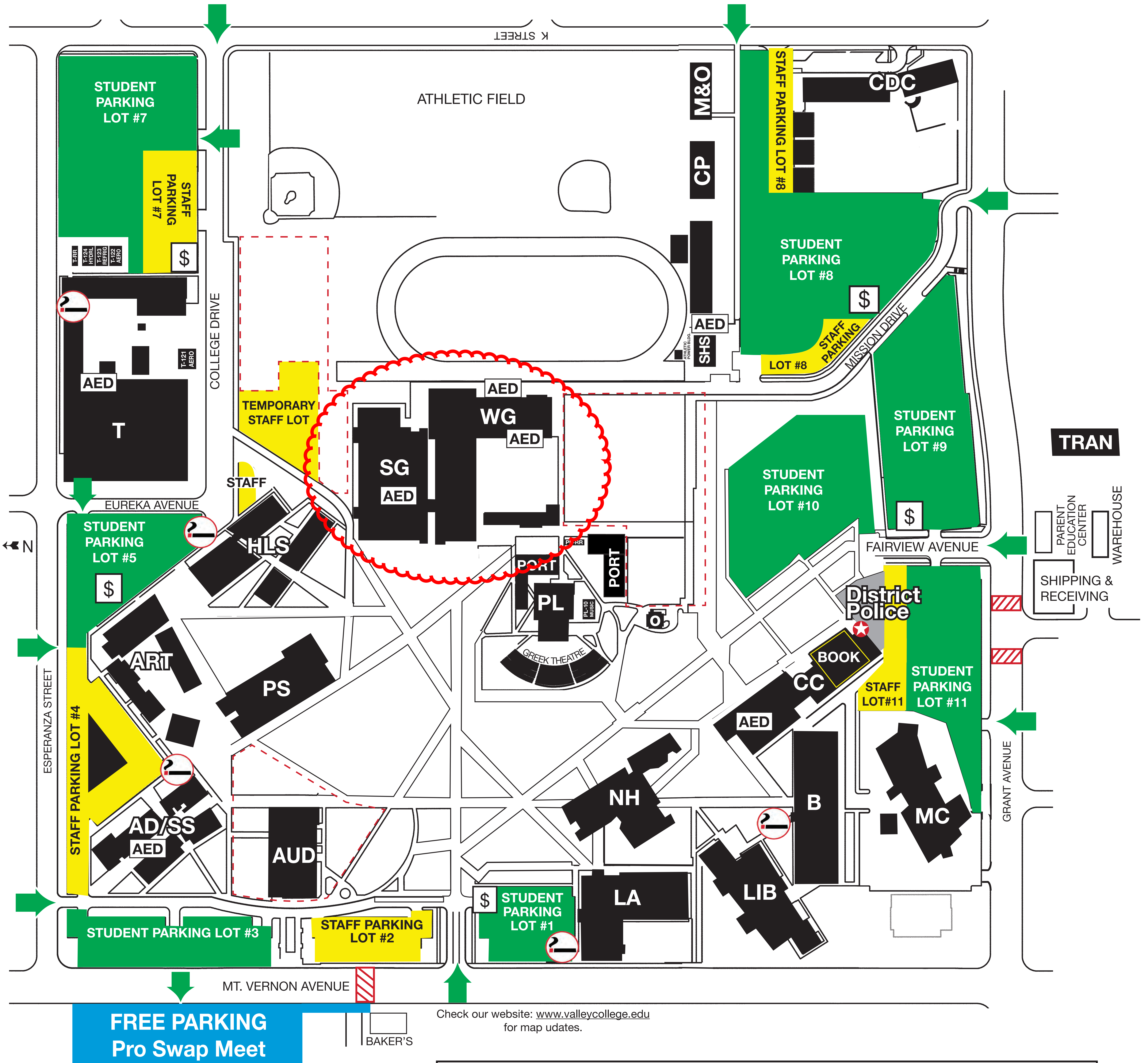
By: 
DATE: 8/22/13

OWNER
SBCCD

By: _____
DATE: _____

San Bernardino Valley College

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



- INDICATES CONSTRUCTION AREAS
- ← ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES
- AED** AUTOMATED EXTERNAL DEFIBRILLATOR
- \$** INDICATES PARKING PERMIT DISPENSER
- CROSSWALK
- ? 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)

Building Symbols

AD/SS..... Administration/Student Services (Note: AD rooms are located in AD/SS)	MC.....Media/Communications
ART.....Art Center	MCHS..... Middle College High School
AUD..... Auditorium	NH.....North Hall
B..... Business	O..... Observatory
BOOK..... Bookstore	PL..... Planetarium
CC.....Campus Center	PL PORT.....Portables
CDC.....Child Development Center	PS..... Physical Sciences
CP..... Central Plant	SG..... Snyder Gym
HLS.....Health & Life Science	SHS..... Student Health Services
LA..... Liberal Arts	T..... Technical
LIB..... Library	TRAN..... Transportation Center
	WG..... Women's Gym

DISTRICT POLICE
Campus Center Rm. 100
(909) 384-4491

Parking permits/decals 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/decals.

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: September 12, 2013
SUBJECT: Consideration of Approval of Amendment 002 to the
NTD Architecture Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 002 to the NTD Architecture contract in the amount of \$8,800.00

OVERVIEW

On October 20, 2011, the Board of Trustees approved a contract with NTD Architecture for the New Science Building project at CHC. This amendment is for additional services, including:

1. A budget reconciliation effort to back up the construction estimate due to the use of the Owner Controlled Insurance Program by the District.
2. Incorporation of the campus request to provide design consistency for mechanical systems throughout the campus to help facility management.

ANALYSIS

The effect of this amendment will be an addition of \$8,800.00 to the NTD Architecture contract, resulting in a revised contract amount of \$1,830,588.50. There is no increase in length of contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2013-14 Measure M budget.

No. 13 – New Science Building

DATE: July 25, 2013

TO: Timothy Oliver
Interim Vice Chancellor
San Bernardino Community College District (SBCCD)

FROM: Hussain Agah *H/A*
Project Manager
Kitchell / BRj (KB)

RE: Crafton Hills College (CHC) Measure M
NTD Architecture (Architectural Services)
Architectural Services Contract Amendment (CA) for New Science Building

SCOPE:

SBCCD approval for NTD Architecture Contract Amendment for additional estimating services provided by NTD to purchase order PO-140691 (as of 07/10/2013) for the construction cost reconciliation scope of work associated with the New Science Building project.

NARRATIVE:

Original construction budget for New Science Building project provided to NTD was a lump sum of new construction and associated insurances. NTD developed the project construction budget based on that number during the planning and design phases. Throughout the process, the DISTRICT decided to utilize the Owner Controlled Insurance Program (OCIP) as an insurance policy for all measure M projects. An allocated percentage of the construction budget was deducted from the original construction budget for OCIP.

During the budget reconciliation process with the Architect, it was noticed that the construction insurance has been double accounted for, first under the Architect developed cost estimate, and second under DISTRICT provided OCIP. Kitchell/BRj has asked NTD Architecture to revisit and adjust the cost estimate taking into consideration the following factors: (1) adjust start of construction date due to DSA lengthy review and adjust the escalation allowance accordingly, and (2) provide a deductive backup estimate if the OCIP to be instituted for New Science Building. This process was very necessary to mitigate any budget overage exposure prior to bid. An additional service proposal for OCIP estimate update was provided by NTD, negotiated and falls within current acceptable industry standards for this task.

RECOMMENDATION:

Kitchell / BRj recommends that SBCCD approve the proposal for OCIP estimate update to NTD Architecture for an increase to their Purchase Order of \$3,450.00

Budget Information:

Version 6--6/30/2013

New Science Building:

Board Approved Project Budget (05/09/2013):	\$ 25,675,949.20
Spent to Date:	\$ 2,678,086.69
Project Current Estimate of Complete Costs:	\$ 26,059,106.51
Project Memo Forecast Cost:	\$ 3,450.00
Project Change Amount:	\$ 0.00

Budget Line Item: 42-50-32-4625-0257-5800-Soft Cost Contingency

<input checked="" type="radio"/> I concur with this recommendation	<i>Diana Johnson</i> <i>7/30/13</i>
<input type="radio"/> I do not concur with this recommendation	Diana Johnson, Program Manager, KB

<input checked="" type="radio"/> I concur with this recommendation	<i>TO</i> <i>7/30/13</i>
<input type="radio"/> I do not concur with this recommendation	Timothy Oliver, Interim Vice Chancellor, Fiscal Services

M
7/25/13

Kitchell/BRj

701 S Mount Vernon Ave, San Bernardino, CA 92410

Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

No. 17 – New Science Building

DATE: August 12, 2013

TO: Timothy Oliver
Interim Vice Chancellor
San Bernardino Community College District (SBCCD)

FROM: Hussain Agah *H.A.*
Project Manager
Kitchell / BRj (KB)

RE: Crafton Hills College (CHC) Measure M
NTD Architecture (Architectural Services)
Architectural Services Contract Amendment (CA) for New Science Building

SCOPE:

SBCCD approval for NTD Architecture Contract Amendment for additional design coordination services provided by NTD/P2S to purchase order PO-140691 in order to implement the ARUP's Owner Project Requirements (OPR) associated with the New Science Building project.

NARRATIVE:

The Campus directed ARUP to provide a design consistency for the mechanical systems throughout the Campus and specifically for the new construction projects. The purpose of the Owner Project Requirement (OPR) is to provide a consistency for equipment and systems that would help the Campus facility management department managing its maintenance and operation tasks more efficiently throughout the life cycle of the Campus. The OPR was completely developed by ARUP and provided to NTD after NTD completed the design and submitted the Construction Documents to Department of State of Architecture (DSA) review and approval.

The OPR was not originally part of NTD's Scope of Work during the design phase. Therefore, in order to incorporate the OPR design changes into DSA construction documents, an additional design service proposal has been requested by NTD due to extra design hours needed to complete this task. NTD current proposal looks acceptable and falls within current acceptable industry standards.

RECOMMENDATION:

Kitchell / BRj recommends that SBCCD approve the proposal for OPR design incorporation to NTD Architecture for an increase to their Purchase Order of \$5,350.00.

Note: Please note that this is a Campus added scope of work and is currently funded from the project soft cost contingency which was not anticipated; however, Kitchell/BRj will keep track of these requests and will ask the Campus for additional funds due to these changes, if needed, in the future. Additionally, NTD has noted in its proposal that OPR will increase the construction budget by an Estimated value of \$61,000.

CHC BELIEVES THIS AMOUNT IS INFLATED AND MUST BE VERIFIED PRIOR TO APPROVAL. MS 8/20/13

Budget Information:

Measure M Budget: Version 7--7/31/2013

New Science Building:

Board Approved Project Budget (05/09/2013):	\$ 25,675,949.20
Spent to Date:	\$ 2,830,011.76
Project Current Estimate of Complete Costs:	\$ 26,125,456.51
Project Memo Forecast Cost:	\$5,350.00
Project Change Amount:	\$ 0.00

Budget Line Item: Budget Line Item: 42-50-32-4625-0257-5800-1700 Soft Cost Contingency

<input checked="" type="radio"/> I concur with this recommendation	<i>Diana Johnson</i> 8/16/13
<input type="radio"/> I do not concur with this recommendation	Diana Johnson, Program Manager, KB

<input checked="" type="radio"/> I concur with this recommendation	<i>Timothy Oliver</i> 8/20/13
<input type="radio"/> I do not concur with this recommendation	Timothy Oliver, Interim Vice Chancellor, Fiscal Services

ATTACHMENTS: NTD Proposal (3 pages) and Email Correspondences (2 pages)

MS 8/13/13

RECEIVED

CHC NEW SCIENCE BUILDING
NTD ARCHITECTURE CONTRACT AMENDMENT: 002 AUG 15 2013

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

KITCHELL / BRJ
Crafton Hills College

OWNER: San Bernardino Community College District (SBCCD)

TO: NTD Architecture
955 Overland Court, Suite 100
San Dimas, CA 91773

Brief Description:

NTD Architecture's Contract Amendment 002 for the CHC New Science Building is for:

- 1- Additional service for a budget reconciliation effort in order to back up the construction estimate due to OCIP (Owner Controlled Insurance Program) utilization by the DISTRICT.
 - See Kitchell/BRj Project Memo # 13 for additional information.
- 2- Additional service to incorporate the Owner Program Requirements (OPR) into the Construction Documents.
 - See Kitchell/BRj Project Memo # 17 for additional information.

Attachments:

- Kitchell/BRj/Seville Project Memo New Science Bldg #13 (1 pages), NTD Architecture Quote/Proposal (2 pages), and other backups (10 pages). Cost: **\$3,450.00**
- Kitchell/BRj/Seville Project Memo New Science Bldg #17 (1 pages), NTD Architecture Quote/Proposal (3 pages), and other backups (5 pages). Cost: **\$5,350.00**

Costs:

\$8,800.00 TOTAL for Amendment No. 002

The original Contract Sum	\$1,950,661.00
Net change by previous Amendments	(\$128,872.50)
The Contract Sum prior to this Amendment	\$1,821,788.50
The Contract Sum will be increased by this Amendment	8,800.00
The new Contract Sum including this Amendment	\$1,830,588.50

The Contract Schedule as of this Amendment will be **unchanged**.

By signing this Amendment the SBCCD authorizes NTD Architecture 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 NTD Architecture's New Science Building project contract with SBCCD.

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

Authorized:

ARCHITECT
NTD Architecture

PROGRAM MANAGER
Kitchell/BRj

OWNER
SBCCD

By: 

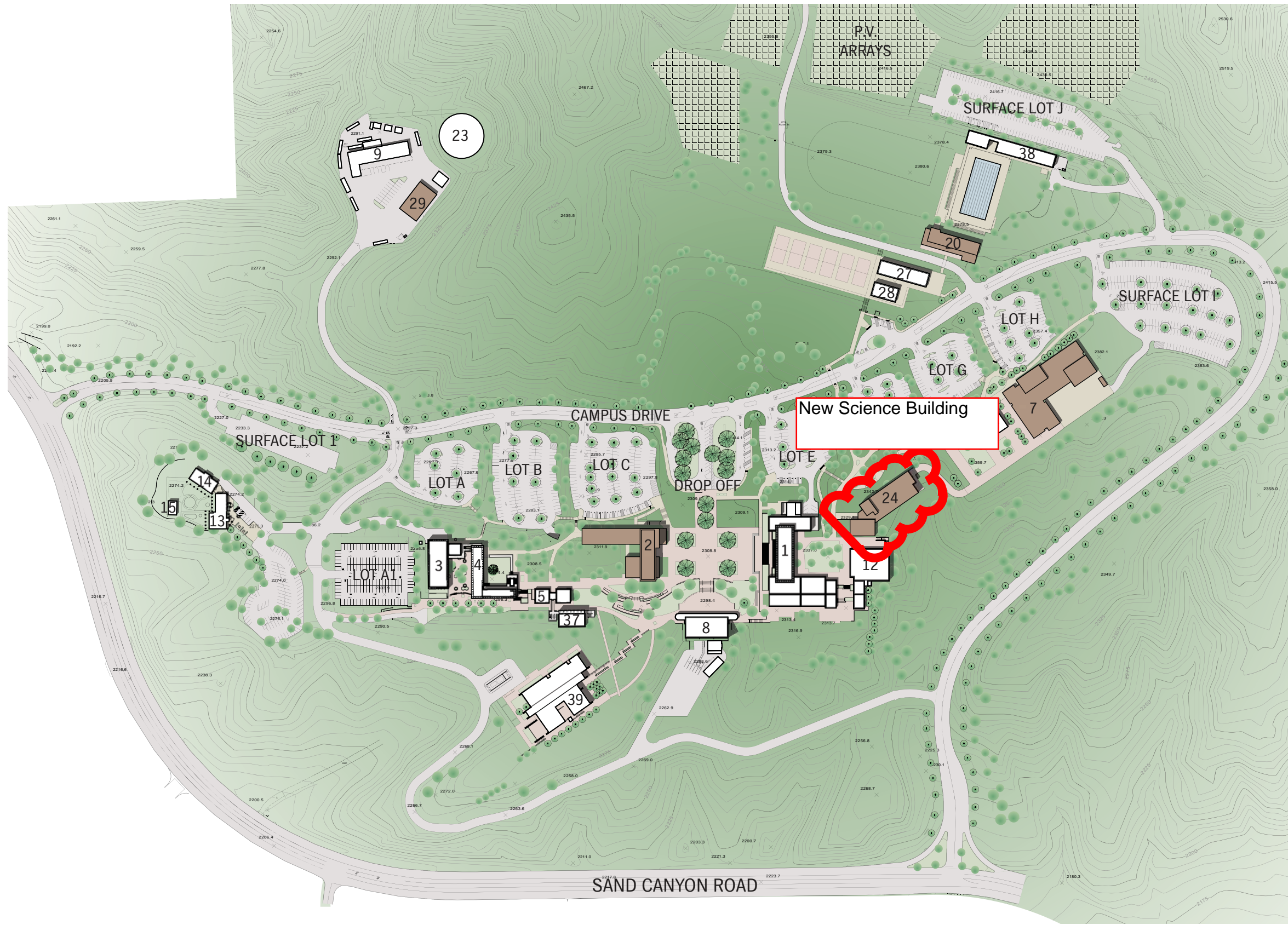
By: 

By: _____

DATE: 8/14/2013

DATE: 8/22/13

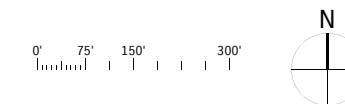
DATE: _____



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

* BOLD INDICATES NEW BUILDING

MASTER PLAN - HORIZON 1



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj
DATE: September 12, 2013
SUBJECT: Consideration of Approval of Amendment 004 to the Steinberg Architects Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 004 to the Steinberg Architects contract in the amount of \$3,236.00.

OVERVIEW

On December 8, 2011, the Board of Trustees approved a contract with Steinberg Architects for architectural services for the Occupation Education 2 (OE2) Building at Crafton Hills College. This amendment is for additional estimating services. During the budget reconciliation process with the architect, it was noticed that the construction insurance had been double accounted for, first under the architect developed cost estimate, and second under the District provided Owner Controlled Insurance Program (OCIP). Kitchell/BRj asked Steinberg Architects to revisit and adjust the cost estimate taking into consideration the following factors: (1) adjust start of construction date due to Division of the State Architect's lengthy review and adjust the escalation allowance accordingly, and (2) provide a deductive backup estimate of the OCIP to be instituted for the OE2 Building. This process was necessary to mitigate any budget overage exposure prior to bid.

ANALYSIS

The effect of this amendment will be an addition of \$3,236.00 to the Steinberg Architects contract, resulting in a revised contract amount of \$1,556,816.00. There is no increase in length of contract.

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

Ph: 909.435.4159 - Fax: 909.794.8901

DATE: August 5, 2013 No - M CHC OE2 Bldg. 022

TO: Timothy Oliver
Interim Vice Chancellor of Fiscal Services
San Bernardino Community College District (SBCCD)

FROM: Geoff Bachanas *GB*
Project Manager
Kitchell/BRj (KB)

RE: Crafton Hills College (CHC)
PROJECT #: OE2 Building
Approval of Steinberg Architects Contract Amendment #4 (ASA #6)

SCOPE:

SBCCD approval for Steinberg Architects to proceed with the additional estimating services included in ASA #6 as part of the OE2 Building project.

NARRATIVE:

Original construction budget for OE2 Building project provided to Steinberg Architects was a lump sum of new construction and associated insurances. Steinberg Architects developed the project construction budget based on that number during the planning and design phases. Throughout the process, the DISTRICT decided to utilize the Owner Controlled Insurance Program (OCIP) as an insurance policy for all measure M projects. An allocated percentage of the construction budget was deducted from the original construction budget for OCIP.

During the budget reconciliation process with the Architect, it was noticed that the construction insurance has been double accounted for, first under the Architect developed cost estimate, and second under DISTRICT provided OCIP. Kitchell/BRj has asked Steinberg Architects to revisit and adjust the cost estimate taking into consideration the following factors: (1) adjust start of construction date due to DSA lengthy review and adjust the escalation allowance accordingly, and (2) provide a deductive backup estimate if the OCIP to be instituted for OE2 Building. This process was very necessary to mitigate any budget overage exposure prior to bid. An additional service proposal for OCIP estimate update was provided by Steinberg Architects, negotiated and falls within current acceptable industry standards for this task.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD authorize Steinberg Architects to proceed with ASA #6 in the amount of \$3,236.00. A formal Contract Amendment #4 will be prepared and forwarded to the September 12, 2013 SBCCD board meeting for final approval. Steinberg Architects new contract amount with the approval of Contract Amendment #4 will be \$1,556,816.00.

BUDGET INFORMATION/FISCAL IMPACT:

OE2 Building Project - 8102

Info from Measure M Budget 7 07/31/13

Project Original Budget Amount:	\$ 24,163,646.94
Project Current Spent to date:	\$ 1,915,593.29
Project Current Estimate to Complete:	\$ 23,840,946.34
Project Memo Forecast Cost:	\$ 3,236.00
Project Change Amount:	\$ 0.00

Budget Line Item will be 42-50-32-8102-0257-6210.10-7100 - Architectural Fees

<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	<i>Diana Johnson 8/7/13</i> Diana Johnson, Program Manager, KB
<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	<i>Timothy Oliver 8/13/13</i> Timothy Oliver, Interim VC of Fiscal Services, SBCCD

Attachments: Steinberg Architects ASA #6 (5 pages)

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

BRj 8/6/13

**CHC OE2 BUILDING
STEINBERG ARCHITECT CONTRACT AMENDMENT: 004**

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

OWNER: San Bernardino Community College District (SBCCD)

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

Brief Description:

This amendment is for the additional estimating services included in ASA #6 as part of the OE2 Building project. During the budget reconciliation process with the Architect, it was noticed that the construction insurance has been double accounted for, first under the Architect developed cost estimate, and second under DISTRICT provided OCIP. Kitchell/BRj has asked Steinberg Architects to revisit and adjust the cost estimate taking into consideration the following factors: (1) adjust start of construction date due to DSA lengthy review and adjust the escalation allowance accordingly, and (2) provide a deductive backup estimate if the OCIP to be instituted for OE2 Building. This process was very necessary to mitigate any budget overage exposure prior to bid.

Attachments:

- Steinberg Architects OE2 Bldg ASA #6 (5 pages)
- Kitchell/BRj/Seville project memo OE2 Bldg 022 (2 pages)

Costs:

\$3,236.00 = Total amount of this Amendment

The original Contract Sum	\$1,457,200.00
Net change by previous Amendments	\$96,380.00
The Contract Sum prior to this Amendment	\$1,553,580.00
The Contract Sum will be increased by this Amendment	\$3,236.00
The new Contract Sum including this Amendment	\$1,556,816.00

The Contract Schedule as of this Amendment will be **unchanged**.

By signing this Amendment the SBCCD authorizes Steinberg Architects to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Steinberg Architects OE2 Building project contract with SBCCD.

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

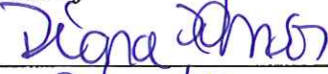
Authorized:

ARCHITECT
Steinberg Architects

PROGRAM MANAGER
Kitchell/BRj

OWNER
SBCCD

By: 

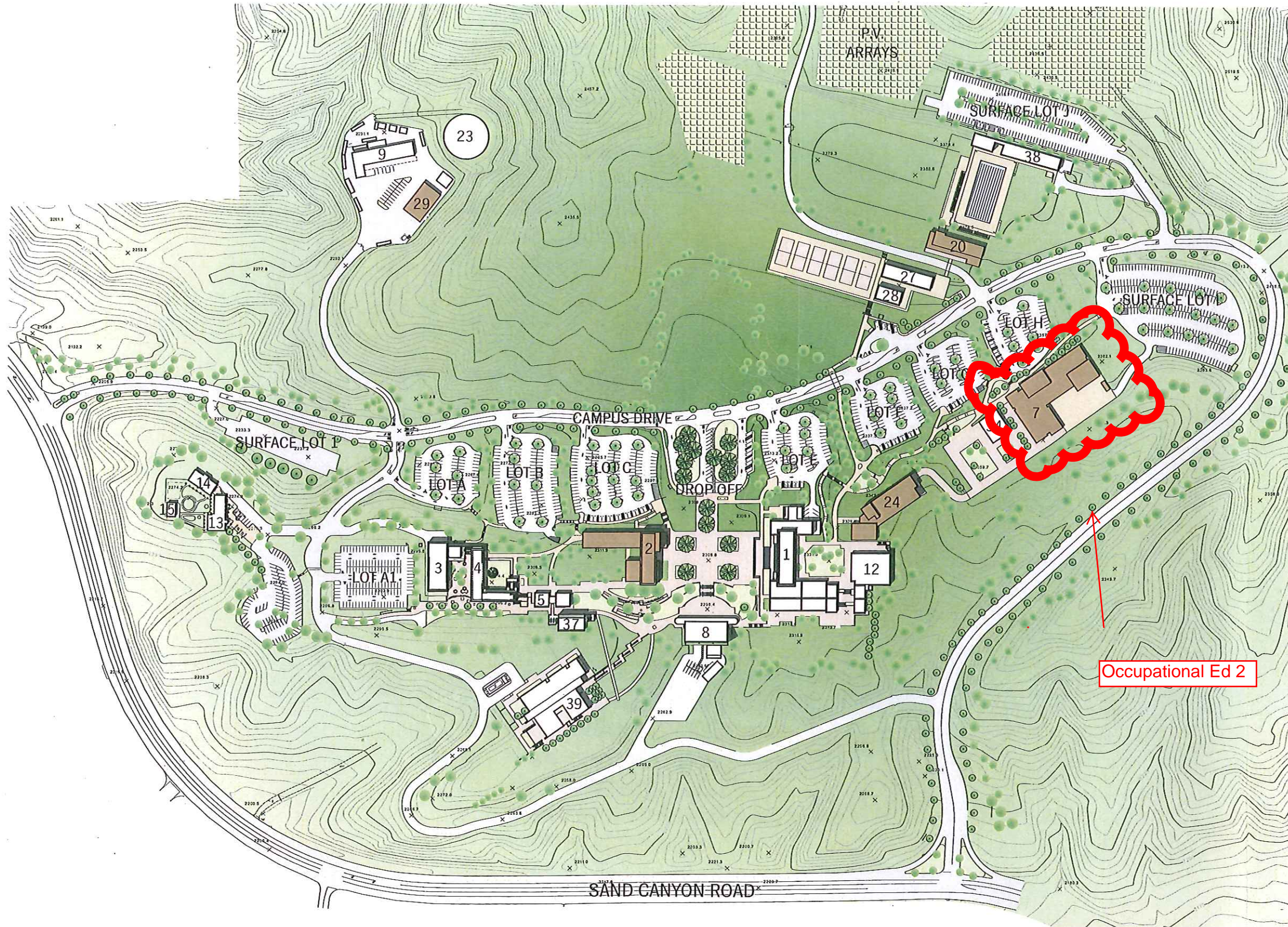
By: 

By: _____

DATE: 8/16/13

DATE: 8/22/13

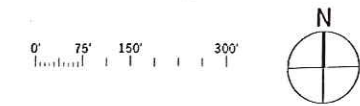
DATE: _____



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

* BOLD INDICATES NEW BUILDING

MASTER PLAN - HORIZON 1



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj
DATE: September 12, 2013
SUBJECT: Consideration of Approval of Amendment 006 to the Steinberg Architects Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 006 to the Steinberg Architects contract in the amount of \$8,320.00.

OVERVIEW

On December 8, 2011, the Board of Trustees approved a contract with Steinberg Architects for the Physical Education Complex project at Crafton Hills College. The Maintenance and Operations (M&O) department has requested that Steinberg Architects redesign the PE Complex's fire alarm system and specify modifications to the existing fire alarm system in the Aquatics Center in order to have a system that will fully communicate with the existing fire alarm controls in the M&O center.

ANALYSIS

The effect of this amendment will be an addition of \$8,320.00 to the Steinberg Architects contract, resulting in a revised contract amount of \$585,205.00. There is no increase in length of contract.

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

Ph: 909.435.4159 – Fax: 909.794.8901

No. 31 – CHC PE COMPLEX

DATE: August 16, 2013

TO: Timothy Oliver
Vice Chancellor, Fiscal Services
San Bernardino Community College District (SBCCD)

FROM: Xavier Rene Adrian
Project Manager
Kitchell/BRj

RE: Crafton Hills College (CHC)
New PE Complex
Architect Amendment No. 6- Steinberg Architects

SCOPE:

SBCCD approval of Amendment No. 6 to architect's contract for the redesign of the Fire Alarm System.

NARRATIVE:

The Maintenance and Operations department has requested that Steinberg Architects redesign the PE Complex's fire alarm system and specify modifications to the existing fire alarm system in the Aquatic's Center in order to have a system that would fully communicate all devices and node information to the existing fire alarm system controls located in the maintenance and operations center. These changes were incorporated into the bid documents and are now part of the General Contractor's contract.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to issue an amendment in the amount of \$8,320. *The recommendation is to fund the cost from the Campus Reserve Account: 42-50-32-9508-0257-7900.002-7100*

MEASURE M BUDGET INFORMATION/FISCAL IMPACT:

Info from Measure M Budget V7 07/31/13

Project Original Budget Amount:	\$ 6,952,080.61
Project Current Spent to date:	\$ 1,095,254.95
Project Current Estimate to Complete:	\$ 6,992,443.64
Project Memo Forecast Cost:	\$ 8,320
Project Change Amount:	\$ 8,320
Budget Line Item:	42-50-32-1510-0257-6210.10-7100

<input checked="" type="radio"/> I concur with this recommendation	<i>Diana Johnson</i> 8/20/13
<input type="radio"/> I do not concur with this recommendation	Diana Johnson, Program Manager, KB

<input checked="" type="radio"/> I concur with this recommendation	<i>Timothy Oliver</i> 8/20/13
<input type="radio"/> I do not concur with this recommendation	Timothy Oliver, VC of Fiscal Services, SBCCD

Cc: Diana Johnson; Sheila Nelson – Kitchell/BRj
File

M
8/19/13

ARCHITECT CONTRACT AMENDMENT: 006

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 the redesign of the PE Complex's fire alarm system and specify modifications to the existing fire alarm system in the Aquatic's Center in order to have a system that would fully communicate all devices and node information to the existing fire alarm system controls located in the maintenance and operations center.

Costs:

\$8,320 = Total of this requested Consultant Contract Amendment: 006

The original Contract Sum	\$428,165.00
Net change by previous Amendments	\$148,720.00
The Contract Sum prior to this Amendment	\$576,885.00
The Contract Sum will be increased by this Amendment	\$8,320.00
The new Contract Sum including this Amendment	\$585,205.00
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.

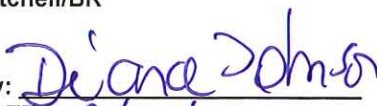
Authorized:

CONSULTANT
Steinberg Architects

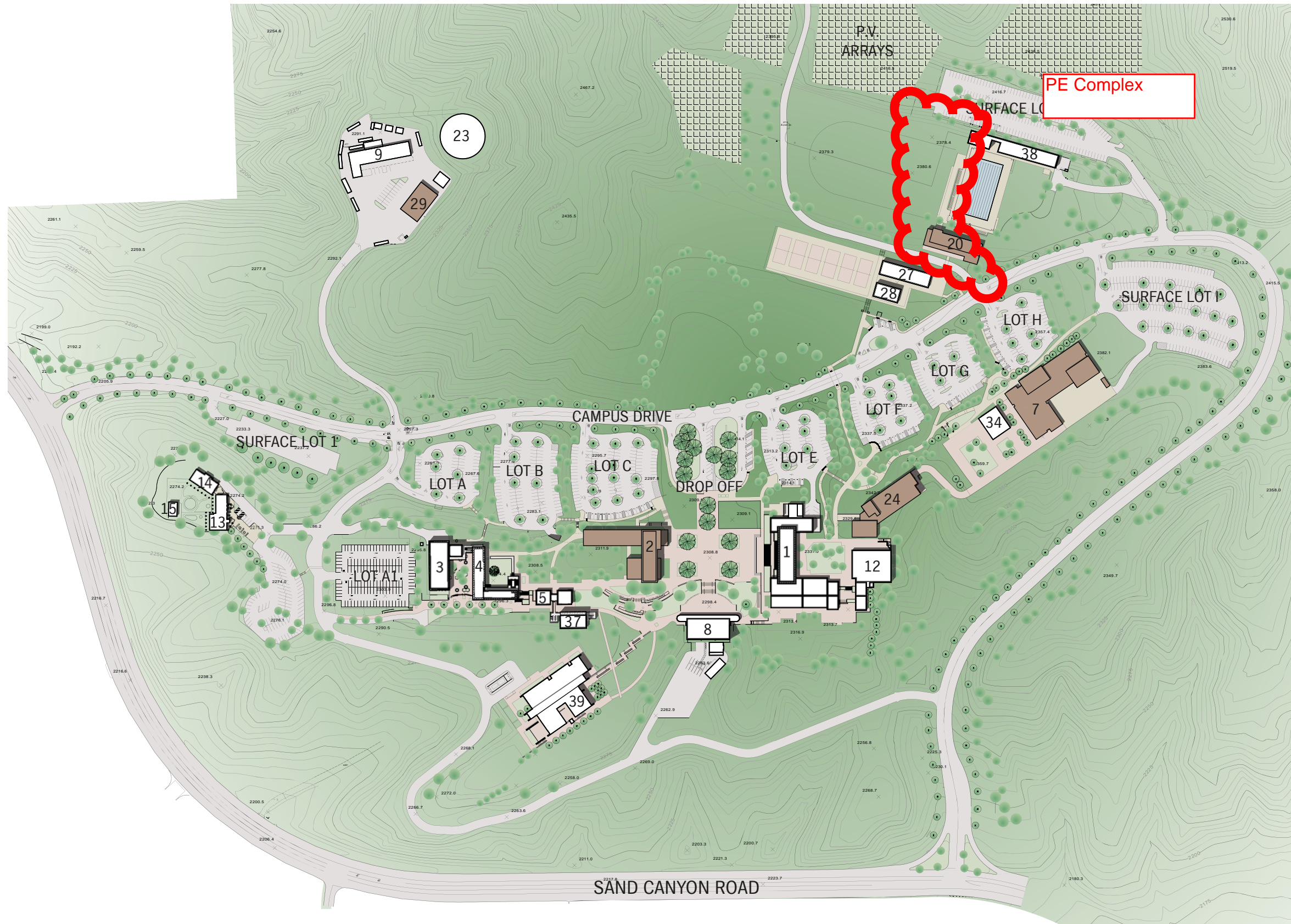
PROGRAM MANAGER
Kitchell/BR

OWNER
SBCCD

By:  8.20.13
DATE: _____

By: 
DATE: 8/22/13

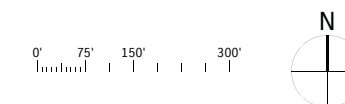
By: _____
DATE: _____



- | 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: Diana Johnson, Bond Program Manager, Kitchell/BRj
DATE: September 12, 2013
SUBJECT: Consideration of Approval of Amendment 008 to the
DLR Group WWCOT Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 008 to the DLR Group WWCOT contract in the amount of \$6,580.00.

OVERVIEW

On April 8, 2010 the Board of Trustees approved a contract with DLR Group WWCOT for architectural/engineering services for the Business Building project at San Bernardino Valley College. This amendment is for additional design services for campus requested features, including integrated audio visual lecterns, instructor's consoles and component requirements for classrooms.

ANALYSIS

The effect of this amendment will be an addition of \$6,580.00 to the DLR Group WWCOT contract, resulting in a revised contract amount of \$1,417,440.00. There is no increase in length of the contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2013-14 Measure M budget.

Kitchell/BRj

701 S Mount Vernon Ave, San Bernardino, CA 92410

Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: August 13, 2013

No. VC 220

TO: Timothy Oliver
Interim Vice Chancellor
San Bernardino Community College District (SBCCD)

FROM: Michael Villegas *MV*
Project Manager
Kitchell/BRj

RE: San Bernardino Valley College (SBVC) Measure M
Project: Business Building Renovation
Subject: DLR Amendment No. 08

SCOPE:

SBCCD approval to amendment contract to DLR Group WWCOT (DLR) for the Business Building Renovation Project.

NARRATIVE:

This amendment is for additional design services to the Business Building Renovation project as a result of Campus requested integrated audio visual lecterns, instructor's consoles and component requirements for the Business Building classrooms for incorporation into the project contract documents. With your concurrence with this recommendation DLR Group Amendment No. 08 will be presented to the SBCCD board at the upcoming September 12, 2013 board meeting.

RECOMMENDATION:

Kitchell/BRJ recommends that SBCCD approves the increased scope for the Business Building Renovation Project.

Budget Information:

Project Original Budget Amount:	\$ 15,989,430.00
Project Current Spent to Date:	\$ 14,058,077.02
Project Current Estimate to Complete:	\$ 15,856,579.75
Project Memo Forecast Cost:	\$ 6,580.00
Project Change Amount:	\$ 0.00
Budget Line Item: 6220.10 (Architectural Fees)	

Note: There will be no increase to the overall project budget. The costs for this added service proposal will be paid from monies in the contingency line item budget.

I concur with this recommendation *Diana Johnson 8/14/13*
 I do not concur with this recommendation _____
 Diana Johnson, Program Manager, KB

I concur with this recommendation *TO 8/15/13*
 I do not concur with this recommendation _____
 Timothy Oliver, Interim Vice Chancellor, Fiscal Services

Attachments: DLR additional Service # 7 proposal dated 4/10/2012.

JN 8/13/13

ARCHITECT CONTRACT AMENDMENT: 008

DATE: 8/13/2013

PROJECT: San Bernardino Valley College
701 S. Mount Vernon Ave.
San Bernardino, CA 92410

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

TO: DLRGoup WWCOT
4280 Latham Street Suite H
Riverside, Ca. 92501

Narrative:

DLR Group WWCOT (DLR), to design, engineer and prepare Campus requested integrated audio visual lecturns, instructor's consoles and component requirements for the Business Building classrooms for incorporation into the project contract documents.

Attachments:

- Measure M - Project Memo VC – 220
- DLR additional service proposal 7

Costs:

\$6,580.00 = Total amount of this Amendment

The original Agreement for Professional Services Contract Sum	\$ 1,240,000.00
Net change by previous Amendments	\$ 170,860.00
The Agreement for Professional Services Contract Sum prior to this Amendment	\$ 1,410,860.00
The Agreement for Professional Services Contract Sum will be increased by this Amendment	\$ 6,580.00
The new Agreement for Professional Services Contract Sum including this Amendment	\$ 1,417,440.00

By signing this Amendment the SBCCD authorizes DLR to increase the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to DLR 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:

ARCHITECT
DLR Group WWCOT

PROGRAM MANAGER
Kitchell/BRj

OWNER
SBCCD

By: 

By: 

By: _____

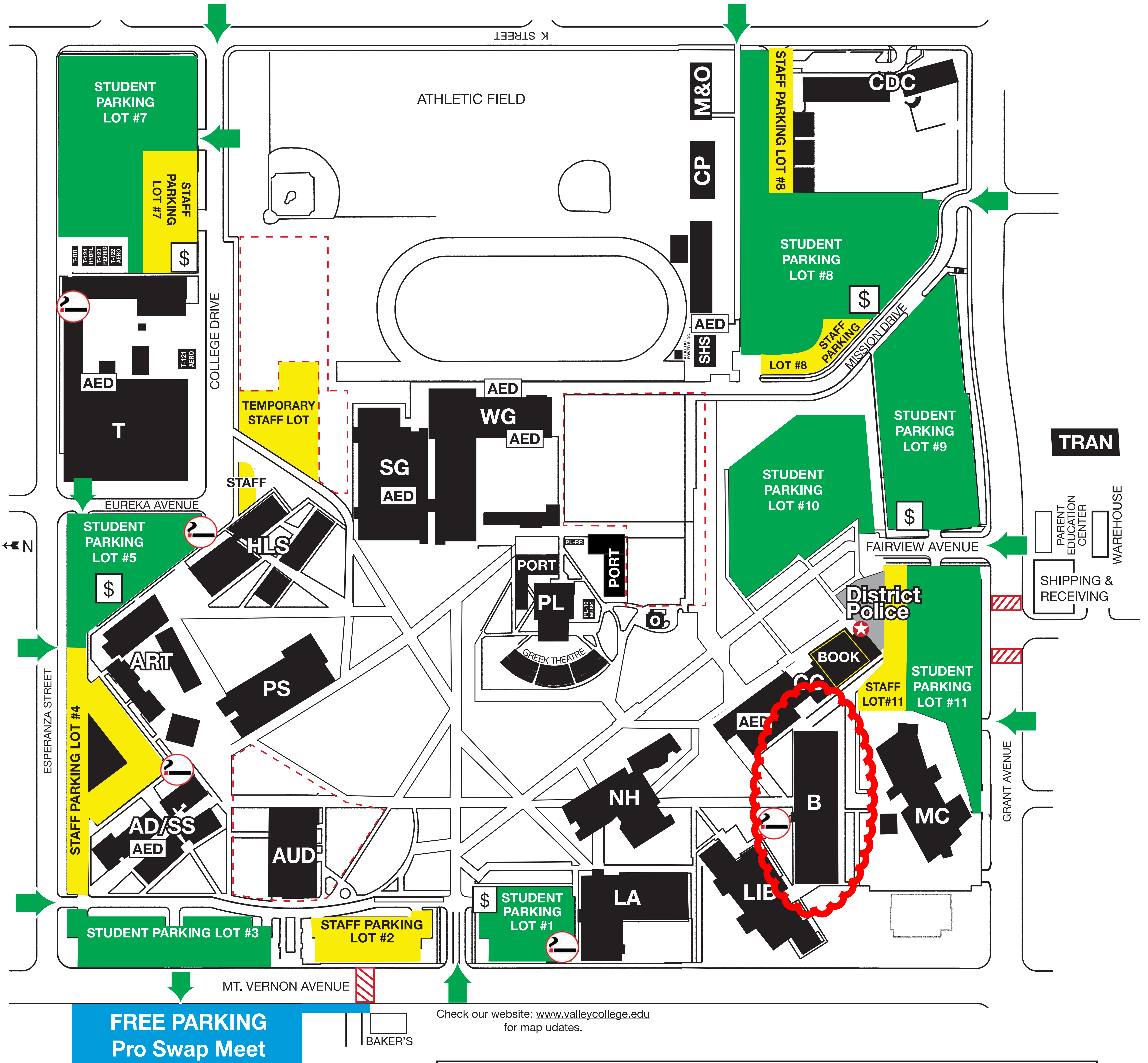
DATE: 8.16.2013

DATE: 8/22/13

DATE:

San Bernardino Valley College

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



- INDICATES CONSTRUCTION AREAS
- ← ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES
- AED** AUTOMATED EXTERNAL DEFIBRILLATOR
- \$** INDICATES PARKING PERMIT DISPENSER
- CROSSWALK
- ? 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)

Building Symbols

AD/SS..... Administration/Student Services (Note: AD rooms are located in AD/SS)	MC.....Media/Communications
ART.....Art Center	MCHS..... Middle College High School
AUD..... Auditorium	NH.....North Hall
B..... Business	O..... Observatory
BOOK..... Bookstore	PL..... Planetarium
CC.....Campus Center	PL PORT.....Portables
CDC.....Child Development Center	PS..... Physical Sciences
CP..... Central Plant	SG..... Snyder Gym
HLS.....Health & Life Science	SHS..... Student Health Services
LA..... Liberal Arts	T..... Technical
LIB..... Library	TRAN..... Transportation Center
	WG..... Women's Gym

DISTRICT POLICE
Campus Center Rm. 100
(909) 384-4491

Parking permits/decals 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/decals.

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: September 12, 2013
SUBJECT: Consideration of Approval of Proprietary Items at CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve designated products, equipment or materials to be used for future capital improvement and maintenance projects at Crafton Hills College.

OVERVIEW

As CHC finalizes the design of the new Science Building, the new OE2 Public Safety Complex, the new Crafton Center, and the renovation of the existing buildings, it becomes imperative to specify compatible fire and life safety control systems to match systems currently in operation at the campus. CHC has identified the campus systems that require standardization (reference attached CHC Proprietary List). To further justify the benefits and the need to standardize these systems, P2S Engineering has provided a letter stating the reasoning for the standardization of these systems (reference attached letter from P2S, dated August 19, 2013). If compatible systems are not installed, the systems will operate separately from one another, causing increased maintenance and service costs throughout the life of the system.

ANALYSIS

In accordance with Public Contract Code Section 3400, Board approval is required for construction specifications to call for a designated material, product, thing, or service by specific brand or trade name in order to match other products currently in use. It is necessary to obtain this approval to maintain the consistency of systems for function compatibility and operability of the campus.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Systems costs are included in the 2013-14 Measure M budget.

Crafton Hills College
 General Design Standards - Proprietary Items for Board Approval
 September 12, 2013 Board

1.	Door Hardware	Von Duprin	Proprietary - use with thumb latch for lockdown if necessary
2.	Door Closure	LCN	Proprietary - Door closure must be set to ADA pressure and rechecked prior to final NOC
3.	Door Cylinders / Key Way	Schlage	Proprietary
4.	Double Door Openings	Von Duprin	Proprietary - Use removable keyed center mullions and single push panics on each door
5.	ADA Door Openers	LCN	Proprietary - ADA door openers are to be provided at all main exterior doors at each floor accessed by / for ADA
6.	Building Lighting	LC&D	Proprietary
7.	Non-Building Lighting	Exergy	Proprietary
8.	EMS Controls	Alerton	Proprietary
9.	Fire Alarm Control	Simplex	Proprietary
10.	Landscape Controllers	John Deere	Proprietary

Crafton Hills College

Project Memo

11711 Sand Canyon Road, Yucaipa, CA 92399

Ph: 909.435.4159 – Fax: 909.794.8901

DATE: August 20, 2013

TO: Tim Oliver
Interim Vice Chancellor of Fiscal Services
San Bernardino Community College District (SBCCD)

FROM: Mike Strong
Vice President of Administrative Services
Crafton Hills College

RE: **Crafton Hills College (CHC)**
Proprietary Items for Board Approval

SCOPE:

SBCCD approval of proprietary products, equipment or materials for Crafton Hills College.

NARRATIVE:

As CHC finalizes the design of the new Science Building, the new OE2 Public Safety Complex, the new Crafton Center, and the renovation of the existing buildings, it becomes imperative to specify compatible fire and life safety control systems to match systems currently in operation at the campus. The standardization of these systems will have the following advantages:

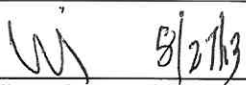
- Consistency of systems for function compatibility and operability;
- Optimize inventories;
- Reduced number of vendor maintenance contracts;
- Personnel are trained to operate existing systems;
- Cost efficiencies to maintain consistent product line.

RECOMMENDATION:

CHC recommends that SBCCD approve the attached list of sole-source proprietary items for CHC Campus.

BUDGET INFORMATION/FISCAL IMPACT:

Not Applicable

<input checked="" type="radio"/> I concur with this recommendation	 8/21/13
<input type="radio"/> I do not concur with this recommendation	
Tim Oliver, Interim VC of Fiscal Services, SBCCD	

Attachments: Engineering Opinion letter, CHC Proprietary list

Cc: File

August 19, 2013

Mike Strong
Vice President – Administrative Services
Crafton Hills College
11711 Sand Canyon Rd,
Yucaipa, CA 92399

Subject: Sole Source of Systems by Crafton Hills College

Dear Mike,

We understand that the campus is currently using the following systems at their existing buildings and are planning to continue using these systems for the upcoming building projects at the campus.

- Fire Alarm System – Simplex
- Energy Management System – Alerton Controls
- Exterior Lighting Controls – Exergy Controls
- Interior Lighting Controls – Lighting Control and Design (LC&D)

We are providing below the reasons for procuring and using these systems on a sole source basis:

Fire Alarm System – Simplex

The campus has currently standardized on Simplex fire alarm system at each of the buildings on campus. The system comprises of Simplex 4100U addressable fire alarm control panel, addressable initiating devices comprising of pull stations and smoke detectors and indicating devices comprising of horns and strobes. The fire alarm control panels are networked together and report to a central annunciation system. The proposed new buildings and existing buildings slated for renovation will need to be provided with Simplex fire alarm system to enable these fire alarm systems to be networked together and report to the central annunciation system. Use of other fire alarm systems in proposed buildings will be difficult to network and will not be compatible with the existing fire alarm system resulting in loss of communication and capability of annunciating each of the initiating devices at the central location. The campus personnel have also been trained in this type of system and are well versed with its operation resulting in easier maintenance and operation of the system.

Energy Management System – Alerton

The campus has currently standardized on Alerton Energy Management System at each of the buildings on campus. The system is currently networked and reports to a central system providing effective communication and status signals from all buildings. The system also enables the campus to effectively control and schedule systems at each of the buildings. The proposed new buildings and existing buildings slated for renovation will need to be provided with Alerton system to enable these systems to be networked together and report to the central EMS control system. Use of different Energy Management systems in proposed buildings will be difficult to network and will not be compatible with the existing system resulting in loss of central control and scheduling of the systems.

P2S Engineering, Inc. T 562.497.2999
5000 East Spring Street, 8th Floor F 562.497.2990
Long Beach, CA USA 90815-5218 www.p2seng.com

Mike Strong
Vice President – Administrative Services
Crafton Hills College
August 19, 2013
Page 2 of 3

In addition, an unstandardized system will require multiple service contracts, thus increasing contract obligations to the District. The campus personnel have also been trained in this type of system and are well versed with its operation resulting in easier maintenance and operation of the system.

Exterior Lighting Controls – Exergy Controls

The campus has currently standardized on Exergy Controls for their exterior lighting systems. The system architecture allows any fixture (either independently or in groups) to be switched on and off and set to specific dim levels automatically. The wireless controller fully supports encryption and interference avoidance, providing seamless 24/7 access to the fixture with the reliability of a wired system. Digital wireless technology allows for instantaneous communication with each fixture, without costly rewiring. Using Exergy's digital wireless technology, multiple lights on a single pole can now be powered as part of a single circuit but controlled individually or in groups. Expansion or modification of the network is quick and easy. A nearly limitless number of devices can be integrated into a unified network. Exergy's Digital Control Cabinet is provided with Ethernet access, allowing it to reside on the campus existing network. The campus can manage and monitor entire site and roadway lighting system from a single location; identifying operation status, lamp outages and even when it is time to group relamp. Exergy's sophisticated capabilities allow for complex operational design with multiple schedules (workday, weekend, holiday, etc.). The campus personnel have also been trained in this type of system and are well versed with its operation resulting in easier maintenance and operation of the system. Use of a different control system at the campus will result in campus losing its capability to effectively control their exterior lighting and their ability to easily integrate new exterior lighting on to their existing system.

Interior Lighting Controls – LC&D

The campus has currently standardized on LC&D Controls for their interior lighting systems. The system architecture allows group controls, individual controls, occupancy and daylight controls of interior light fixtures. Controls can be digitally linked and can be programmed to control either a single relay or group of relays. The campus personnel have been trained in this type of system and are well versed with its operation resulting in easier maintenance and operation of the system. Use of a different control system at the campus will result in campus losing its capability to effectively network the panels in each of the buildings, will need to stock multiple manufacturer parts and train staff for each of the systems resulting in higher operational and maintenance costs.

Please let me know if you need any further information.

Sincerely,

P2S Engineering, Inc.



Aravind Batra, P.E.L.C, LEED
Principal

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: September 12, 2013
SUBJECT: Consideration of Approval to Reaffirm Board Imperatives and Approve 2013-14 Board Goals

RECOMMENDATION

It is recommended that the Board of Trustees reaffirm the Board Imperatives and approve the 2013-2014 Board Goals.

OVERVIEW

At the August 22, 2013 Board Retreat, the trustees discussed 2013-2014 goals related to the Board Imperatives per Board Policy 2270.

ANALYSIS

The Board reviews its goals and develops new ones annually. The 2013-2014 Board goals were developed along with suggested activities and tasks to complete each goal.

BOARD IMPERATIVES

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student access, Retention and Success
- III. Resource Management for Efficiency, Effectiveness an Excellence
- IV. Enhanced and Informed Governance and Leadership.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

San Bernardino Community College District Board of Trustees
DRAFT Board Goals 2013-2014

The Board of Trustees has the following priorities and goals related to the Board Imperatives (Board Policy 2270)

Board Goal	Activities and Tasks
I. Institutional Effectiveness	
1. Ensure that leadership positions currently held by interims are filled with permanent hires.	Receive regular information on the progress of filling positions; approve hires as needed.
2. Expect a District-wide emphasis on leadership development	Receive information on leadership development programs in the district.
3. Ensure that Board Policy is updated as needed and regularly reviewed	Receive information about the timeline for policy review and updating
II. Learning Centered Institution for Student Access, Retention and Success	
4. Strengthen the Board’s capacity to use metrics to monitor improvement in student access and success.	Learn about and use state metrics such as the Student Success Scorecard and Salary Surfer to monitor student success. Receive and discuss local data and other information that helps the Board monitor improvement and provides the information needed for it to establish performance standards.
5. Provide resources to support student success.	Receive information during the budget development and approval process that links funding to student success strategies.
6. Monitor programs that provide workforce training and experience for students	Discuss reports on college programs that provide workforce training and experience.
III. Resource Management for Efficiency, Effectiveness and Excellence	
7. Continue to ensure the district’s sound fiscal condition	Receive and discuss financial reports to ensure that general fund and other monies are budgeted and expended prudently. Make fiscal decisions that ensure the district’s fiscal condition and future fiscal condition will be strong.
IV. Enhanced and Informed Governance and Leadership	
8. Strengthen the effectiveness of the Board of Trustees.	Participate in individual and Board trustee development activities

<p>9. Ensure the new trustees are fully integrated into the Board/CEO team.</p>	<p>Enhance local new trustee orientation strategies (meetings, a handbook, mentorship, etc.) to ensure a comprehensive, systematic, and customized approach.</p>
<p>10. Review the process and standards for trustee elections</p>	<p>Complete the redistricting study.</p>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: September 12, 2013
SUBJECT: Consideration of Approval to Adopt Resolution to Recognize
National Hispanic Serving Institutions Week

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize September 15-21, 2013 as National Hispanic Serving Institutions Week

OVERVIEW

President Barack Obama proclaimed September 15-21, 2013 as National Hispanic-Serving Institution Week. He asked public officials, educators and all the people of the United States to observe this week with appropriate programs, ceremonies, and activities that acknowledge the tremendous contributions these institutions and their graduates have made to our country.

ANALYSIS

National Hispanic Serving Institutions Week coincides with Hispanic Heritage Month and recognizes the impact that Hispanic-Serving Institutions have had on our communities. Although HSIs represent just 9 percent of all nonprofit postsecondary institutions, they serve more than half of all Hispanic students.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention an Success

FINANCIAL IMPLICATIONS

None.

RESOLUTION
TO RECOGNIZE NATIONAL HISPANIC SERVING INSTITUTIONS WEEK
SEPTEMBER 15-21, 2013

WHEREAS, The San Bernardino Community College District (SBCCD) actively supports the Presidential declaration of September 15 – 21, 2013, as National Hispanic Serving Institutions (HSI) Week, and

WHEREAS, the SBCCD exceeds 50% Hispanic enrollment, and both Crafton Hills College and San Bernardino Valley College have been designated HSIs by the U.S. Department of Education. HSIs, under federal law, are defined as accredited institutions of higher education at which at least 25% of full-time undergraduate students are Hispanic and at least half of those Hispanic students come from low-income families, and

WHEREAS, the Mission of the SBCCD is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. This mission is achieved through the District's two colleges, the Professional Development Center and public broadcast system (KVCR TV-FM) by providing high quality, effective and accountable instructional programs and services, and

WHEREAS, both colleges within the SBCCD have been awarded substantial grants through various U.S. Department of Education HSI programs which effectively support and enhance our mission, and provide programs and services that benefit all students, and

WHEREAS, this Week presents an opportunity to celebrate the importance and influence that HSIs have had in the United States. Although HSIs only represent 9% of all nonprofit colleges and universities, these institutions serve over half of all Hispanic students in the country. These institutions and their graduates have made substantial contributions to the economy, arts, sciences and success of our Nation.

WHEREAS, National HSI Week coincides with Hispanic Heritage Month and recognizes the impact that Hispanic-serving institutions (HSIs) have had in our communities. As the White House stated, "Equipping our children with the knowledge and skills for a lifetime of success is among our Nation's most important responsibilities. We know that providing the next generation with a world-class education is not just a moral obligation -- it is a prerequisite for America's progress in the 21st century."

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District recognizes National Hispanic Serving Institutions Week and applauds the mission of HSIs in improving access to education for those traditionally underserved in post-secondary education.

ADOPTED this 12th day of September, 2013.

Bruce Baron, Chancellor and
Secretary to the Board of Trustees

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: September 12, 2013
SUBJECT: Consideration of Approval to Conduct a Public Hearing on the
Final Budget for Fiscal Year 2013-14

RECOMMENDATION

It is recommended that the Board of Trustees conduct a public hearing on the final budget for fiscal year 2013-14.

OVERVIEW

The District is required to hold a public hearing prior to the adoption of the final budget each year.

ANALYSIS

Title 5, Section 58301 requires the Board of Trustees to hold a public hearing prior to adopting the final budget for the fiscal year.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
DATE: September 12, 2013
SUBJECT: Consideration of Approval to Adopt the Final Budget for Fiscal Year 2013-14

RECOMMENDATION

It is recommended that the Board of Trustees adopt the Final Budget for Fiscal Year 2013-14 as presented or amended.

OVERVIEW

Title 5, Section 58301 requires that the Board of Trustees hold a public hearing and adopt the final budget on or before September 15.

ANALYSIS

This Final Budget incorporates the projected income and expenditures of the District for fiscal year 2013-14 as of this date. Once approved by the Board of Trustees, the budget is transmitted to the County for review, approval, and submission to Sacramento. Attached are the Chancellor's message and Budget Summary. A detailed budget book is being distributed under separate cover.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The adoption of this budget will enable the District to manage its resources for efficiency, effectiveness, and excellence.

September 12, 2013

Dear Members of the Board of Trustees:

I am pleased to present the Final Budget for the fiscal year ending June 30, 2014. This budget was developed in accordance with Title 5, the California Community Colleges Budget and Accounting Manual, the best practices of the Government Finance Officers Association, and the fiscal policies set by the Board of Trustees.

The District will be better equipped to face its budget challenges in fiscal year 2013-14 as a result of the long-awaited renewal of restoration, growth and COLA adjustments from the State. In his approved 2013-14 State Budget, the Governor increased apportionment for enrollment restoration of 1.63%, a cost-of-living-adjustment of 1.57%, and an increase of \$50.0 million for the New Student Success and Support Program formerly known as Matriculation. The funded credit full-time equivalent students (FTES) for this fiscal year is estimated to be 13,406 for SBCCD, an increase of 215 FTES or 1.63% as provided in the State's growth allocation. The District is targeting 13,759 credit FTES and no noncredit FTES for fiscal year 2013-14.

However, for the future this State funding is dependent upon many unforeseeable economic conditions, including State corporate and individual tax revenues, as well as sunset dates in which the new tax revenues are scheduled to end. As long as we proceed cautiously and conservatively, our district has the opportunity to pursue a number of its highest priorities, goals, and objectives; and, to begin growing our student population (FTES) to previous levels.

This budget assumes a net 7.89% increase in health and welfare benefit costs, contractual step and column increases, the implementation of our MOU with the faculty for work on Student Learning Outcomes (SLOs), and implementation of the goals and objectives of the district's strategic plan. The fund balance (reserve) is estimated to be \$25.4 million on June 30, 2014, or 34.7% of the expenditure budget, an increase of \$1.3 million compared to the previous year. The Board has set 15% as the minimum requirement while the State has a 5% minimum requirement. SBCCD has remained fiscally conservative during these difficult budget years and has been able to meet the cash flow demands resulting from the state's system of deferring our cash income.

The Board's adopted directives have guided the development of a strategic budget that carefully balances the need to provide access to educational resources for our communities and provide academic excellence in our classrooms. It also preserves our commitment to faculty and staff – we have not had any layoffs of full-time contract employees, furloughs, or other salary reductions, as many other districts had over the past few years.

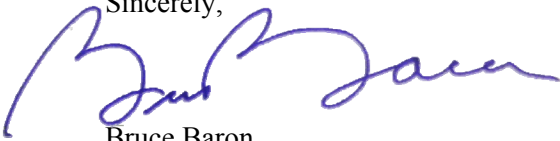
The significant budget reductions of the past few years have relied heavily upon sacrifice by every member of the SBCCD community. We've implemented a series of cost-cutting measures including filling positions selectively, reducing budgets in operational programs, and reallocating resources to meet

the highest priority needs. We will continue to effectively manage our budget to help ensure prudent spending, which can result in savings that will assist in balancing future budgets.

We must continue to reinvent ourselves, increase productivity and strive to offer the highest possible educational and support services to our Students. We are continually assessing how we are organized and delivering services; assessing our effectiveness and efficiency; and seeking ways to continuously improve. We also review additional revenue opportunities that can potentially supplement our State appropriations; and, explore public and private partnerships that can provide new resources. These opportunities can potentially achieve exciting and measurable outcomes for our students and the communities we serve.

This budget demonstrates our commitment to our students, faculty, staff and community. Many lives have been changed for the better as a result of the education garnered from San Bernardino Valley College, Crafton Hills College, the Economic Development Corporate Training Center, and KVCR. We sincerely hope that our students continue their learning to enhance their skills, improve their employment opportunities, and achieve their educational goals.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bruce Baron". The signature is fluid and cursive, with a large initial "B" and a long, sweeping tail.

Bruce Baron
Chancellor



BUDGET SUMMARY

Balanced Budget

The budget is balanced utilizing revenues and fund balance to cover expenditures.

Integrated Planning and Budgeting

The colleges and the District Office have each used their program review and/or strategic planning processes to determine their highest priority goals and objectives. This budget has been constructed to match District resources with those goals and objectives.

State Budget Update

Board of Governors, July 2013

Budget Update: 2013-14 Budget Approved by the Legislature¹

For the third year in a row, California has enacted an on-time budget. For the first time in years, the budget includes spending increases (rather than reductions) that do not include the threat of mid-year trigger cuts. The 2013-14 budget (AB 110), with the help of Proposition 30 and a slowly improving economy, substantially reinvests in education funding after years of painful retraction.

Just how well the economy is improving was a major subject of debate between the Governor and the Legislature after May Revision. The Legislative Analyst's Office projected that revenues over the 2011-12 through 2013-14 period were \$3.3 billion higher than those of the Department of Finance. Initially, the Legislature had ambitions to spend well above the amounts proposed by the Governor. The Governor held fast, though, and in the interest of getting an on-time budget, the legislature agreed to use the governor's revenues with a promise to revisit expenditures in January if more revenues materialize. It is possible, then, that more resources will be available for one-time uses as the fiscal year progresses.

Education Highlights

Proposition 98- For the 2013-14 fiscal year, K-14 Proposition 98 is funded at a total of \$55.2 billion.

K-12- The 2013-14 budget approved by the legislature completely restructures the state's K-12 school finance system. The new funding formula, referred to as the Local Control Funding Formula (LCFF), shifts decision making power and accountability to the local level. The LCFF limits the number of categorical funding allocations, and instead consists of base, supplemental, and concentration funding grants that allocate additional resources to the neediest schools based on student demographics.

UC/CSU- The 2013-14 budget includes \$125.1 million General Fund increases for each of the UC and CSU systems. Both segments are also receiving \$125 million in 2013-14 for holding tuition and fees flat in the 2012-13 academic year. Additionally, the 2013-14 budget shifts the UC's general obligation and lease revenue bond debt service into its main support budget appropriation, to allow UC to issue its own debt for capital infrastructure and to restructure its State Public Works Board debt.

California Community Colleges

¹ Troy, Dan. (July 8, 2013) *Budget update: 2013-14 budget approved by the legislature*, Item 4.5, California Community Colleges Chancellor's Office Board of Governor's Meeting.



By enacting a budget that provides new funding for access, student success, and a cost-of-living-adjustment (COLA), the interests of the Governor and the Legislature appear to be well-aligned with those of the Board of Governors. The major components of the 2013-14 budget include:

- \$88 million increase in categorical funding:
 - \$50 million for Student Success and Support (of this amount \$14 million can be used for common assessment, e-planning and e-transcripts)
 - \$15M for DSPS
 - \$15M for EOPS
 - \$8M for CalWORKs
- \$87.5 million for a COLA (1.57%)
- \$89.4 million funding to restore access (1.63%)
- \$25 million for adult education local planning grants. The 2013-14 budget provides \$25 million to be distributed in the form of grants to local consortia consisting of at least one community college district and one K-12 district. Additional details regarding these planning grants and a framework for the future of adult education are likely to be determined in future legislation. The 2013-14 budget requires the Chancellor's Office and the Department of Education to submit a joint report to the legislature and the governor by March of 2013-14 which includes the status of developing regional consortia across the state and the status of allocation of grant awards made to the regional consortia.
- \$47 million for energy efficiency activities related to Proposition 39. The 2013-14 budget states that these dollars are to be allocated in a manner determined by the Chancellor's Office. District reporting requirements will be specified in trailer legislation. The Chancellor's Office will be granted one additional FTE to carry out the workload and activities associated with proposition 39. An additional \$3M will go toward the Energy Conservation Assistance Act (ECAA) revolving loan program administered by the California Energy Commission.
- \$16.9 million for the Online Education Initiative. These funds will be used by community colleges to enhance online education efforts, including the creation of a centralized Virtual Campus into a single hosting system, to enable students to find online courses and access 24/7 support through a common portal.
- \$30 million to pay down community college deferrals. This is a change from the May Revision which proposed to pay down \$63.7 million in deferrals. System-wide deferrals will now total \$592M – a major reduction from the \$961M it was just prior to Proposition 30's passage.
- \$30 million for deferred maintenance and instructional equipment. The 2013-14 budget provides \$30 million for deferred maintenance. These dollars are specified as one time funds, though paid with budget year money.
- \$150k in funding for the Academic Senate. This restores the Senate to its 2008-09 funding level.
- Establishes priority enrollment for CalWORKs participants.
- The 2013-14 budget transfers oversight responsibilities for apprenticeship programs from K-12 to the Community Colleges.

Conclusion: Positive Steps, but Significant Cautions Remain

The 2013-14 budget approved by the legislature demonstrates that California is beginning to rebuild and is reinvesting in education after years of devastating cuts. California Community Colleges have the opportunity to restore access for approximately 40,000 students who have been shut out of the system and restore funding to vital programs and services that have seen major cuts over the past few years. The passage of Proposition 30 and the state's more hopeful economic outlook has put us in a different position than in previous years; this opportunity should be used to address long-term priorities, such as supporting access and increasing the quality of services we provide to our students. We are grateful to the Governor and the Legislature for reinvesting in



education so significantly for the first time in years.

There are some areas of caution, however. It should be made clear that Proposition 30 revenues are not permanent. The sales tax rate increase began this calendar year and lasts through 2016. The increase on upper-income income taxes began in 2012 and will last through 2018. So, unless the tax rate increases are extended at some later date, the state will begin to experience the loss of Prop 30 revenues in the 2016-17 fiscal year and those revenues will be completely gone as of the 2019-20 fiscal year. Districts need to understand the short-term nature of the Proposition 30 and exercise appropriate caution when expanding their budgets.

Further, there appears to be some confusion about what Proposition 30 does and doesn't do. While the passage of Proposition 30 spared the community colleges even deeper cuts, it is not accurate to state that every dollar of Proposition 30 is "new" money. The 2012 Budget Act was adopted under the assumption that Proposition 30 would prevail at the ballot. The only true increases in funding for the 2012-13 fiscal year was \$50 million for increased access and about \$160 million in deferral buy down. Indeed, much of the funding appropriated to the colleges through the Education Protection Account (an account created in the initiative to collect and disburse Prop 30 revenues) replaces General Fund that would otherwise have supported our budget.

Finally, the general apportionment has been increasingly funded through resources other than the General Fund. Only a few years ago, the state apportionment consisted approximately of 60 percent General Fund, with the remainder a combination of local property taxes and student fees. The General Fund now makes up less than 40 percent of our apportionment. This means our budget is more reliant on estimated revenues (property tax, RDA allocations, fees, the Education Protection Account) rather than on Budget Act appropriations. When these revenue sources are short of estimates, districts may experience unanticipated deficits at the end of the year. Some of these resources have statutory backfill requirements (RDA and the Education Protection Act), but the amount of the backfill is subject to the Department of Finance's determination. Further, the timing of the backfill may still result in significant cash flow problems for districts as funds may not be received until well after the fiscal year. The lack of a continuously appropriated general apportionment is increasingly problematic.

Budget Assumptions

The SBCCD budget includes the following assumptions:

- State funded enrollment of 13,489 credit full-time equivalent students (FTES) per Advance Apportionment. This includes Access funding calculated by the State Chancellor's Office based on the State Budget, which includes 1.57% cost of living adjustment (COLA), 1.63% funding for growth and 2011-12 repayment of workload for California Community Colleges.
- District targeted enrollment of 13,759 credit FTES for 2013-14.
- A 7.9% increase in health and welfare benefits.
- A \$264,000 decrease in KVCR General Fund support.
- A resource allocation split of 70/30 SBVC/CHC.

Enrollment

For 2012-13, the State funded the District 13,191 credit FTES per the Period 2 report. Actual enrollment was 13,240 credit FTES (9,410 for San Bernardino Valley College (SBVC) and 3,830 for Crafton Hills College (CHC)). This is 49 credit FTES, or 0.4%, over the funded amount from the State. Based on 2013-14 Advance Apportionment figures, the State is funding enrollment of 13,489 credit FTES, an increase of 2.26% compared to 2012-13. The District has determined the target enrollment for its 2013-14 budget to be 13,759 credit FTES (9,631 for SBVC and 4,128 for CHC). This is 270 FTES (2.0%) over funded FTES per Advance Apportionment.

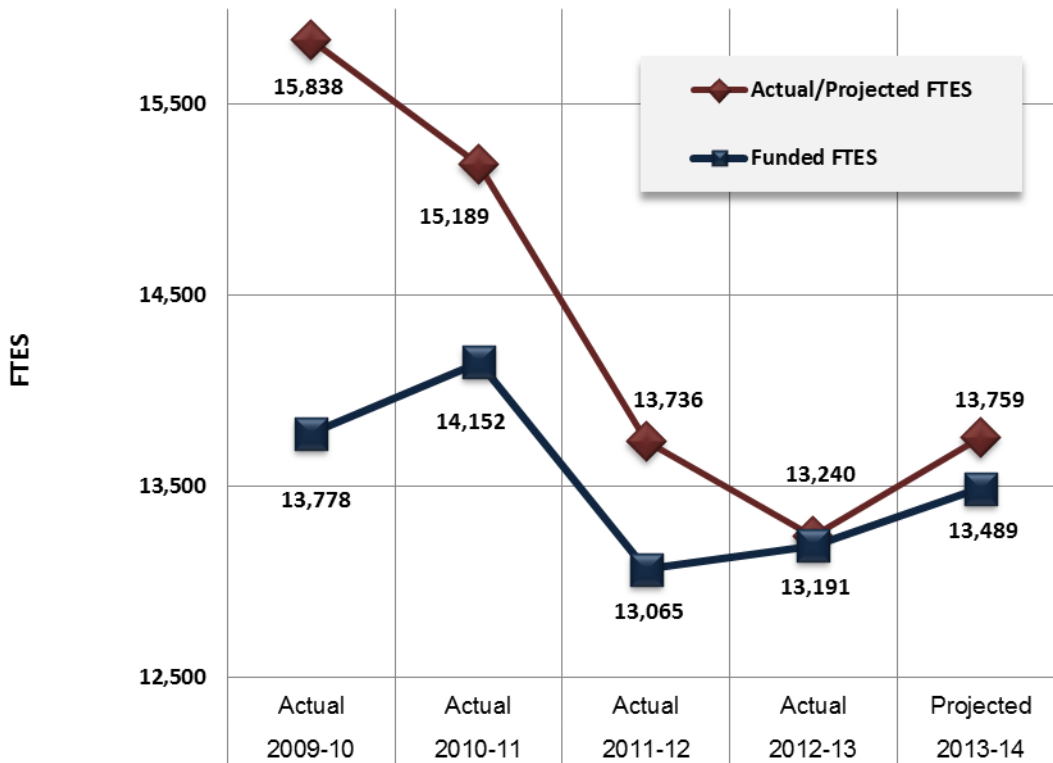


Full-Time Equivalent Students (FTES)

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Projected
SBVC	11,052	10,506	9,595	9,410	9,631 *
CHC	4,786	4,683	4,141	3,830	4,128 *
District FTES	15,838	15,189	13,736	13,240	13,759 *
Total Funded FTES	13,778	14,152	13,065	13,191	13,489 **
Actual over Funded	2,060	1,037	671	49	270
% FTES Over Funded	15.0	7.3	5.1	0.4	2.0

*Per District Target

**Per Advance Apportionment





Revenues

Federal, state, and local revenues for all funds, excluding transfers, are budgeted at \$158,939,904, an increase of \$10,024,729 (6.73%) compared to last year's actual of \$148,915,175. This is primarily due to increases to General Apportionments, General Categorical Programs and Reimbursable Categorical Programs.

Federal revenues are budgeted at \$31,498,453, an increase of \$1,584,469 (5.30%) compared to last year's actual of \$29,913,984. This is primarily due to increases in Title V funding.

State revenues are budgeted at \$71,358,741, an increase of \$10,333,461 (16.93%) compared to last year's actual of \$61,025,280. This is primarily due to an increase of \$5 million in General Apportionment and \$5 million in Categorical Programs

Local revenues are budgeted at \$56,082,710, a decrease of \$1,893,201 (-3.27%) compared to last year's actual of \$57,975,911. This is primarily due to an expected decrease of \$1.1 million in contributions to the KVCR program and a \$400,000 decrease to the Bond Interest Redemption Fund.

Expenditures

Expenditures for all funds for the budget year, excluding transfers and capital outlay, are budgeted at \$116,252,618 an increase of \$22.8 million compared to last year's actual of \$93,408,439. This is primarily due to a \$6.2 million increase of the General Fund, Unrestricted, an \$8 million increase of the restricted funds, a \$10.2 million of the increase for Measure M expenditures, and a decrease of \$2 million of the Retiree Benefit Fund.

The \$6.2 million change in the General Fund, Unrestricted is primarily due to increases of \$800,000 in academic salaries, \$1.2 million in classified salaries, \$1.1 million in employee benefits, and \$3 million in services and other expenses. The \$8 million change in the restricted funds is primarily due to increases in other expenses and services in the restricted general fund.

This year, the District will implement a series of cost cutting measures. It will manage enrollment, fill only mission-critical vacant positions, and implement a series of other cost cutting actions at each site. The District will follow the Board's directive of developing transition plans in 2013-14 to minimize or mitigate future utilization of fund balance.

Capital Expenditures

\$91.1 million is budgeted to continue implementing SBVC and CHC facilities master plans and the District's Five Year Construction Plan. Consistent with the Five Year Construction Plan submitted for approval to the Board of Trustees in July 2013, projects scheduled to be designed or constructed next year are as follows:



- Signage/Americans with Disabilities Act (ADA) Upgrades
- Central Plant and Campuswide Infrastructure
- New Athletic/PE Facility/Stadium
- Business Building Renovation
- Auditorium Renovation
- Vocational Technical Building
- Miscellaneous Projects
- Parking Structure



- New Science Building
- New Crafton Center (One Stop Student Center)
- New Occupational Education Building #2
- New Physical Education Building
- LADM Labs, Offices & Lecture Renovation
- Student Services A Seismic Upgrade & Renovation
- College Center Seismic Upgrade & Renovation
- Performing Arts Center Seismic Upgrade & Renovation
- Maintenance & Operations Renovation
- Occupational Education Building #1 Improvements
- Chemistry & Health Services Improvements
- Classroom Building Improvements
- Improvements Campuswide

Other Financing Sources

Net other financing sources for all funds are budgeted at \$52,900,329, an increase of \$2,831,421 compared to last year's actual of \$50,068,908. This is the net of incoming transfers and other outgo.

General Fund, Unrestricted Fund Balance

Fund Balance is used to describe the net assets, or available resources, of funds. At the end of Fiscal Year 2013 the unrestricted general fund balance was \$24.1 million, or 35.5% of the total unrestricted general fund expenditure budget. Fund balance will increase approximately \$1.3 million at the end of fiscal year 2014. The unrestricted general fund balance is expected to end the year at \$25.4 million, or 34.7% of the total unrestricted general fund expenditure budget.

In March 2013, the Board of Trustees provided a directive to maintain a minimum of 15% fund balance of expenditure budget, and the State mandates a minimum of 5%. These levels of fund balance are necessary to accommodate the District's cash flow needs as the State continues to defer appropriation payments. As mentioned above, the District will follow the Board's directive of developing transition plans in 2013-14 to minimize or mitigate future utilization of fund balance.

DEFERRAL FACTOR

Assuming the District will have \$8 million of revenue deferred into fiscal year 2013-14 from the State, the "real" fund balance is expected to be \$17.4 million, or 23.7% of the total unrestricted general fund expenditure budget. The district does not anticipate any cash needs during fiscal year 2013-2014; however, if necessary, the District will seek short-term financing from sources such as inter-fund borrowing from the San Bernardino County's Constitutional Advance, or an alternate tax revenue anticipation note (TRAN) source to meet the District's cash flow needs.

MISSION

The mission of the San Bernardino Community College District (SBCCD) is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. This mission is achieved through the District's two colleges – San Bernardino Valley College (SBVC) and Crafton Hills College (CHC); the Economic Development and Corporate Training (EDCT) division; and its public broadcast system, KVCR TV-FM, by providing high quality, effective and accountable instructional programs and services.

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: September 12, 2013
SUBJECT: Consideration of Funding for Additional FTES for FY 2013-14

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-time budget adjustment of \$270,000 to fund additional Fiscal Year 2013-14 credit course offerings.

OVERVIEW

SBCCD has established in its FY 2013-14 Final Budget an enrollment target of 13,759 credit Full Time Equivalent Students (FTES), of which 13,489 credit FTES are funded per the State Advance Allocation. An additional 270 credit FTES are required to meet this target.

ANALYSIS

As part of the District's growth plan, an additional 270 FTES above the funded base are planned for 2013-14. Funding for additional adjunct faculty is estimated at \$1,000 per FTES. Upon approval, \$270,000 will be transferred from District Unrestricted Reserves as follows:

- \$189,000 (189 FTES) to San Bernardino Valley College, and
- \$ 81,000 (81 FTES) to Crafton Hills College.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

\$270,000 will be transferred from District Unrestricted Reserves to college expense budgets.

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: September 12, 2013
SUBJECT: Consideration of Approval of Commercial Lease with MSWP Redlands, LLC

RECOMMENDATION

It is recommended that the Board of Trustees approve the commercial lease with MSWP Redlands, LLC, in the amount of \$823,754.

OVERVIEW

The Technology and Educational Support Services (TESS) Division, which includes District Computing, Distance Education, and the Print Shop is currently located at the District Annex, 441 W. 8th Street in San Bernardino. Due to the continued deterioration and recent structural damage to the building, it has become cost prohibitive to repair and maintain the site. In addition, the building's growing health and safety concerns support this recommendation. It has become imperative that TESS operations are moved to a new temporary location.

ANALYSIS

After an extensive search of available properties, this leased property best suits the District's needs. The District would like to enter into a five year lease while we evaluate the possibility of constructing a new facility or repurposing existing space through future Proposition 39 bond funds. The cost of the lease will be paid from accumulated redevelopment funds, possibly offset by grant funds.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Lease expenses will be paid with redevelopment 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: Diana Johnson, Bond Program Manager, Kitchell/BRj
DATE: September 12, 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 -\$108,096.89 which is -0.217% 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 \$1,855,292.25 which is only 3.73% of the project cost of \$49,747,164.45.

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

September 12, 2013

(Including any contract amendments and change orders on the 09/12/13 agenda)

CONTRACT AMENDMENTS

PROJECTS	Original Contract Amount	Contract Amendments		Base Contract Amount	Cumulative Contract Amendments
		Previous	Pending		
CHC-Crafton Hills College	\$ 17,869,926.50	\$ 402,801.00	\$ -	\$ 18,272,727.50	2.25%
SBVC-San Bernardino Valley College	\$ 31,877,237.95	\$ 130,483.49	\$ -	\$ 32,007,721.44	0.41%
				\$ -	
TOTAL for CONTRACT AMENDMENTS	\$ 49,747,164.45	\$ 533,284.49	\$ -	\$ 50,280,448.94	1.07%

CHANGE ORDERS

PROJECTS	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending		
CHC-Crafton Hills College	\$ 18,272,727.50	\$ 586,294.65	\$ (22,596.89)	\$ 18,836,425.26	3.08%
SBVC-San Bernardino Valley College	\$ 32,007,721.44	\$ 843,810.00	\$ (85,500.00)	\$ 32,766,031.44	2.37%
TOTAL for CHANGE ORDERS	\$ 50,280,448.94	\$ 1,430,104.65	\$ (108,096.89)	\$ 51,602,456.70	2.63%

CHANGE SUMMARY by PROJECT

(Including any contract amendments and change orders on the 09/12/13 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	\$ -	\$ -	\$ -	\$ (26,099.38)	\$ 252,350.62	0.00%
PE Complex	\$ 4,511,070.00	\$ -	\$ -	\$ -	\$ -	\$ 4,511,070.00	0.00%
Science Building	\$ 65,700.00	\$ -	\$ -	\$ 492.89	\$ -	\$ 66,192.89	0.75%
Crafton Center	\$ 141,480.00	\$ -	\$ -	\$ -	\$ 3,502.49	\$ 144,982.49	2.48%
TOTAL	\$ 17,869,926.50	\$ 402,801.00	\$ -	\$ 586,294.65	\$ (22,596.89)	\$ 18,836,425.26	3.08%

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
PAL PROJECT

September 12, 2013

(Including any contract amendments and change orders on the 09/12/13 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

September 12, 2013

(Including any contract amendments and change orders on the 09/12/13 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

September 12, 2013

(Including any contract amendments and change orders on the 09/12/13 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

September 12, 2013

(Including any contract amendments and change orders on the 09/12/13 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

September 12, 2013

(Including any contract amendments and change orders on the 09/12/13 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
OE 2

September 12, 2013

(Including any contract amendments and change orders on the 09/12/13 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

Crafton Hills College
CHANGE SUMMARY by PROJECT
OE 1

September 12, 2013

(Including any contract amendments and change orders on the 09/12/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<u>OE 1 Roof Pkg.</u>							
Best Contracting Services	\$ 278,450.00	\$ -	\$ -	\$ -	\$ (26,099.38)	\$ 252,350.62	-9.37%
TOTAL	\$ 278,450.00	\$ -	\$ -	\$ -	\$ (26,099.38)	\$ 252,350.62	-9.37%

NO NEW CHANGE ORDERS

CHANGE SUMMARY by PE BUILDING
 (Including any contract amendments and change orders on the 09/12
 /13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Minako Construction	\$ 4,511,070.00	\$ -	\$ -	\$ -	\$ -	\$ 4,511,070.00	0.00%
TOTAL	\$ 4,511,070.00	\$ -	\$ -	\$ -	\$ -	\$ 4,511,070.00	0.00%

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
Science Building

September 12, 2013

(Including any contract amendments and change orders on the 09/12/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>Circuit C</i>							
RDM Electric	\$ 65,700.00	\$ -	\$ -	\$ 492.89	\$ -	\$ 66,192.89	0.75%
TOTAL	\$ 65,700.00	\$ -	\$ -	\$ 492.89	\$ -	\$ 66,192.89	0.75%

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
New Crafton Center

September 12, 2013

(Including any contract amendments and change orders on the 09/12/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>CIRCUIT A</i>							
Dalke & Sons Construction	\$ 141,480.00	\$ -	\$ -	\$ -	\$ 3,502.49	\$ 144,982.49	2.48%
TOTAL	\$ 141,480.00	\$ -	\$ -	\$ -	\$ 3,502.49	\$ 144,982.49	2.48%

NO NEW CHANGE ORDERS

San Bernardino Valley College
CHANGE SUMMARY by PROJECT

September 12, 2013

(Including any contract amendments and change orders on the 09/12/13 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	\$ (85,500.00)	\$ 11,941,404.49	0.53%
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	\$ 9,826,123.95	\$ 12,209.00	\$ -	\$ 764,286.00	\$ -	\$ 10,602,618.95	7.77%
Site Signage	\$ 2,622,963.00	\$ 34,333.00	\$ -	\$ (18,454.00)	\$ -	\$ 2,638,842.00	0.00%
Auditorium	\$ 6,800,000.00	\$ -	\$ -	\$ -	\$ -	\$ 6,800,000.00	0.00%
	\$ 31,877,237.95	\$ 130,483.49	\$ -	\$ 843,810.00	\$ (85,500.00)	\$ 32,766,031.44	2.37%

NO NEW CHANGE ORDERS

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
CENTRAL PLANT

September 12, 2013

(Including any contract amendments and change orders on the 09/12/13 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	\$ -	\$ -	\$ -	\$ (85,500.00)	\$ 482,280.00	-15.06%
TOTAL	\$ 11,794,080.00	\$ 83,941.49	\$ -	\$ 148,883.00	\$ (85,500.00)	\$ 11,941,404.49	0.53%

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
HVAC

September 12, 2013

(Including any contract amendments and change orders on the 09/12/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
BP 1: Arrowhead Mechanical	\$ 183,000.00	\$ -	\$ -	\$ -	\$ -	\$ 183,000.00	0.00%
BP 2: Arrowhead Mechanical	\$ 142,000.00	\$ -	\$ -	\$ -	\$ -	\$ 142,000.00	0.00%
				\$ -			
TOTAL	\$ 325,000.00	\$ -	\$ -	\$ -	\$ -	\$ 325,000.00	0.00%

NO NEW CHANGE ORDERS

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
GYM DEMO

September 12, 2013

(Including any contract amendments and change orders on the 09/12/13 agenda)

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

NO NEW CHANGE ORDERS

**San Bernardino Valley College
CHANGE SUMMARY by PROJECT
BUSINESS BUILDING RENOVATION**

September 12, 2013

(Including any contract amendments and change orders on the 09/12/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Janus Corporation	\$ 417,600.00	\$ 12,209.00	\$ -	\$ 5,127.00	\$ -	\$ 434,936.00	1.19%
Three Peaks	\$ 34,923.95	\$ -	\$ -	\$ -	\$ -	\$ 34,923.95	0.00%
Doug Wall Construction, Inc.	\$ 9,250,000.00	\$ -	\$ -	\$ 759,159.00	\$ -	\$ 10,009,159.00	8.21%
Pacific Industrial Electric	\$ 123,600.00	\$ -	\$ -	\$ -	\$ -	\$ 123,600.00	0.00%
TOTAL	\$ 9,826,123.95	\$ 12,209.00	\$ -	\$ 764,286.00	\$ -	\$ 10,602,618.95	7.77%

NO NEW CHANGE ORDERS

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

September 12, 2013

(Including any contract amendments and change orders on the 09/12/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Broughton Construction, Inc.	\$ 1,170,000.00	\$ -	\$ -	\$ (20,502.00)	\$ -	\$ 1,149,498.00	-1.75%
C.S. Legacy Construction	\$ 1,365,776.00	\$ 34,333.00	\$ -	\$ 2,048.00	\$ -	\$ 1,402,157.00	0.15%
Three Peaks Corporation	\$ 87,187.00	\$ -	\$ -	\$ -	\$ -	\$ 87,187.00	0.00%
TOTAL	\$ 2,622,963.00	\$ 34,333.00	\$ -	\$ (18,454.00)	\$ -	\$ 2,638,842.00	-0.69%

NO NEW CHANGE ORDERS

San Bernardino Valley College
CHANGE SUMMARY by PROJECT

September 12, 2013

Auditorium

(Including any contract amendments and change orders on the 09/12/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Woodcliff Corporation	\$ 6,800,000.00					\$ 6,800,000.00	0.00%
TOTAL	\$ 6,800,000.00	\$ -	\$ -	\$ -	\$ -	\$ 6,800,000.00	0.00%

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: Jose F. Torres, Director of Fiscal Services
DATE: September 12, 2013
SUBJECT: Budget Report

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

The attached Revenue and Expenditure Summary reflects activity for the 2013-14 fiscal year through August 28, 2013. It reflects summary information for all District funds, grouped by category within each fund.

As of August 28, the District was 16.2% through the fiscal year and had spent and encumbered about 18.8% of its budgeted general funds. While the percent spent and encumbered is slightly higher than the percent through the fiscal year, this can be attributed to the need to establish open purchase orders at the start of the fiscal year which will be used throughout the entire fiscal year. Please note that the 2014 budget is still tentative.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.



Budget Revenue & Expenditure Summary Year to Date 8/28/2013

Revenues by Fund	Budget	YTD Revenues	% Received	% of Year
01 General Fund*	95,670,495	20,879,747	21.8	16.2
21 Bond Interest & Redemption	24,226,400	0	0.0	16.2
41 Capital Outlay Projects Fund	676,215	6,271	0.9	16.2
42 Bond Construction Fund	125,000	46,353	37.1	16.2
68 Retiree Benefit Fund	763,000	1,768	0.2	16.2
69 Employee Load Banking Trust Fund	450	58	12.9	16.2
72 Child Development Fund	2,749,090	316	0.0	16.2
73 Student Body Center Fee Fund	264,476	857	0.3	16.2
74 KVCR Fund	5,900,437	54,066	0.9	16.2
78 Self Insurance-Liability Fund	603,000	757	0.1	16.2
84 Workers Compensation Fund*	1,250,000	3,233	0.3	16.2

Expenses by Fund	Budget	YTD Expenses & Encumbrances	% Expensed & Encumbered	% of Year
01 General Fund*	96,365,198	18,132,756	18.8	16.2
21 Bond Interest & Redemption	24,226,400	0	0.0	16.2
41 Capital Outlay Projects Fund	2,142,816	481,010	22.4	16.2
42 Bond Construction Fund	91,067,714	35,474,679	39.0	16.2
68 Retiree Benefit Fund	336,561	30,997	9.2	16.2
69 Employee Load Banking Trust Fund	450	0	0.0	16.2
72 Child Development Fund*	2,747,790	454,734	16.5	16.2
73 Student Body Center Fee Fund	264,476	31,854	12.0	16.2
74 KVCR Fund	6,292,244	2,323,812	36.9	16.2
78 Self Insurance-Liability Fund	600,000	508,636	84.8	16.2
84 Workers Compensation Fund*	1,250,000	490,341	39.2	16.2

*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	6,001,633.16	5,591.59	5,591.59	.0	0.00	5,996,041.57	99.9
8600.00 STATE REVENUES	67,097,570.30	20,090,294.89	20,090,294.89	29.9	0.00	47,007,275.41	70.0
8800.00 LOCAL REVENUES	22,547,965.00	768,038.67	768,038.67	3.4	0.00	21,779,926.33	96.5
8900.00 OTHER FINANCING SOURCES	23,326.60	15,821.40	15,821.40	67.8	0.00	7,505.20	32.1
TOTAL: 8000	95,670,495.06	20,879,746.55	20,879,746.55	21.8	0.00	74,790,748.51	78.1
1100.00 CONTRACT CLASSROOM INST.	14,898,488.40	1,549,950.66	1,549,950.66	10.4	0.00	13,348,537.74	89.5
1200.00 CONTRACT CERT. ADMINISTRATORS	8,722,158.00	1,194,939.41	1,194,939.41	13.7	0.00	7,527,218.59	86.2
1300.00 INSTRUCTORS DAY/HOURLY	6,838,374.00	438,576.91	438,576.91	6.4	0.00	6,399,797.09	93.5
1400.00 NON-INSTRUCTION HOURLY CERT.	1,403,170.00	86,139.44	86,139.44	6.1	0.00	1,317,030.56	93.8
TOTAL: 1000	31,862,190.40	3,269,606.42	3,269,606.42	10.2	0.00	28,592,583.98	89.7
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	16,890,050.00	2,580,820.05	2,580,820.05	15.2	0.00	14,309,229.95	84.7
2200.00 INSTRUCTIONAL AIDS	1,379,119.00	187,318.59	187,318.59	13.5	0.00	1,191,800.41	86.4
2300.00 NON-INSTRUCTION HOURLY CLASS.	1,820,051.00	118,735.32	118,735.32	6.5	0.00	1,701,315.68	93.4
2400.00 INST AIDES-HOURLY- DIR. INSTRU	1,350,976.00	24,930.14	24,930.14	1.8	0.00	1,326,045.86	98.1
TOTAL: 2000	21,440,196.00	2,911,804.10	2,911,804.10	13.5	0.00	18,528,391.90	86.4
3100.00 CERTIFICATED RETIREMENT	2,120,131.39	239,651.96	239,651.96	11.3	0.00	1,880,479.43	88.6
3200.00 CLASSIFIED RETIREMENT	2,344,976.00	340,867.33	340,867.33	14.5	0.00	2,004,108.67	85.4
3300.00 OASDHI/FICA	2,067,989.00	275,949.14	275,949.14	13.3	0.00	1,792,039.86	86.6
3400.00 HEALTH AND WELFARE BENEFITS	8,699,224.00	1,238,560.98	1,238,560.98	14.2	0.00	7,460,663.02	85.7
3500.00 STATE UNEMPLOYMENT INSURANCE	27,293.00	3,097.31	3,097.31	11.3	0.00	24,195.69	88.6
3600.00 WORKERS COMPENSATION INSURANCE	1,003,881.00	144,750.00	144,750.00	14.4	0.00	859,131.00	85.5
3900.00 OTHER BENEFITS	188,630.00	34,820.88	34,820.88	18.4	0.00	153,809.12	81.5
TOTAL: 3000	16,452,124.39	2,277,697.60	2,277,697.60	13.8	0.00	14,174,426.79	86.1
4100.00 TEXTBOOKS	57,232.00	1,396.00	1,396.00	2.4	20,000.00	35,836.00	62.6
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	79,366.35	694.94	694.94	.8	2,875.34	75,796.07	95.5
4300.00 INSTRUCTIONAL SUPPLIES	441,528.12	17,907.38	17,907.38	4.0	106,225.47	317,395.27	71.8
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	43,906.00	119.94	119.94	.2	288.18	43,497.88	99.0
4500.00 NONINSTRUCTIONAL SUPPLIES	1,351,415.08	47,389.07	47,389.07	3.5	607,113.03	696,912.98	51.5
4700.00 FOOD SUPPLIES	9,143.00	0.00	0.00	.0	500.00	8,643.00	94.5
TOTAL: 4000	1,982,590.55	67,507.33	67,507.33	3.4	737,002.02	1,178,081.20	59.4
5100.00 PERSON&CONSULTANT SVC-DIST USE	6,702,659.07	98,182.70	98,182.70	1.4	3,141,980.71	3,462,495.66	51.6
5200.00 TRAVEL & CONFERENCE EXPENSES	754,665.18	46,807.09	46,807.09	6.2	87,734.71	620,123.38	82.1
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	368,788.75	108,442.92	108,442.92	29.4	85,071.53	175,274.30	47.5
5400.00 INSURANCES - DISTRICT USE	146,000.00	0.00	0.00	.0	123,773.00	22,227.00	15.2
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	2,534,755.62	382,671.10	382,671.10	15.0	2,056,387.21	95,697.31	3.7
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	2,858,695.42	382,834.44	382,834.44	13.3	1,219,361.62	1,256,499.36	43.9
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	537,500.00	17,802.88	17,802.88	3.3	261,827.62	257,869.50	47.9
5800.00 OTHER OPERATING EXP-DIST. USE	6,562,167.47	39,474.83	39,474.83	.6	117,299.62	6,405,393.02	97.6
TOTAL: 5000	20,465,231.51	1,076,215.96	1,076,215.96	5.2	7,093,436.02	12,295,579.53	60.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	92,202,332.85	9,602,831.41	9,602,831.41	10.4	7,830,438.04	74,769,063.40	81.0
6100.00 SITES & IMPROVEMENTS-DIST. USE	70,002.00	0.00	0.00	.0	0.00	70,002.00	100.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	69,346.97	0.00	0.00	.0	2,596.00	66,750.97	96.2
6300.00 LIBRARY BOOKS - EXPANSION	105,778.49	4,693.80	4,693.80	4.4	88,482.48	12,602.21	11.9
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,266,386.83	49,490.72	49,490.72	3.9	115,056.15	1,101,839.96	87.0
TOTAL: 6000	1,511,514.29	54,184.52	54,184.52	3.5	206,134.63	1,251,195.14	82.7
TOTAL: 1000-6999	93,713,847.14	9,657,015.93	9,657,015.93	10.3	8,036,572.67	76,020,258.54	81.1
7300.00 INTERFUND TRANSFERS	2,050,000.00	50,000.00	50,000.00	2.4	0.00	2,000,000.00	97.5
7500.00 OTHER OUTGO-STUDENT FIN AID	45,006.00	0.00	0.00	.0	0.00	45,006.00	100.0
7600.00 OTHER STUDENT AID	556,345.00	504.79-	504.79-	.0	389,671.80	167,177.99	100.0
TOTAL: 7000	2,651,351.00	49,495.21	49,495.21	1.8	389,671.80	2,212,183.99	83.4
TOTAL: 1000-7999	96,365,198.14	9,706,511.14	9,706,511.14	10.0	8,426,244.47	78,232,442.53	81.1

Fund: 01 GENERAL FUND

SUMMARY

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SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED			
=====		=====	CURRENT	YEAR TO DATE	=====	=====	BALANCE	=====	%	
=====		=====								
TOTAL INCOME	(8000 - 8999)	95,670,495.06	20,879,746.55	20,879,746.55	21.8	0.00	74,790,748.51		78.1	
TOTAL:	1000-5999	92,202,332.85	9,602,831.41	9,602,831.41	10.4	7,830,438.04	74,769,063.40		81.0	
TOTAL:	1000-6999	93,713,847.14	9,657,015.93	9,657,015.93	10.3	8,036,572.67	76,020,258.54		81.1	
TOTAL:	1000-7999	96,365,198.14	9,706,511.14	9,706,511.14	10.0	8,426,244.47	78,232,442.53		81.1	
TOTAL EXPENSES	(1000 - 7999)	96,365,198.14	9,706,511.14	9,706,511.14	10.0	8,426,244.47	78,232,442.53		81.1	

Fund: 21 BOND INTEREST AND REDEMPTION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	256,400.00	0.00	0.00	.0	0.00	256,400.00	100.0
8800.00 LOCAL REVENUES	23,970,000.00	0.00	0.00	.0	0.00	23,970,000.00	100.0
TOTAL: 8000	24,226,400.00	0.00	0.00	.0	0.00	24,226,400.00	100.0
7100.00 DEBT RETIREMENT	24,226,400.00	0.00	0.00	.0	0.00	24,226,400.00	100.0
TOTAL: 7000	24,226,400.00	0.00	0.00	.0	0.00	24,226,400.00	100.0
TOTAL: 1000-7999	24,226,400.00	0.00	0.00	.0	0.00	24,226,400.00	100.0

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)	24,226,400.00	0.00	0.00	.0	0.00	24,226,400.00	100.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	24,226,400.00	0.00	0.00	.0	0.00	24,226,400.00	100.0
TOTAL EXPENSES	(1000 - 7999)	24,226,400.00	0.00	0.00	.0	0.00	24,226,400.00	100.0

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	71,091.15	0.00	0.00	.0	0.00	71,091.15	100.0
8800.00 LOCAL REVENUES	605,123.60	6,270.77	6,270.77	1.0	0.00	598,852.83	98.9
TOTAL: 8000	676,214.75	6,270.77	6,270.77	.9	0.00	669,943.98	99.0
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	1,250.00	0.00	0.00	.0	0.00	1,250.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	10,241.00	0.00	0.00	.0	0.00	10,241.00	100.0
TOTAL: 4000	11,491.00	0.00	0.00	.0	0.00	11,491.00	100.0
5100.00 PERSON&CONSULTANT SVC-DI ST USE	0.00	10,894.56	10,894.56	100.0	24,105.44	35,000.00-	.0
5600.00 RENTS, LEASES&REPAIRS-DI ST. USE	45,000.00	0.00	0.00	.0	0.00	45,000.00	100.0
5800.00 OTHER OPERATING EXP-DI ST. USE	3,123.60	0.00	0.00	.0	0.00	3,123.60	100.0
TOTAL: 5000	48,123.60	10,894.56	10,894.56	22.6	24,105.44	13,123.60	27.2
TOTAL: 1000-5999	59,614.60	10,894.56	10,894.56	18.2	24,105.44	24,614.60	41.2
6100.00 SITES & IMPROVEMENTS-DI ST. USE	30,219.83	0.00	0.00	.0	0.00	30,219.83	100.0
6200.00 BUILDINGS&IMPROVEMENT-DI ST. USE	617,654.90	0.00	0.00	.0	0.00	617,654.90	100.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	935,326.42	427,132.16	427,132.16	45.6	18,877.47	489,316.79	52.3
TOTAL: 6000	1,583,201.15	427,132.16	427,132.16	26.9	18,877.47	1,137,191.52	71.8
TOTAL: 1000-6999	1,642,815.75	438,026.72	438,026.72	26.6	42,982.91	1,161,806.12	70.7
7900.00 RESERVE FOR CONTINGENCIES	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 7000	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 1000-7999	2,142,815.75	438,026.72	438,026.72	20.4	42,982.91	1,661,806.12	77.5

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)	676,214.75	6,270.77	6,270.77	.9	0.00	669,943.98	99.0
TOTAL:	1000-5999	59,614.60	10,894.56	10,894.56	18.2	24,105.44	24,614.60	41.2
TOTAL:	1000-6999	1,642,815.75	438,026.72	438,026.72	26.6	42,982.91	1,161,806.12	70.7
TOTAL:	1000-7999	2,142,815.75	438,026.72	438,026.72	20.4	42,982.91	1,661,806.12	77.5
TOTAL EXPENSES	(1000 - 7999)	2,142,815.75	438,026.72	438,026.72	20.4	42,982.91	1,661,806.12	77.5

Fund: 42 REVENUE BOND CONSTRUCTION FU

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	125,000.00	46,353.02	46,353.02	37.0	0.00	78,646.98	62.9
TOTAL: 8000	125,000.00	46,353.02	46,353.02	37.0	0.00	78,646.98	62.9
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,016,010.00	44,121.07	44,121.07	4.3	615,881.81	356,007.12	35.0
5200.00 TRAVEL & CONFERENCE EXPENSES	6,000.00	0.00	0.00	.0	0.00	6,000.00	100.0
5400.00 INSURANCES - DISTRICT USE	3,203,515.00	0.00	0.00	.0	0.00	3,203,515.00	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	120,000.00	11,392.01	11,392.01	9.4	45,567.99	63,040.00	52.5
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	475,000.00	3,695.00	3,695.00	.7	157,015.00	314,290.00	66.1
5800.00 OTHER OPERATING EXP-DIST. USE	6,431,000.00	741.50	741.50	.0	27,000.00	6,403,258.50	99.5
TOTAL: 5000	11,251,525.00	59,949.58	59,949.58	.5	845,464.80	10,346,110.62	91.9
TOTAL: 1000-5999	11,251,525.00	59,949.58	59,949.58	.5	845,464.80	10,346,110.62	91.9
6100.00 SITES & IMPROVEMENTS-DIST. USE	1,691,400.00	189,685.34	189,685.34	11.2	450,040.17	1,051,674.49	62.1
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	76,366,705.00	391,627.10-	391,627.10-	.0	34,313,015.08	42,445,317.02	100.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,758,084.00	0.00	0.00	.0	8,151.35	1,749,932.65	99.5
TOTAL: 6000	79,816,189.00	201,941.76-	201,941.76-	.0	34,771,206.60	45,246,924.16	100.0
TOTAL: 1000-6999	91,067,714.00	141,992.18-	141,992.18-	.0	35,616,671.40	55,593,034.78	100.0

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)	125,000.00	46,353.02	46,353.02	37.0	0.00	78,646.98	62.9
TOTAL:	1000-5999	11,251,525.00	59,949.58	59,949.58	.5	845,464.80	10,346,110.62	91.9
TOTAL:	1000-6999	91,067,714.00	141,992.18-	141,992.18-	.0	35,616,671.40	55,593,034.78	100.0
TOTAL:	1000-7999	91,067,714.00	141,992.18-	141,992.18-	.0	35,616,671.40	55,593,034.78	100.0
TOTAL EXPENSES	(1000 - 7999)	91,067,714.00	141,992.18-	141,992.18-	.0	35,616,671.40	55,593,034.78	100.0

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 ALL FUNDS
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BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
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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	71.23	71.23	100.0	0.00	71.23-	.0
TOTAL: 8000	0.00	71.23	71.23	100.0	0.00	71.23-	.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	71.23	71.23	100.0	0.00	71.23-	.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	1,768.13	1,768.13	13.6	0.00	11,231.87	86.3
8900.00 OTHER FINANCING SOURCES	750,000.00	0.00	0.00	.0	0.00	750,000.00	100.0
TOTAL: 8000	763,000.00	1,768.13	1,768.13	.2	0.00	761,231.87	99.7
3400.00 HEALTH AND WELFARE BENEFITS	333,559.00	30,747.22	30,747.22	9.2	0.00	302,811.78	90.7
3500.00 STATE UNEMPLOYMENT INSURANCE	2.00	0.13	0.13	6.5	0.00	1.87	93.5
3900.00 OTHER BENEFITS	3,000.00	250.00	250.00	8.3	0.00	2,750.00	91.6
TOTAL: 3000	336,561.00	30,997.35	30,997.35	9.2	0.00	305,563.65	90.7
TOTAL: 1000-5999	336,561.00	30,997.35	30,997.35	9.2	0.00	305,563.65	90.7

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	1,768.13	1,768.13	.2	0.00	761,231.87	99.7
TOTAL:	1000-5999	336,561.00	30,997.35	30,997.35	9.2	0.00	305,563.65	90.7
TOTAL:	1000-6999	336,561.00	30,997.35	30,997.35	9.2	0.00	305,563.65	90.7
TOTAL:	1000-7999	336,561.00	30,997.35	30,997.35	9.2	0.00	305,563.65	90.7
TOTAL EXPENSES	(1000 - 7999)	336,561.00	30,997.35	30,997.35	9.2	0.00	305,563.65	90.7

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	58.05	58.05	12.9	0.00	391.95	87.1
TOTAL: 8000	450.00	58.05	58.05	12.9	0.00	391.95	87.1
7300.00 INTERFUND TRANSFERS	450.00	0.00	0.00	.0	0.00	450.00	100.0
TOTAL: 7000	450.00	0.00	0.00	.0	0.00	450.00	100.0
TOTAL: 1000-7999	450.00	0.00	0.00	.0	0.00	450.00	100.0

Fund: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	450.00	58.05	58.05	12.9	0.00	391.95	87.1
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	450.00	0.00	0.00	.0	0.00	450.00	100.0
TOTAL EXPENSES	(1000 - 7999)	450.00	0.00	0.00	.0	0.00	450.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	146,820.00	0.00	0.00	.0	0.00	146,820.00	100.0
8600.00 STATE REVENUES	2,378,527.00	0.00	0.00	.0	0.00	2,378,527.00	100.0
8800.00 LOCAL REVENUES	223,743.00	316.41	316.41	.1	0.00	223,426.59	99.8
TOTAL: 8000	2,749,090.00	316.41	316.41	.0	0.00	2,748,773.59	99.9
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,181,721.00	157,386.50	157,386.50	13.3	0.00	1,024,334.50	86.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	300,844.00	18,289.55	18,289.55	6.0	0.00	282,554.45	93.9
TOTAL: 2000	1,482,565.00	175,676.05	175,676.05	11.8	0.00	1,306,888.95	88.1
3100.00 CERTIFICATED RETIREMENT	16,709.00	2,721.02	2,721.02	16.2	0.00	13,987.98	83.7
3200.00 CLASSIFIED RETIREMENT	95,431.00	13,965.69	13,965.69	14.6	0.00	81,465.31	85.3
3300.00 OASDHI/FICA	76,910.00	9,842.91	9,842.91	12.7	0.00	67,067.09	87.2
3400.00 HEALTH AND WELFARE BENEFITS	452,126.00	62,893.58	62,893.58	13.9	0.00	389,232.42	86.0
3500.00 STATE UNEMPLOYMENT INSURANCE	639.00	81.97	81.97	12.8	0.00	557.03	87.1
3600.00 WORKERS COMPENSATION INSURANCE	61,500.00	8,750.00	8,750.00	14.2	0.00	52,750.00	85.7
3900.00 OTHER BENEFITS	5,358.00	831.56	831.56	15.5	0.00	4,526.44	84.4
TOTAL: 3000	708,673.00	99,086.73	99,086.73	13.9	0.00	609,586.27	86.0
4300.00 INSTRUCTIONAL SUPPLIES	131,877.00	0.00	0.00	.0	50,000.00	81,877.00	62.0
4500.00 NONINSTRUCTIONAL SUPPLIES	107,295.00	3,120.59	3,120.59	2.9	50,550.30	53,624.11	49.9
4700.00 FOOD SUPPLIES	88,000.00	11,119.78	11,119.78	12.6	64,630.22	12,250.00	13.9
TOTAL: 4000	327,172.00	14,240.37	14,240.37	4.3	165,180.52	147,751.11	45.1
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	15,575.00	0.00	0.00	.0	0.00	15,575.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	129,344.00	550.00	550.00	.4	0.00	128,794.00	99.5
TOTAL: 5000	144,919.00	550.00	550.00	.3	0.00	144,369.00	99.6
TOTAL: 1000-5999	2,663,329.00	289,553.15	289,553.15	10.8	165,180.52	2,208,595.33	82.9
6100.00 SITES & IMPROVEMENTS-DIST. USE	25,000.00	0.00	0.00	.0	0.00	25,000.00	100.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	59,461.00	0.00	0.00	.0	0.00	59,461.00	100.0
TOTAL: 6000	84,461.00	0.00	0.00	.0	0.00	84,461.00	100.0
TOTAL: 1000-6999	2,747,790.00	289,553.15	289,553.15	10.5	165,180.52	2,293,056.33	83.4

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,749,090.00	316.41	316.41	.0	0.00	2,748,773.59	99.9
TOTAL:	1000-5999	2,663,329.00	289,553.15	289,553.15	10.8	165,180.52	2,208,595.33	82.9
TOTAL:	1000-6999	2,747,790.00	289,553.15	289,553.15	10.5	165,180.52	2,293,056.33	83.4
TOTAL:	1000-7999	2,747,790.00	289,553.15	289,553.15	10.5	165,180.52	2,293,056.33	83.4
TOTAL EXPENSES	(1000 - 7999)	2,747,790.00	289,553.15	289,553.15	10.5	165,180.52	2,293,056.33	83.4

Fund: 73 STUDENT BODY CENTER FEE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	264,476.00	857.04	857.04	.3	0.00	263,618.96	99.6
TOTAL: 8000	264,476.00	857.04	857.04	.3	0.00	263,618.96	99.6
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	84,504.00	13,914.00	13,914.00	16.4	0.00	70,590.00	83.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	30,000.00	1,188.00	1,188.00	3.9	0.00	28,812.00	96.0
TOTAL: 2000	114,504.00	15,102.00	15,102.00	13.1	0.00	99,402.00	86.8
3200.00 CLASSIFIED RETIREMENT	9,680.00	1,592.04	1,592.04	16.4	0.00	8,087.96	83.5
3300.00 OASDHI/FICA	6,464.00	1,064.42	1,064.42	16.4	0.00	5,399.58	83.5
3400.00 HEALTH AND WELFARE BENEFITS	28,982.00	4,830.36	4,830.36	16.6	0.00	24,151.64	83.3
3500.00 STATE UNEMPLOYMENT INSURANCE	42.00	6.96	6.96	16.5	0.00	35.04	83.4
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	500.00	500.00	16.6	0.00	2,500.00	83.3
3900.00 OTHER BENEFITS	148.00	24.56	24.56	16.5	0.00	123.44	83.4
TOTAL: 3000	48,316.00	8,018.34	8,018.34	16.5	0.00	40,297.66	83.4
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	15,423.00	927.50	927.50	6.0	0.00	14,495.50	93.9
TOTAL: 4000	17,423.00	927.50	927.50	5.3	0.00	16,495.50	94.6
5200.00 TRAVEL & CONFERENCE EXPENSES	3,000.00	0.00	0.00	.0	0.00	3,000.00	100.0
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	1,500.00	0.00	0.00	.0	0.00	1,500.00	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	9,733.00	0.00	0.00	.0	0.00	9,733.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	15,000.00	0.00	0.00	.0	0.00	15,000.00	100.0
TOTAL: 5000	29,233.00	0.00	0.00	.0	0.00	29,233.00	100.0
TOTAL: 1000-5999	209,476.00	24,047.84	24,047.84	11.4	0.00	185,428.16	88.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	55,000.00	0.00	0.00	.0	7,806.24	47,193.76	85.8
TOTAL: 6000	55,000.00	0.00	0.00	.0	7,806.24	47,193.76	85.8
TOTAL: 1000-6999	264,476.00	24,047.84	24,047.84	9.0	7,806.24	232,621.92	87.9

Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

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SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
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TOTAL INCOME	(8000 - 8999)	264,476.00	857.04	857.04	.3	0.00	263,618.96	99.6
TOTAL:	1000-5999	209,476.00	24,047.84	24,047.84	11.4	0.00	185,428.16	88.5
TOTAL:	1000-6999	264,476.00	24,047.84	24,047.84	9.0	7,806.24	232,621.92	87.9
TOTAL:	1000-7999	264,476.00	24,047.84	24,047.84	9.0	7,806.24	232,621.92	87.9
TOTAL EXPENSES	(1000 - 7999)	264,476.00	24,047.84	24,047.84	9.0	7,806.24	232,621.92	87.9

Fund: 74 KVCR FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	5,200,436.97	4,066.13	4,066.13	.0	0.00	5,196,370.84	99.9
8900.00 OTHER FINANCING SOURCES	700,000.00	50,000.00	50,000.00	7.1	0.00	650,000.00	92.8
TOTAL: 8000	5,900,436.97	54,066.13	54,066.13	.9	0.00	5,846,370.84	99.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,944,116.00	220,168.70	220,168.70	11.3	0.00	1,723,947.30	88.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	234,000.00	35,977.20	35,977.20	15.3	0.00	198,022.80	84.6
TOTAL: 2000	2,178,116.00	256,145.90	256,145.90	11.7	0.00	1,921,970.10	88.2
3200.00 CLASSIFIED RETIREMENT	222,601.00	27,958.19	27,958.19	12.5	0.00	194,642.81	87.4
3300.00 OASDHI/FICA	154,641.00	20,155.38	20,155.38	13.0	0.00	134,485.62	86.9
3400.00 HEALTH AND WELFARE BENEFITS	367,331.00	46,299.70	46,299.70	12.6	0.00	321,031.30	87.3
3500.00 STATE UNEMPLOYMENT INSURANCE	1,092.00	139.30	139.30	12.7	0.00	952.70	87.2
3600.00 WORKERS COMPENSATION INSURANCE	40,500.00	5,250.00	5,250.00	12.9	0.00	35,250.00	87.0
3900.00 OTHER BENEFITS	7,991.00	1,007.88	1,007.88	12.6	0.00	6,983.12	87.3
TOTAL: 3000	794,156.00	100,810.45	100,810.45	12.6	0.00	693,345.55	87.3
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	100.00	0.00	0.00	.0	0.00	100.00	100.0
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	5,500.00	0.00	0.00	.0	845.91	4,654.09	84.6
4500.00 NONINSTRUCTIONAL SUPPLIES	58,665.00	2,237.91	2,237.91	3.8	21,651.98	34,775.11	59.2
TOTAL: 4000	64,265.00	2,237.91	2,237.91	3.4	22,497.89	39,529.20	61.5
5100.00 PERSON&CONSULTANT SVC-DIST USE	272,500.00	13,150.72	13,150.72	4.8	226,823.64	32,525.64	11.9
5200.00 TRAVEL & CONFERENCE EXPENSES	57,400.00	5,205.59	5,205.59	9.0	18,246.77	33,947.64	59.1
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	163,615.00	30,474.86	30,474.86	18.6	51,647.93	81,492.21	49.8
5400.00 INSURANCES - DISTRICT USE	8,000.00	0.00	0.00	.0	6,895.00	1,105.00	13.8
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	247,743.00	23,766.15	23,766.15	9.5	169,559.11	54,417.74	21.9
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	250,560.00	23,957.91	23,957.91	9.5	59,631.66	166,970.43	66.6
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	85,000.00	0.00	0.00	.0	53,438.00	31,562.00	37.1
5800.00 OTHER OPERATING EXP-DIST. USE	2,141,401.97	94,882.27	94,882.27	4.4	1,157,548.60	888,971.10	41.5
TOTAL: 5000	3,226,219.97	191,437.50	191,437.50	5.9	1,743,790.71	1,290,991.76	40.0
TOTAL: 1000-5999	6,262,756.97	550,631.76	550,631.76	8.7	1,766,288.60	3,945,836.61	63.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	29,487.00	401.45	401.45	1.3	6,490.06	22,595.49	76.6
TOTAL: 6000	29,487.00	401.45	401.45	1.3	6,490.06	22,595.49	76.6
TOTAL: 1000-6999	6,292,243.97	551,033.21	551,033.21	8.7	1,772,778.66	3,968,432.10	63.0

Fund: 74 KVCR FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	5,900,436.97	54,066.13	54,066.13	.9	0.00	5,846,370.84	99.0
TOTAL:	1000-5999	6,262,756.97	550,631.76	550,631.76	8.7	1,766,288.60	3,945,836.61	63.0
TOTAL:	1000-6999	6,292,243.97	551,033.21	551,033.21	8.7	1,772,778.66	3,968,432.10	63.0
TOTAL:	1000-7999	6,292,243.97	551,033.21	551,033.21	8.7	1,772,778.66	3,968,432.10	63.0
TOTAL EXPENSES	(1000 - 7999)	6,292,243.97	551,033.21	551,033.21	8.7	1,772,778.66	3,968,432.10	63.0

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	756.76	756.76	25.2	0.00	2,243.24	74.7
8900.00 OTHER FINANCING SOURCES	600,000.00	0.00	0.00	.0	0.00	600,000.00	100.0
TOTAL: 8000	603,000.00	756.76	756.76	.1	0.00	602,243.24	99.8
5100.00 PERSON&CONSULTANT SVC-DIST USE	20,000.00	7,798.00	7,798.00	38.9	10,000.00	2,202.00	11.0
5400.00 INSURANCES - DISTRICT USE	505,000.00	465,838.00	465,838.00	92.2	0.00	39,162.00	7.7
5800.00 OTHER OPERATING EXP-DIST. USE	50,000.00	305.27	305.27	.6	24,694.73	25,000.00	50.0
TOTAL: 5000	575,000.00	473,941.27	473,941.27	82.4	34,694.73	66,364.00	11.5
TOTAL: 1000-5999	575,000.00	473,941.27	473,941.27	82.4	34,694.73	66,364.00	11.5
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	600,000.00	473,941.27	473,941.27	78.9	34,694.73	91,364.00	15.2

Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	603,000.00	756.76	756.76	.1	0.00	602,243.24	99.8
TOTAL:	1000-5999	575,000.00	473,941.27	473,941.27	82.4	34,694.73	66,364.00	11.5
TOTAL:	1000-6999	575,000.00	473,941.27	473,941.27	82.4	34,694.73	66,364.00	11.5
TOTAL:	1000-7999	600,000.00	473,941.27	473,941.27	78.9	34,694.73	91,364.00	15.2
TOTAL EXPENSES	(1000 - 7999)	600,000.00	473,941.27	473,941.27	78.9	34,694.73	91,364.00	15.2

Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,250,000.00	3,233.03	3,233.03	.2	0.00	1,246,766.97	99.7
TOTAL: 8000	1,250,000.00	3,233.03	3,233.03	.2	0.00	1,246,766.97	99.7
5100.00 PERSON&CONSULTANT SVC-DIST USE	160,000.00	0.00	0.00	.0	131,850.00	28,150.00	17.5
5400.00 INSURANCES - DISTRICT USE	145,000.00	133,458.00	133,458.00	92.0	0.00	11,542.00	7.9
5800.00 OTHER OPERATING EXP-DIST. USE	615,000.00	225,032.97	225,032.97	36.5	0.00	389,967.03	63.4
TOTAL: 5000	920,000.00	358,490.97	358,490.97	38.9	131,850.00	429,659.03	46.7
TOTAL: 1000-5999	920,000.00	358,490.97	358,490.97	38.9	131,850.00	429,659.03	46.7
7900.00 RESERVE FOR CONTINGENCIES	330,000.00	0.00	0.00	.0	0.00	330,000.00	100.0
TOTAL: 7000	330,000.00	0.00	0.00	.0	0.00	330,000.00	100.0
TOTAL: 1000-7999	1,250,000.00	358,490.97	358,490.97	28.6	131,850.00	759,659.03	60.7

Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,250,000.00	3,233.03	3,233.03	.2	0.00	1,246,766.97	99.7
TOTAL:	1000-5999	920,000.00	358,490.97	358,490.97	38.9	131,850.00	429,659.03	46.7
TOTAL:	1000-6999	920,000.00	358,490.97	358,490.97	38.9	131,850.00	429,659.03	46.7
TOTAL:	1000-7999	1,250,000.00	358,490.97	358,490.97	28.6	131,850.00	759,659.03	60.7
TOTAL EXPENSES	(1000 - 7999)	1,250,000.00	358,490.97	358,490.97	28.6	131,850.00	759,659.03	60.7

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	53,500.00	0.00	0.00	.0	0.00	53,500.00	100.0
8600.00 STATE REVENUES	1,366,097.00	339,890.89	339,890.89	24.8	0.00	1,026,206.11	75.1
8800.00 LOCAL REVENUES	592,512.00	0.00	0.00	.0	0.00	592,512.00	100.0
TOTAL: 8000	2,012,109.00	339,890.89	339,890.89	16.8	0.00	1,672,218.11	83.1
1100.00 CONTRACT CLASSROOM INST.	10,422,713.00	1,024,121.97	1,024,121.97	9.8	0.00	9,398,591.03	90.1
1200.00 CONTRACT CERT. ADMINI STRATORS	3,403,871.00	498,260.73	498,260.73	14.6	0.00	2,905,610.27	85.3
1300.00 INSTRUCTORS DAY/HOURLY	4,713,042.00	363,149.41	363,149.41	7.7	0.00	4,349,892.59	92.2
1400.00 NON-INSTRUCTION HOURLY CERT.	408,803.00	18,191.94	18,191.94	4.4	0.00	390,611.06	95.5
TOTAL: 1000	18,948,429.00	1,903,724.05	1,903,724.05	10.0	0.00	17,044,704.95	89.9
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	5,835,506.00	965,541.96	965,541.96	16.5	0.00	4,869,964.04	83.4
2200.00 INSTRUCTIONAL AIDS	787,211.00	114,414.44	114,414.44	14.5	0.00	672,796.56	85.4
2300.00 NON-INSTRUCTION HOURLY CLASS.	219,687.00	30,954.87	30,954.87	14.0	0.00	188,732.13	85.9
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	256,680.00	8,480.39	8,480.39	3.3	0.00	248,199.61	96.6
TOTAL: 2000	7,099,084.00	1,119,391.66	1,119,391.66	15.7	0.00	5,979,692.34	84.2
3100.00 CERTIFICATED RETIREMENT	1,344,987.00	143,697.23	143,697.23	10.6	0.00	1,201,289.77	89.3
3200.00 CLASSIFIED RETIREMENT	873,043.00	133,410.30	133,410.30	15.2	0.00	739,632.70	84.7
3300.00 OASDHI /FICA	860,090.00	116,215.71	116,215.71	13.5	0.00	743,874.29	86.4
3400.00 HEALTH AND WELFARE BENEFITS	4,217,744.00	642,308.05	642,308.05	15.2	0.00	3,575,435.95	84.7
3500.00 STATE UNEMPLOYMENT INSURANCE	13,464.00	1,496.37	1,496.37	11.1	0.00	11,967.63	88.8
3600.00 WORKERS COMPENSATION INSURANCE	483,437.00	73,361.65	73,361.65	15.1	0.00	410,075.35	84.8
3900.00 OTHER BENEFITS	89,418.00	14,338.96	14,338.96	16.0	0.00	75,079.04	83.9
TOTAL: 3000	7,882,183.00	1,124,828.27	1,124,828.27	14.2	0.00	6,757,354.73	85.7
4100.00 TEXTBOOKS	20,215.00	0.00	0.00	.0	20,000.00	215.00	1.0
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	33,303.00	87.00	87.00	.2	432.54	32,783.46	98.4
4300.00 INSTRUCTIONAL SUPPLIES	73,323.93	932.31	932.31	1.2	28,013.79	44,377.83	60.5
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	10,031.00	0.00	0.00	.0	0.00	10,031.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	437,406.00	13,601.79	13,601.79	3.1	264,817.50	158,986.71	36.3
4700.00 FOOD SUPPLIES	3,243.00	0.00	0.00	.0	0.00	3,243.00	100.0
TOTAL: 4000	577,521.93	14,621.10	14,621.10	2.5	313,263.83	249,637.00	43.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	838,366.07	4,485.00	4,485.00	.5	527,365.80	306,515.27	36.5
5200.00 TRAVEL & CONFERENCE EXPENSES	134,394.00	6,723.34	6,723.34	5.0	12,813.85	114,856.81	85.4
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	112,379.00	27,926.77	27,926.77	24.8	53,942.18	30,510.05	27.1
5400.00 INSURANCES - DISTRICT USE	1,000.00	0.00	0.00	.0	0.00	1,000.00	100.0
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	1,475,697.00	259,924.52	259,924.52	17.6	1,190,611.50	25,160.98	1.7
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	900,429.00	82,352.78	82,352.78	9.1	416,244.71	401,831.51	44.6
5800.00 OTHER OPERATING EXP-DIST. USE	342,126.00	21,889.06	21,889.06	.0	50,733.00	313,282.06	100.0
TOTAL: 5000	3,804,391.07	359,523.35	359,523.35	9.4	2,251,711.04	1,193,156.68	31.3
TOTAL: 1000-5999	38,311,609.00	4,522,088.43	4,522,088.43	11.8	2,564,974.87	31,224,545.70	81.5

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	13,000.00	0.00	0.00	.0	0.00	13,000.00	100.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	263,041.00	35,498.98	35,498.98	13.4	52,807.71	174,734.31	66.4
TOTAL: 6000	276,041.00	35,498.98	35,498.98	12.8	52,807.71	187,734.31	68.0
TOTAL: 1000-6999	38,587,650.00	4,557,587.41	4,557,587.41	11.8	2,617,782.58	31,412,280.01	81.4

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,012,109.00	339,890.89	339,890.89	16.8	0.00	1,672,218.11	83.1
TOTAL:	1000-5999	38,311,609.00	4,522,088.43	4,522,088.43	11.8	2,564,974.87	31,224,545.70	81.5
TOTAL:	1000-6999	38,587,650.00	4,557,587.41	4,557,587.41	11.8	2,617,782.58	31,412,280.01	81.4
TOTAL:	1000-7999	38,587,650.00	4,557,587.41	4,557,587.41	11.8	2,617,782.58	31,412,280.01	81.4
TOTAL EXPENSES	(1000 - 7999)	38,587,650.00	4,557,587.41	4,557,587.41	11.8	2,617,782.58	31,412,280.01	81.4

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	26,573.00	194.71	194.71	.7	0.00	26,378.29	99.2
TOTAL: 8000	26,573.00	194.71	194.71	.7	0.00	26,378.29	99.2
2300.00 NON-INSTRUCTION HOURLY CLASS.	23,930.00	0.00	0.00	.0	0.00	23,930.00	100.0
TOTAL: 2000	23,930.00	0.00	0.00	.0	0.00	23,930.00	100.0
3300.00 OASDHI /FICA	1,831.00	0.00	0.00	.0	0.00	1,831.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	12.00	0.00	0.00	.0	0.00	12.00	100.0
TOTAL: 3000	1,843.00	0.00	0.00	.0	0.00	1,843.00	100.0
TOTAL: 1000-5999	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	26,573.00	194.71	194.71	.7	0.00	26,378.29	99.2
TOTAL:	1000-5999	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0
TOTAL:	1000-6999	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0
TOTAL:	1000-7999	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0
TOTAL EXPENSES	(1000 - 7999)	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	20,067.00	0.00	0.00	.0	0.00	20,067.00	100.0
8600.00 STATE REVENUES	554,913.00	144,007.10	144,007.10	25.9	0.00	410,905.90	74.0
8800.00 LOCAL REVENUES	530,769.00	10,289.92	10,289.92	1.9	0.00	520,479.08	98.0
8900.00 OTHER FINANCING SOURCES	10,876.60	10,879.60	10,879.60	100.0	0.00	3.00-	.0
TOTAL: 8000	1,116,625.60	165,176.62	165,176.62	14.7	0.00	951,448.98	85.2
1100.00 CONTRACT CLASSROOM INST.	4,401,913.40	513,459.81	513,459.81	11.6	0.00	3,888,453.59	88.3
1200.00 CONTRACT CERT. ADMINISTRATORS	2,634,793.00	343,040.67	343,040.67	13.0	0.00	2,291,752.33	86.9
1300.00 INSTRUCTORS DAY/HOURLY	2,101,526.00	75,427.50	75,427.50	3.5	0.00	2,026,098.50	96.4
1400.00 NON-INSTRUCTION HOURLY CERT.	139,713.00	11,293.66	11,293.66	8.0	0.00	128,419.34	91.9
TOTAL: 1000	9,277,945.40	943,221.64	943,221.64	10.1	0.00	8,334,723.76	89.8
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,332,559.00	557,596.76	557,596.76	16.7	0.00	2,774,962.24	83.2
2200.00 INSTRUCTIONAL AIDS	579,584.00	71,718.67	71,718.67	12.3	0.00	507,865.33	87.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	94,020.00	15,914.60	15,914.60	16.9	0.00	78,105.40	83.0
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	360,659.00	7,970.00	7,970.00	2.2	0.00	352,689.00	97.7
TOTAL: 2000	4,366,822.00	653,200.03	653,200.03	14.9	0.00	3,713,621.97	85.0
3100.00 CERTIFICATED RETIREMENT	515,151.39	71,776.45	71,776.45	13.9	0.00	443,374.94	86.0
3200.00 CLASSIFIED RETIREMENT	533,848.00	78,758.81	78,758.81	14.7	0.00	455,089.19	85.2
3300.00 OASDHI /FICA	484,124.00	64,863.70	64,863.70	13.3	0.00	419,260.30	86.6
3400.00 HEALTH AND WELFARE BENEFITS	2,210,598.00	313,186.82	313,186.82	14.1	0.00	1,897,411.18	85.8
3500.00 STATE UNEMPLOYMENT INSURANCE	7,230.00	796.73	796.73	11.0	0.00	6,433.27	88.9
3600.00 WORKERS COMPENSATION INSURANCE	261,276.00	38,007.11	38,007.11	14.5	0.00	223,268.89	85.4
3900.00 OTHER BENEFITS	57,174.00	10,037.49	10,037.49	17.5	0.00	47,136.51	82.4
TOTAL: 3000	4,069,401.39	577,427.11	577,427.11	14.1	0.00	3,491,974.28	85.8
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	6,580.00	105.00	105.00	1.5	305.00	6,170.00	93.7
4300.00 INSTRUCTIONAL SUPPLIES	51,741.00	5,589.44	5,589.44	10.8	8,904.07	37,247.49	71.9
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	6,825.00	0.00	0.00	.0	0.00	6,825.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	155,464.00	5,225.22	5,225.22	3.3	95,718.73	54,520.05	35.0
TOTAL: 4000	220,610.00	10,919.66	10,919.66	4.9	104,927.80	104,762.54	47.4
5100.00 PERSON&CONSULTANT SVC-DIST USE	55,297.00	0.00	0.00	.0	27,203.00	28,094.00	50.8
5200.00 TRAVEL & CONFERENCE EXPENSES	61,088.00	3,233.28	3,233.28	5.2	1,940.00	55,914.72	91.5
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	43,190.00	26,431.33	26,431.33	61.1	3,339.62	13,419.05	31.0
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	722,737.00	69,570.39	69,570.39	9.6	634,716.61	18,450.00	2.5
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	425,971.00	18,946.79	18,946.79	4.4	272,415.49	134,608.72	31.6
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	5,500.00	0.00	0.00	.0	0.00	5,500.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	187,725.00	1,937.50	1,937.50	1.0	4,195.37	181,592.13	96.7
TOTAL: 5000	1,501,508.00	120,119.29	120,119.29	7.9	943,810.09	437,578.62	29.1
TOTAL: 1000-5999	19,436,286.79	2,304,887.73	2,304,887.73	11.8	1,048,737.89	16,082,661.17	82.7
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	600.00	0.00	0.00	.0	0.00	600.00	100.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
6300.00 LIBRARY BOOKS - EXPANSION	10,000.00	1,047.02	1,047.02	10.4	6,952.98	2,000.00	20.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	48,866.00	2,033.62	2,033.62	4.1	2,648.82	44,183.56	90.4
TOTAL: 6000	59,466.00	3,080.64	3,080.64	5.1	9,601.80	46,783.56	78.6
TOTAL: 1000-6999	19,495,752.79	2,307,968.37	2,307,968.37	11.8	1,058,339.69	16,129,444.73	82.7

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,116,625.60	165,176.62	165,176.62	14.7	0.00	951,448.98	85.2
TOTAL:	1000-5999	19,436,286.79	2,304,887.73	2,304,887.73	11.8	1,048,737.89	16,082,661.17	82.7
TOTAL:	1000-6999	19,495,752.79	2,307,968.37	2,307,968.37	11.8	1,058,339.69	16,129,444.73	82.7
TOTAL:	1000-7999	19,495,752.79	2,307,968.37	2,307,968.37	11.8	1,058,339.69	16,129,444.73	82.7
TOTAL EXPENSES	(1000 - 7999)	19,495,752.79	2,307,968.37	2,307,968.37	11.8	1,058,339.69	16,129,444.73	82.7

BDX110
 CHC UNRESTRICTED
 72 San Bernardino Community Col

BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 07/01/2013 TO 06/30/2014

#J2466

08/28/2013

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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	71.23	71.23	100.0	0.00	71.23-	.0
TOTAL: 8000	0.00	71.23	71.23	100.0	0.00	71.23-	.0

Fund: 51 BOOKSTORE FUND

SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENED/	UNENCUMBERED	=====	
SUMMARY BY OBJECT		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%	=====
TOTAL INCOME	(8000 - 8999)	0.00	71.23	71.23	100.0	0.00	71.23-	.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	121.70	121.70	4.0	0.00	2,878.30	95.9
TOTAL: 8000	3,000.00	121.70	121.70	4.0	0.00	2,878.30	95.9
2300.00 NON-INSTRUCTION HOURLY CLASS.	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
TOTAL: 2000	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
3300.00 OASDHI /FICA	153.00	0.00	0.00	.0	0.00	153.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	1.00	0.00	0.00	.0	0.00	1.00	100.0
TOTAL: 3000	154.00	0.00	0.00	.0	0.00	154.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	346.00	0.00	0.00	.0	0.00	346.00	100.0
TOTAL: 5000	346.00	0.00	0.00	.0	0.00	346.00	100.0
TOTAL: 1000-5999	2,500.00	0.00	0.00	.0	0.00	2,500.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	3,000.00	121.70	121.70	4.0	0.00	2,878.30	95.9
TOTAL:	1000-5999	2,500.00	0.00	0.00	.0	0.00	2,500.00	100.0
TOTAL:	1000-6999	2,500.00	0.00	0.00	.0	0.00	2,500.00	100.0
TOTAL:	1000-7999	2,500.00	0.00	0.00	.0	0.00	2,500.00	100.0
TOTAL EXPENSES	(1000 - 7999)	2,500.00	0.00	0.00	.0	0.00	2,500.00	100.0

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: September 12, 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

Purchase Orders between the range 140871 – 141378 are attached for review, except those reviewed through the contract agenda item. 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.

PO No.	Vendor Name	Purchase Order Description	Amount
141041	SMART & FINAL IRIS CO	CDC Food Supplies	\$ 3,800.00
141042	STATER BROS MARKETS	CDC Food Supplies	\$ 2,950.00
141367	STATER BROS MARKETS	CDC Food Supplies	\$ 500.00
141119	SBVC BOOKSTORE	Commencement Supplies	\$ 369.36
140908	ACBO	Conference	\$ 85.00
140909	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 1,101.10
140897	CENTER FOR ACADEMIC DEVELOPMENT	Conference	\$ 585.00
140898	VASQUEZ, TATIANA	Conference	\$ 1,430.00
140918	SIMONSON, KRISTI	Conference	\$ 157.63
140919	RP GROUP, THE	Conference	\$ 400.00
140920	GAMBOA, BENJAMIN	Conference	\$ 185.00
140932	MANIAOL, ALBERT	Conference	\$ 853.55
140945	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 1,365.00
140947	CHAVIRA, REJOICE C	Conference	\$ 383.01
140962	LEARNQUEST	Conference	\$ 1,274.00
140985	REESE, GARY	Conference	\$ 1,200.00
141044	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 600.00
141045	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 600.00
141046	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 570.00
141043	COUCH, KEN	Conference	\$ 1,200.00
141114	RIGGS, MICHELLE A	Conference	\$ 777.00
141115	RIGGS, MICHELLE A	Conference	\$ 2,905.00
141116	COUNCIL FOR ADVANCEMENT AND	Conference	\$ 1,310.00
141117	CHILDERS, KAREN	Conference	\$ 777.00
141118	CHILDERS, KAREN	Conference	\$ 2,905.00
141122	COUCH, KEN	Conference	\$ 1,349.38
141123	SAN BERNARDINO COUNTY SUPT	Conference	\$ 10.00
141124	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 176.95
141113	SECURITY ON CAMPUS INC	Conference	\$ 99.00
141120	CENTER FOR ACADEMIC DEVELOPMENT	Conference	\$ 585.00
141121	HEIBEL, TODD	Conference	\$ 1,190.00
141177	KUCK, GLEN	Conference	\$ 350.00
141178	CHANG, ANDREW	Conference	\$ 30.00
141180	KAMMER, KEVIN	Conference	\$ 6,243.56
141179	COUNTY OF SAN BERNARDINO	Conference	\$ 225.00
141196	CCCAOE	Conference	\$ 395.00
141197	CCCAOE	Conference	\$ 395.00
141198	ISAAC, MATTHEW K	Conference	\$ 200.00
141191	COUNCIL FOR RESOURCE DEVELOPMENT	Conference	\$ 1,190.00
141194	TRUSSELL, DEANNA	Conference	\$ 689.30
141195	LEVESQUE, ROBERT	Conference	\$ 642.00
141215	CCCEOPSA	Conference	\$ 360.00
141216	CCCEOPSA	Conference	\$ 360.00
141273	TORRES, JOSE	Conference	\$ 140.00

PO No.	Vendor Name	Purchase Order Description	Amount
141286	MANIAOL, ALBERT	Conference	\$ 794.00
141287	MANIAOL, ALBERT	Conference	\$ 500.00
141288	MANIAOL, ALBERT	Conference	\$ 195.00
141300	ROWLEY, KATHLEEN	Conference	\$ 100.00
141301	RODRIGUEZ, MARIA DEL CARMEN	Conference	\$ 951.30
141304	GRAND HYATT SEATTLE	Conference	\$ 1,057.64
141317	LEARNQUEST	Conference	\$ 1,274.00
141318	RP GROUP, THE	Conference	\$ 350.00
141328	ELLUCIAN INC	Conference	\$ 2,000.00
141329	HYATT REGENCY RESTON	Conference	\$ 1,008.00
141330	BOND, JOYCE	Conference	\$ 971.00
141323	COUCH, KEN	Conference	\$ 2,180.00
141324	BLANQUET, FRANCISCO	Conference	\$ 2,180.00
141325	SMITH, TERRIA OZIE	Conference	\$ 2,180.00
141322	TRUSSELL, DEANNA	Conference	\$ 80.40
141326	BLANQUET, FRANCISCO	Conference	\$ 160.44
141327	BLANQUET, FRANCISCO	Conference	\$ 319.59
141355	TILLMAN, SHALITA	Conference	\$ 630.30
141368	CCCCIO	Conference	\$ 375.00
141193	CALIFORNIA WORKFORCE ASSOC	Conference	\$ 595.00
141189	ZUNIE, JOSHUA	Conference	\$ 2,425.10
141254	WOO, JOANN	Conference	\$ 2,470.00
140981	CCCCIO	Dues & Memberships	\$ 300.00
140951	ASSOCIATION OF PUBLIC	Dues & Memberships	\$ 4,725.00
140992	HSA CCC	Dues & Memberships	\$ 150.00
140993	REVOLVING CASH	Dues & Memberships	\$ 7,315.00
141265	CCLC	Dues & Memberships	\$ 23,017.00
141266	AMERICAN COUNCIL ON EDUCATION	Dues & Memberships	\$ 1,487.00
141291	CACCRAO REGISTRATION C/O SBCC	Dues & Memberships	\$ 200.00
141334	CALIFORNIA PUBLIC TV	Dues & Memberships	\$ 1,000.00
141369	BIG BEAR CHAMBER OF COMMERCE	Dues & Memberships	\$ 125.00
140906	CCLC	Dues & Memberships	\$ 1,500.00
140907	SBCSS	Dues & Memberships	\$ 250.00
140964	CCCCSSAA	Dues & Memberships	\$ 300.00
140994	HSA CCC	Dues & Memberships	\$ 150.00
141255	CCLC	Dues & Memberships	\$ 6,750.00
141335	NATIONAL PUBLIC RADIO INC	Dues & Memberships	\$ 12,300.00
141356	NASFAA	Dues & Memberships	\$ 2,051.00
141173	FOUNDATION FOR CALIFORNIA COMM	Dues & Memberships	\$ 800.00
140904	IEEP	Dues & Memberships	\$ 5,000.00
140905	US BANK CORPORATE PMT SYSTEMS	Equipment	\$ 525.00
140913	MOORE MEDICAL CORPORATION	Equipment	\$ 1,399.37
140953	DIGITAL BUYER	Equipment	\$ 278.64
140952	HARLOW'S KITCHEN CONCEPTS	Equipment	\$ 280.37

PO No.	Vendor Name	Purchase Order Description	Amount
140965	US BANK CORPORATE PMT SYSTEMS	Equipment	\$ 376.92
140995	DIGITAL BUYER	Equipment	\$ 835.92
140996	HOME DEPOT, THE	Equipment	\$ 376.92
141108	HAWORTH INC	Equipment	\$ 2,523.08
141127	DESERT BUSINESS INTERIORS	Equipment	\$ 7,257.60
141107	TUFFSTUFF FITNESS EQUIP	Equipment	\$ 5,827.68
141171	G/M BUSINESS INTERIORS	Equipment	\$ 858.57
141172	PACIFIC STAINLESS	Equipment	\$ 468.72
141264	STAPLES	Equipment	\$ 320.72
141258	AMAZON.COM	Equipment	\$ 820.78
141263	ROGERS ATHLETICS CO	Equipment	\$ 3,395.88
141276	INTERIOR OFFICE SOLUTIONS	Equipment	\$ 8,151.35
141283	DELL COMPUTER COMPANY	Equipment	\$ 1,367.77
141336	GRAINGER INC, W W	Equipment	\$ 1,573.02
141357	G/M BUSINESS INTERIORS	Equipment	\$ 285.26
141083	WESTERLING, KARIN	Grant Stipend	\$ 400.00
141084	SALINE, CHRISTIANA	Grant Stipend	\$ 400.00
141085	ROWE, KATHY	Grant Stipend	\$ 400.00
141086	ROWE, BRYAN	Grant Stipend	\$ 400.00
141087	PINA, MEDINA	Grant Stipend	\$ 400.00
141088	MCFERREN, MARK	Grant Stipend	\$ 400.00
141089	LONG, KATE	Grant Stipend	\$ 400.00
141090	LACANLALE, DONALD	Grant Stipend	\$ 400.00
141091	KARPOW, SHAUN	Grant Stipend	\$ 400.00
141092	HERLIHY, RACHELLE	Grant Stipend	\$ 400.00
141093	GIDCUMB, BECKY	Grant Stipend	\$ 400.00
141094	DEVOE, PAUL	Grant Stipend	\$ 400.00
141095	DEISTER, MYRA	Grant Stipend	\$ 400.00
141096	DAVIDSON, WILLIAM	Grant Stipend	\$ 400.00
140954	CHERRY VALLEY NURSERY	Grounds Supplies	\$ 500.00
140884	GRILLO'S FILTER SALES	HVAC Supplies	\$ 7,000.00
141262	RIDDELL/ALL AMERICAN SPORTS	Instructional Supplies	\$ 2,707.88
140923	STAPLES	Instructional Supplies	\$ 619.98
140934	KEN'S SPORTING GOODS	Instructional Supplies	\$ 4,863.41
140955	HARDY DIAGNOSTICS	Instructional Supplies	\$ 200.00
140966	HARDY DIAGNOSTICS	Instructional Supplies	\$ 3,816.41
140942	SOCCER CENTER	Instructional Supplies	\$ 100.42
140956	AMAZON.COM	Instructional Supplies	\$ 70.76
140957	AMAZON.COM	Instructional Supplies	\$ 159.30
140967	WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	\$ 718.70
140980	STATER BROS MARKETS	Instructional Supplies	\$ 400.00
140997	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$ 9,210.61
140998	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$ 300.00
140999	SPORT DECALS	Instructional Supplies	\$ 521.63

PO No.	Vendor Name	Purchase Order Description	Amount
141000	NASCO WEST	Instructional Supplies	\$ 389.67
141001	VWR INTERNATIONAL DBA	Instructional Supplies	\$ 213.75
141002	HENRY SCHEIN	Instructional Supplies	\$ 697.78
141003	TRI-ANIM HEALTH SERVICES	Instructional Supplies	\$ 444.44
141004	SCIENCE LAB SUPPLIES	Instructional Supplies	\$ 586.48
141005	MEDCO SPORTS MEDICINE	Instructional Supplies	\$ 6,235.69
141037	AMAZON.COM	Instructional Supplies	\$ 202.73
141050	NILES BIOLOGICAL INC	Instructional Supplies	\$ 99.46
141047	CM SCHOOL SUPPLY CO	Instructional Supplies	\$ 25,000.00
141048	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	\$ 15,000.00
141049	LAKESHORE LEARNING STORE	Instructional Supplies	\$ 15,000.00
141138	STAPLES	Instructional Supplies	\$ 115.32
141165	HARDY DIAGNOSTICS	Instructional Supplies	\$ 348.26
141166	FLINN SCIENTIFIC INC	Instructional Supplies	\$ 220.86
141167	BIO-RAD LABORATORIES	Instructional Supplies	\$ 69.56
141168	DELTA BIOLOGICALS	Instructional Supplies	\$ 116.64
141169	HANSEN, ROSEMARIE	Instructional Supplies	\$ 6.48
141170	MUSSON THEATRICAL	Instructional Supplies	\$ 187.06
141164	BOSCH POWER TOOLS	Instructional Supplies	\$ 79.27
141188	AIRGAS USA LLC	Instructional Supplies	\$ 20,000.00
141218	WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	\$ 526.50
141219	SYSCO FOOD SERVICES	Instructional Supplies	\$ 31,055.00
141223	MILLER, SARAH	Instructional Supplies	\$ 23.78
141225	FLINN SCIENTIFIC INC	Instructional Supplies	\$ 735.94
141244	SOCCER.COM	Instructional Supplies	\$ 833.93
141261	HL CORPORATION	Instructional Supplies	\$ 348.62
141338	AMAZON.COM	Instructional Supplies	\$ 32.39
141339	FLINN SCIENTIFIC INC	Instructional Supplies	\$ 649.50
141340	JASCO ANALYTICAL INSTRUMENTS	Instructional Supplies	\$ 91.80
141358	UNITED STATES PLASTIC CORP	Instructional Supplies	\$ 217.52
141359	BP MEDICAL SUPPLIES	Instructional Supplies	\$ 198.50
141360	STAPLES	Instructional Supplies	\$ 104.07
141371	HOME DEPOT, THE	Instructional Supplies	\$ 1,000.00
141370	STAPLES	Instructional Supplies	\$ 74.17
140935	APPLE COMPUTER INC	IT Equipment	\$ 1,584.36
141163	APPLE COMPUTER INC	IT Equipment	\$ 2,321.71
141242	COMPUTERLAND OF SILICON VALLEY	IT Equipment	\$ 26,510.00
141299	SIGMANET INC	IT Equipment	\$ 2,388.96
141315	STAPLES	IT Equipment	\$ 1,241.91
141316	AMAZON.COM	IT Equipment	\$ 840.24
141341	MYCOMMERCE INC	IT Equipment	\$ 291.45
141372	CDW GOVERNMENT INC	IT Equipment	\$ 497.71
141006	ABC DRIVE IN CLEANERS	Laundry	\$ 74.37
141260	PRESS-ENTERPRISE, THE	Magazines & Subscriptions	\$ 77.94

PO No.	Vendor Name	Purchase Order Description	Amount
141008	PHARMACIST'S LETTER	Magazines & Subscriptions	\$ 85.00
141009	CSPI / NUTRITION ACTION	Magazines & Subscriptions	\$ 20.00
141232	US BANK CORPORATE PMT SYSTEMS	Magazines & Subscriptions	\$ 60.00
141051	DIGITAL FLEX MEDIA INC	Media	\$ 770.66
140894	DIAZ, MARIA ELENA	Mileage Reimbursement	\$ 2,000.00
141011	MENCHACA, PATRICIA	Mileage Reimbursement	\$ 58.27
141010	DALE-CARTER, APRIL	Mileage Reimbursement	\$ 100.00
141070	ULLOA, JULIE	Mileage Reimbursement	\$ 100.00
141106	SILVA, STEVEN	Mileage Reimbursement	\$ 100.00
141129	CHATTERJEE, ACHALA	Mileage Reimbursement	\$ 499.95
141190	BRAGGINS, ALAN	Mileage Reimbursement	\$ 1,499.51
141343	BLANQUET, FRANCISCO	Mileage Reimbursement	\$ 5.00
141363	BENJAMIN, VEADA	Mileage Reimbursement	\$ 100.00
141013	TROXELL COMMUNICATIONS INC	Non-Instructional Supplies	\$ 1,355.40
141344	KELLY PAPER COMPANY	Non-Instructional Supplies	\$ 2,237.76
141238	CHC BOOKSTORE	Non-Instructional Supplies	\$ 75.00
141374	STAPLES	Non-Instructional Supplies	\$ 116.78
141052	SPICERS PAPER INC	Non-Instructional Supplies	\$ 1,237.46
141134	ASHLOCK, JESS	Non-Instructional Supplies	\$ 103.68
141135	KELLY PAPER COMPANY	Non-Instructional Supplies	\$ 680.88
141209	IDENTIFICATION AND SECURITY	Non-Instructional Supplies	\$ 927.50
140874	STAPLES	Non-Instructional Supplies	\$ 314.54
140879	PRIORITY MAILING SYSTEMS LLC	Non-Instructional Supplies	\$ 355.24
140876	STAPLES	Non-Instructional Supplies	\$ 481.26
140877	STAPLES	Non-Instructional Supplies	\$ 160.09
140873	STAPLES	Non-Instructional Supplies	\$ 571.05
140878	STAPLES	Non-Instructional Supplies	\$ 185.20
140885	STAPLES	Non-Instructional Supplies	\$ 522.79
140886	STAPLES	Non-Instructional Supplies	\$ 210.96
140887	STAPLES	Non-Instructional Supplies	\$ 683.97
140893	STAPLES	Non-Instructional Supplies	\$ 200.69
140925	DICK BLICK ART MATERIALS	Non-Instructional Supplies	\$ 222.01
140926	STAPLES	Non-Instructional Supplies	\$ 433.32
140936	ARS ENTERPRISES INC	Non-Instructional Supplies	\$ 111.89
140937	STAPLES	Non-Instructional Supplies	\$ 465.72
140940	REVOLVING CASH	Non-Instructional Supplies	\$ 91.66
140968	GLAXOSMITHKLINE PHARMACEUTICAL	Non-Instructional Supplies	\$ 2,000.00
140969	PHARMEDIX	Non-Instructional Supplies	\$ 15,000.00
140975	MOORE MEDICAL CORPORATION	Non-Instructional Supplies	\$ 1,000.00
140977	BADGE EXPRESS	Non-Instructional Supplies	\$ 15.58
140959	ZEE MEDICAL SERVICE INC	Non-Instructional Supplies	\$ 800.00
140941	STAPLES	Non-Instructional Supplies	\$ 227.64
140970	STAPLES	Non-Instructional Supplies	\$ 687.23
140979	STAPLES	Non-Instructional Supplies	\$ 191.55

PO No.	Vendor Name	Purchase Order Description	Amount
140976	STAPLES	Non-Instructional Supplies	\$ 296.89
140978	COMMUNICATIONS CENTER	Non-Instructional Supplies	\$ 167.00
141016	UNISOURCE PAPER	Non-Instructional Supplies	\$ 1,117.80
141015	MENCHACA, PATRICIA	Non-Instructional Supplies	\$ 244.94
141014	P & P UNIFORMS	Non-Instructional Supplies	\$ 404.95
141031	STAPLES	Non-Instructional Supplies	\$ 170.47
141033	AMAZON.COM	Non-Instructional Supplies	\$ 283.82
141032	STAPLES	Non-Instructional Supplies	\$ 92.76
141034	STAPLES	Non-Instructional Supplies	\$ 81.58
141053	HOME DEPOT, THE	Non-Instructional Supplies	\$ 5,000.00
141055	STAPLES	Non-Instructional Supplies	\$ 1,058.94
141063	STAPLES	Non-Instructional Supplies	\$ 93.93
141064	STAPLES	Non-Instructional Supplies	\$ 69.67
141065	CM SCHOOL SUPPLY CO	Non-Instructional Supplies	\$ 5,000.00
141066	KELLY PAPER COMPANY	Non-Instructional Supplies	\$ 4,000.00
141097	STAPLES	Non-Instructional Supplies	\$ 107.99
141100	ETR ASSOCIATES	Non-Instructional Supplies	\$ 213.49
141099	FASTSIGNS	Non-Instructional Supplies	\$ 184.25
141098	GRAINGER INC, W W	Non-Instructional Supplies	\$ 4,000.00
141136	ZEE MEDICAL SERVICE INC	Non-Instructional Supplies	\$ 500.00
141139	STAPLES	Non-Instructional Supplies	\$ 192.11
141159	SBCCD PRINTING SERVICES	Non-Instructional Supplies	\$ 200.00
141157	DS WATERS OF AMERICA INC	Non-Instructional Supplies	\$ 1,700.00
141158	CHEVRON & TEXACO CARD SERVICES	Non-Instructional Supplies	\$ 1,000.00
141160	SAN BERNARDINO COUTY	Non-Instructional Supplies	\$ 52.03
141161	BADGE EXPRESS	Non-Instructional Supplies	\$ 21.15
141203	STAPLES	Non-Instructional Supplies	\$ 342.93
141208	STAPLES	Non-Instructional Supplies	\$ 149.31
141199	STAPLES	Non-Instructional Supplies	\$ 438.96
141204	STAPLES	Non-Instructional Supplies	\$ 383.98
141206	STAPLES	Non-Instructional Supplies	\$ 74.21
141211	SPICERS PAPER INC	Non-Instructional Supplies	\$ 997.92
141213	AMAZON.COM	Non-Instructional Supplies	\$ 47.76
141214	SBVC BOOKSTORE	Non-Instructional Supplies	\$ 300.00
141217	STAPLES	Non-Instructional Supplies	\$ 431.70
141221	SBVC BOOKSTORE	Non-Instructional Supplies	\$ 3,000.00
141224	HOME DEPOT, THE	Non-Instructional Supplies	\$ 100.00
141227	CONSOLIDATED PLASTICS	Non-Instructional Supplies	\$ 256.12
141230	STAPLES	Non-Instructional Supplies	\$ 83.54
141234	STAPLES	Non-Instructional Supplies	\$ 174.18
141236	HOME DEPOT, THE	Non-Instructional Supplies	\$ 1,077.50
141240	HOME DEPOT CREDIT SERVICES	Non-Instructional Supplies	\$ 2,000.00
141257	STAPLES	Non-Instructional Supplies	\$ 54.85
141280	STAPLES	Non-Instructional Supplies	\$ 274.26

PO No.	Vendor Name	Purchase Order Description	Amount
141281	STAPLES	Non-Instructional Supplies	\$ 105.56
141294	STAPLES	Non-Instructional Supplies	\$ 150.66
141306	YAU, MARGARET	Non-Instructional Supplies	\$ 172.53
141319	STAPLES	Non-Instructional Supplies	\$ 493.71
141320	STAPLES	Non-Instructional Supplies	\$ 375.01
141312	STAPLES	Non-Instructional Supplies	\$ 925.86
141345	DELL COMPUTER COMPANY	Non-Instructional Supplies	\$ 89.94
141364	SBVC BOOKSTORE	Non-Instructional Supplies	\$ 600.00
141365	AMAZON.COM	Non-Instructional Supplies	\$ 45.84
141366	STAPLES	Non-Instructional Supplies	\$ 1,078.27
141375	STAPLES	Non-Instructional Supplies	\$ 371.58
141377	GLOBAL PROTECTION CORP	Non-Instructional Supplies	\$ 500.00
141376	SBVC BOOKSTORE	Non-Instructional Supplies	\$ 1,000.00
141231	STAPLES	Non-Instructional Supplies	\$ 172.69
141246	STATER BROS MARKETS	Operational Expenses & Fees	\$ 1,299.00
141056	US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	\$ 1,000.00
140871	STATE BOARD OF EQUALIZATION	Operational Expenses & Fees	\$ 300.00
140892	SBVC CAMPUS BUSINESS OFFICE	Operational Expenses & Fees	\$ 800.00
140928	ALL STAR ENGRAVING	Operational Expenses & Fees	\$ 324.00
140960	GARRETT, LAVONNE	Operational Expenses & Fees	\$ 982.80
141019	UITHOVEN, LINDA	Operational Expenses & Fees	\$ 400.00
141020	UITHOVEN, CRISS	Operational Expenses & Fees	\$ 400.00
141062	AMAZON.COM	Operational Expenses & Fees	\$ 26.46
141079	STOVER, MICHELLE	Operational Expenses & Fees	\$ 400.00
141081	CHRISTANSEN, JANEL	Operational Expenses & Fees	\$ 400.00
141155	SILVA, MARC	Operational Expenses & Fees	\$ 400.00
141156	LAM, PAULINE	Operational Expenses & Fees	\$ 400.00
141152	UMGD	Operational Expenses & Fees	\$ 432.00
141153	UMGD	Operational Expenses & Fees	\$ 2,160.00
141154	AMERICAN ARBITRATION ASSOC	Operational Expenses & Fees	\$ 75.00
141250	BEAUTIFULTHINGS PRODUCTIONS	Operational Expenses & Fees	\$ 11,000.00
141251	WRISTBAND RESOURCES	Operational Expenses & Fees	\$ 100.56
141253	WIDE EYE PRODUCTIONS	Operational Expenses & Fees	\$ 500.00
141247	SBCCD FINANCIAL AID	Operational Expenses & Fees	\$ 25,000.00
141311	TARA MATERIALS INC	Operational Expenses & Fees	\$ 4,957.20
140890	GARCIA, RUDY J	Other Student Aid	\$ 2,000.00
140891	EVANS, ANNETTE	Other Student Aid	\$ 4,000.00
141021	CHC BOOKSTORE	Other Student Aid	\$ 100,000.00
141022	CHC BOOKSTORE	Other Student Aid	\$ 10,000.00
141057	CHC BOOKSTORE	Other Student Aid	\$ 3,000.00
141151	JEFFERSON, JASMINE	Other Student Aid	\$ 600.00
141220	SBVC BOOKSTORE	Other Student Aid	\$ 224,576.00
141239	SBVC CAMPUS BUSINESS OFFICE	Other Student Aid	\$ 1,600.00
141347	RPW SERVICES INC	Pest Control	\$ 4,860.00

PO No.	Vendor Name	Purchase Order Description	Amount
141150	VERIZON WIRELESS	Phone Utilities	\$ 2,280.60
141308	AT&T	Phone Utilities	\$ 828.00
141309	AT&T	Phone Utilities	\$ 828.00
141310	AT&T	Phone Utilities	\$ 1,140.00
141348	VERIZON BUSINESS	Phone Utilities	\$ 240.00
140872	FEDERAL EXPRESS	Postage & Freight	\$ 150.00
141149	COLVEY, KIRSTEN	Postage & Freight	\$ 44.95
141200	US POSTAL SERVICE	Postage & Freight	\$ 12,000.00
141201	US POSTAL SERVICE	Postage & Freight	\$ 400.00
141307	DIRECT CONNECTION	Postage & Freight	\$ 10,322.61
141023	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 500.00
141058	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 5,500.00
141144	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 500.00
141145	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 500.00
141146	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 100.00
141147	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 100.00
141148	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 880.00
141349	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 600.00
141293	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 5,000.00
140929	AMAZON.COM	Reference Books	\$ 89.63
141030	AMAZON.COM	Reference Books	\$ 182.54
141078	CHC BOOKSTORE	Reference Books	\$ 685.20
141292	THOMSON REUTERS/BARCLAYS	Reference Books	\$ 305.00
141303	BARNES & NOBLE	Reference Books	\$ 218.54
140930	STATER BROS MARKETS	Refreshments	\$ 500.00
140938	SBVC FOOD SERVICES	Refreshments	\$ 1,923.25
140971	STATER BROS MARKETS	Refreshments	\$ 500.00
141259	US BANK CORPORATE PMT SYSTEMS	Refreshments	\$ 38.98
141350	BANGASSER,SUSAN	Refreshments	\$ 150.00
141060	BEST GOLF CARTS INC	Repairs & Maintenance	\$ 500.00
141378	ARS ENTERPRISES INC	Repairs & Maintenance	\$ 2,042.14
141025	ENGINEERED COMFORT SYSTEMS INC	Repairs & Maintenance	\$ 4,000.00
140931	CREST CHEVROLET/GEO	Repairs & Maintenance	\$ 540.00
140974	A & W CART SERVICE	Repairs & Maintenance	\$ 300.00
141028	LEMAY, PAUL	Repairs & Maintenance	\$ 669.60
141026	ALL AMERICAN SPORTS CORP	Repairs & Maintenance	\$ 1,143.00
141027	COACH.COM LLC	Repairs & Maintenance	\$ 446.84
141061	KUBICEK, JAMES J	Repairs & Maintenance	\$ 500.00
141054	TYPECARE OFFICE MACHINE SERV	Repairs & Maintenance	\$ 100.00
141142	SIEMENS INDUSTRY INC	Repairs & Maintenance	\$ 688.15
141222	MOWBRAY'S TREE SERVICE	Repairs & Maintenance	\$ 300.00
141290	GREEN TEAM MAINTENANCE AND	Repairs & Maintenance	\$ 5,998.00
141352	JOHNSON POWER SYSTEMS	Repairs & Maintenance	\$ 1,350.00
141353	CREST CHEVROLET/GEO	Repairs & Maintenance	\$ 540.00

PO No.	Vendor Name	Purchase Order Description	Amount
140888	PLUMBING PIPING & CONST INC	Repairs & Maintenance	\$ 10,000.00
141141	BUUS, JACKIE	Revoling Cash	\$ 177.29
141029	RAYNE WATER CONDITIONER	Water Treatment	\$ 498.00

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: Jose F. Torres, Director of Fiscal Services
DATE: September 12, 2013
SUBJECT: Quarterly Financial Status Report

RECOMMENDATION

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

OVERVIEW

The District is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the attached CCFS-311Q form.

ANALYSIS

This report reflects the District's ability to operate within its fiscal means, with the use of short-term borrowing to meet its cash flow needs. Questions may be addressed to the Fiscal Services Office.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2012-2013

District: (980) SAN BERNARDINO

Quarter Ended: (Q4) Jun 30, 2013

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	74,641,197	76,540,217	71,022,682	70,079,097
A.2	Other Financing Sources (Object 8900)	35,224	32,290	191,325	14,230
A.3	Total Unrestricted Revenue (A.1 + A.2)	74,676,421	76,572,507	71,214,007	70,093,327
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	67,898,960	66,026,349	66,221,819	65,124,165
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	5,165,504	3,571,100	9,217,552	2,609,269
B.3	Total Unrestricted Expenditures (B.1 + B.2)	73,064,464	69,597,449	75,439,371	67,733,434
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	1,611,957	6,975,058	-4,225,364	2,359,893
D. Fund Balance, Beginning					
D.1	Prior Year Adjustments + (-)	0	0	248,000	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	17,093,184	18,705,141	25,928,199	21,454,834
E.	Fund Balance, Ending (C. + D.2)	18,705,141	25,680,199	21,702,835	23,814,727
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	25.6%	36.9%	28.8%	35.2%

II. Annualized Attendance FTES:

Line	Description	2009-10	2010-11	2011-12	2012-2013
G.1	Annualized FTES (excluding apprentice and non-resident)	15,413	15,838	15,838	13,241

III. Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	As of the specified quarter ended for each fiscal year			
		2009-10	2010-11	2011-12	2012-2013
H.1	Cash, excluding borrowed funds		13,008,403	4,041,360	9,522,607
H.2	Cash, borrowed funds only		0	10,000,000	10,000,000
H.3	Total Cash (H.1+ H.2)	8,708,191	13,008,403	14,041,360	19,522,607

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	68,512,565	70,623,899	70,079,097	99.2%
I.2	Other Financing Sources (Object 8900)	12,450	12,450	14,230	114.3%
I.3	Total Unrestricted Revenue (I.1 + I.2)	68,525,015	70,636,349	70,093,327	99.2%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	70,177,621	72,482,134	65,124,165	89.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,540,978	2,609,273	2,609,269	100%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	72,718,599	75,091,407	67,733,434	90.2%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-4,193,584	-4,455,058	2,359,893	
L.	Adjusted Fund Balance, Beginning	21,454,834	21,454,834	21,454,834	
L.1	Fund Balance, Ending (C. + L.2)	17,261,250	16,999,776	23,814,727	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	23.7%	22.6%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? NO
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

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: Jose F. Torres, Director of Fiscal Services
DATE: September 12, 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 September 30, 2013 is estimated to be \$26,150,000. The interfund borrowing initiated in April 2013 – \$8 million from Capital Outlay and \$2 million from Workers Compensation – has been returned to its original funds.

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 2013-14

	PROJECTIONS												ACCRUALS	TOTAL
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Beginning Cash Balance	19,523	34,567	25,373	26,150	23,230	21,629	26,440	23,707	21,875	21,930	24,427	21,160		
Receipts														
Federal	11	120	201	-69	682	732	3	24	896	467	1,014	1,920		6,002
State	4,255	4,983	8,441	5,493	4,688	5,159	4,831	4,739	6,613	3,665	2,860	3,331		59,059
State Deferrals	15,124												8,023	23,148
Local	765	2,102	317	9	1,932	6,792	495	1,141	227	6,792	1,191	762		22,524
Temporary Borrowings														
Inc Transfer & Sale of Assets							23							23
Accounts Receivable/Accruals	468													468
Total Receipts	20,623	7,205	8,959	5,433	7,302	12,683	5,352	5,905	7,737	10,924	5,066	6,013	8,023	111,224
Disbursements														
Academic Salaries	-4	947	2,822	2,948	2,963	3,005	3,078	2,753	2,969	3,016	3,009	4,355		31,862
Classified Salaries	1,400	1,526	1,771	1,906	2,042	2,096	1,903	1,700	1,678	1,874	1,638	1,906		21,440
Benefits	651	1,176	1,395	1,422	1,414	1,440	1,411	1,367	1,354	1,393	1,337	2,093		16,452
Supplies & Materials	5	177	72	143	127	100	156	102	170	179	215	527		1,973
Other Operating Exp	171	2,476	2,014	1,628	1,437	1,073	1,375	1,462	1,277	1,691	1,866	3,967		20,438
Capital Outlay	33	32	31	78	115	90	68	275	94	115	116	465		1,512
Other Outgo		64	76	229	804	69	94	79	140	158	151	786		2,649
Loan Repayment		10,000												10,000
Accounts Payable/Accruals	3,322													3,322
Total Disbursements	5,579	16,399	8,182	8,354	8,902	7,871	8,085	7,737	7,682	8,427	8,333	14,098		109,648
Increase / (Decrease) in Cash Balance	15,044	-9,194	777	-2,921	-1,601	4,812	-2,733	-1,832	55	2,497	-3,267	-8,085		
Ending Cash Balance	34,567	25,373	26,150	23,230	21,629	26,440	23,707	21,875	21,930	24,427	21,160	13,075		

*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: September 12, 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 July 24, 2013 – August 23, 2013 (See attached)

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
JULY 24, 2013 – AUGUST 23, 2013**

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

No Clery Crimes

DISTRICT						
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No Clery Crimes

VALLEY						
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13-304	7/25/13	Marijuana	College Drive	7/25/13	12:03pm	Cited
13-306	7/26/13	Grand Theft Auto	Parking Lot #3	7/26/13	10:10pm	Report taken
13-307	7/27/13	Burglary	Pool Area	7/27/13	9:48am	Arrested
	7/30/13	Robbery	Esperanza	7/30/13	9:15pm	SBPD Handled



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
JULY 24, 2013 – AUGUST 23, 2013**

Case #	Reported	Reportable Clery Crimes	Location	Date (s)	Time (s)	Disposition
CRAFTON HILLS						
No Clery Crimes						
DISTRICT						
No Clery Crimes						
VALLEY						
13-304	7/25/13	Marijuana	College Drive	7/25/13	12:03pm	Cited
13-306	7/26/13	Grand Theft Auto	Parking Lot #3	7/26/13	10:10pm	Report taken
13-307	7/27/13	Burglary	Pool Area	7/27/13	9:48am	Arrested
	7/30/13	Robbery	Esperanza	7/30/13	9:15pm	SBPD Handled

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: September 12, 2013

SUBJECT: MOU: Out-of-Classification Assignments for Classified Employees

RECOMMENDATION

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

OVERVIEW

The District & Association met and the parties entered into MOUs for classified employees working outside of their regular classification.

ANALYSIS

The Memorandum of Understandings constitute the full and complete Agreement regarding out of classification assignments for respective classified employees.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER 291

This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, San Bernardino Community College District Chapter 291 (hereinafter, Association).

The District and the Association agree to approve the interim management assignment for Cory Brady, Senior Programmer/Analyst to Director of Administrative Application Systems, Management and Supervisor Employee Group, under the following stipulations:

1. The length of the assignment will be for a maximum of 12 months.
2. The Employee will be compensated from the Management Salary schedule at Range 16, Step A. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. The District and the Association agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during his assignment as Director of Administrative Application Systems.
4. Upon completion of the interim assignment, the Employee shall return to his regular classified position as Senior Programmer.
5. The District and the Association agree that during the interim assignment, the Employee's seniority as Development Associate will continue to accrue and the interim assignment will not be construed in any manner as a "break-in-service."
6. The District and the Association agree that should the District choose to fill the position on a permanent basis, the District's Management Recruitment process will be followed and open to all internal and external candidates.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the Interim Management assignment of Cory Brady.

The effective date of this MOU is August 1, 2013.

For the SBCCD District



Bruce Baron
Chancellor

Date

9/4/13

For CSEA, Chapter 291



Colleen Gamboa
President, CSEA Chapter 291



Beth Caskie

CSEA Labor Relations Representative

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER 291

This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, San Bernardino Community College District Chapter 291 (hereinafter, Association).

The District and the Association agree to approve the interim management assignment for Samuel Trejo, Financial Aid Coordinator, to Director, Financial Aid, Management and Supervisor Employee Group, under the following stipulations:

1. The length of the assignment will be for a maximum of 12 months.
2. The Employee will be compensated from the Management Salary schedule at Range 14, Step A. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. The District and the Association agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during his assignment as Director, Financial Aid.
4. Upon completion of the interim assignment, the Employee shall return to his regular classified position as Financial Aid Coordinator.
5. The District and the Association agree that during the interim assignment, the Employee's seniority as Financial Aid Coordinator will continue to accrue and the interim assignment will not be construed in any manner as a "break-in-service."
6. The District and the Association agree that should the District choose to fill the position on a permanent basis, the District's Management Recruitment process will be followed and open to all Internal and external candidates.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the Interim Management assignment of Samuel Trejo.

The effective date of this MOU is August 1, 2013.

For the SBCCD District



Bruce Baron
Chancellor

Date

9/4/13

For CSEA, Chapter 291



Colleen Gamboa
President, CSEA Chapter 291



Beth Caskie
CSEA Labor Relations Representative

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER 291

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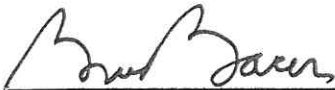
The District and the Association agree to approve the interim management assignment for Larry Aycock, Admissions & Records Coordinator to Director of Admissions & Records, Management and Supervisor Employee Group, under the following stipulations:

1. The length of the assignment will be for a maximum of 12 months.
2. The Employee will be compensated from the Management Salary schedule at Range 14, Step A. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. The District and the Association agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during his assignment as Director of Admissions & Records.
4. Upon completion of the interim assignment, the Employee shall return to his regular classified position as Admissions & Records Coordinator.
5. The District and the Association agree that during the interim assignment, the Employee's seniority as Admissions & Records Coordinator will continue to accrue and the interim assignment will not be construed in any manner as a "break-in-service."
6. The District and the Association agree that should the District choose to fill the position on a permanent basis, the District's Management Recruitment process will be followed and open to all internal and external candidates.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the Interim Management assignment of Larry Aycock.

The effective date of this MOU is August 1, 2013.

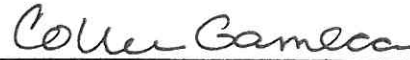
For the SBCCD District



Bruce Baron
Chancellor

Date 9/4/13

For CSEA, Chapter 291



Colleen Gamboa
President, CSEA Chapter 291



9.4.13
Beth Caskie
CSEA Labor Relations Representative

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER 291

This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, San Bernardino Community College District Chapter 291 (hereinafter, Association).

The District and the Association agree to approve the interim confidential assignment for Maria Torres, Clerical Assistant II, to Human Resource Technician, Confidential Employee Group, under the following stipulations:

1. The length of the assignment will be for a maximum of 6 months.
2. The Employee will be compensated from the Confidential Salary schedule at Range 1, Step A. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. The District and the Association agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during her assignment as Human Resource Technician.
4. Upon completion of the interim assignment, the Employee shall return to her regular classified position as Clerical Assistant II.
5. The District and the Association agree that during the interim assignment, the Employee's seniority as Clerical Assistant II will continue to accrue and the interim assignment will not be construed in any manner as a "break-in-service."
6. The District and the Association agree that should the District choose to fill the position on a permanent basis, the District's Confidential Recruitment process will be followed and open to all internal and external candidates.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the Interim Confidential assignment of Maria Torres.

The effective date of this MOU is August 1, 2013.

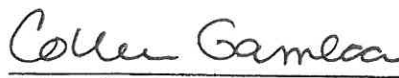
For the SBCCD District



Bruce Baron
Chancellor

Date 9/4/13

For CSEA, Chapter 291



Colleen Gamboa
President, CSEA Chapter 291



Beth Caskie
CSEA Labor Relations Representative

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER #291

This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter # 291, (hereinafter, Association).

The District and the Association agree to approve the Interim confidential assignment for Kelly Bingham, Administrative Assistant I, to Administrative Assistant II, Confidential Employee Group, under the following stipulations:

1. The length of the assignment will be for a maximum of 12 months.
2. The Employee will be compensated from the Confidential Salary schedule at Range 4, Step A. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. The District and the Association agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during her assignment as Administrative Assistant II.
4. Upon completion of the Interim assignment, the Employee shall return to her regular classified position as Administrative Assistant I.
5. The District and the Association agree that during the Interim assignment, the Employee's seniority as Administrative Assistant I will continue to accrue and the interim assignment will not be construed in any manner as a "break-in-service".
6. The District and the Association agree that should the District choose to fill the position on a permanent basis, the District's Confidential Recruitment process will be followed and open to all internal and external candidates.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the Interim Confidential assignment of Kelly Bingham.

The effective date of this MOU is July 12, 2013.

For the SBCCD District



Tanya Rogers
Interim Vice Chancellor HR

Date 7/13/13

For CSEA, Chapter 291



Colleen Gamboa
President, CSEA Chapter 291



Beth Caskie
CSEA Labor Relations Representative

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER #291

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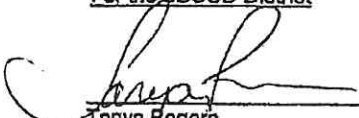
The District and the Association agree to approve the Interim supervisory assignment for Yvonne Powers, Development Associate, KVCR, to Development and Planning Supervisor, Management and Supervisor Employee Group, under the following stipulations:

1. The length of the assignment will be for a maximum of 12 months.
2. The Employee will be compensated from the Management and Supervisory Salary schedule at Range 8, Step A. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA. The Employee will be afforded all the rights, privileges, powers and leave accruals appropriate for the position, except for those expressly stated herein.
3. The District and the Association agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during her assignment as Development and Planning Supervisor.
4. Upon completion of the Interim assignment, the Employee shall return to her regular classified position as Development Associate.
5. The District and the Association agree that during the Interim assignment, the Employee's seniority as Development Associate will continue to accrue and the interim assignment will not be construed in any manner as a "break-in-service."
6. The District and the Association agree that should the District choose to fill the position on a permanent basis, the District's Supervisory Recruitment process will be followed and open to all internal and external candidates.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the Interim Supervisory assignment of Yvonne Powers.


The effective date of this MOU is July 12, 2013.


For the SBCCD District


Tanya Rogers
Vice Interim Chancellor of HR

Date 7/3/13

For CSEA, Chapter 291


Colleen Gamboa
President, CSEA Chapter 291


Beth Gaskie
CSEA Labor Relations Representative

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER #291

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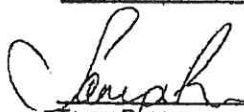
The District and the Association agree to approve the interim confidential assignment for Dennis Winters, Printing Operations Specialist, to Printing Operations Supervisor, Management and Supervisor Employee Group, under the following stipulations:

1. The length of the assignment will be for a maximum of 12 months.
2. The Employee will be compensated from the Management and Supervisor Salary schedule at Range B, Step A. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. The District and the Association agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during his assignment as Printing Operations Supervisor.
4. Upon completion of the interim assignment, the Employee shall return to his regular classified position as Printing Operations Specialist.
5. The District and the Association agree that during the interim assignment, the Employee's seniority as Printing Operations Specialist will continue to accrue and the interim assignment will not be construed in any manner as a "break-in-service."
6. The District and the Association agree that should the District choose to fill the position on a permanent basis, the District's Supervisory Recruitment process will be followed and open to all internal and external candidates.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the interim Supervisory assignment of Dennis Winters.


The effective date of this MOU is July 12, 2013.

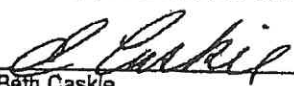
For the SBCCD District



Tanya Rogers
Interim Vice Chancellor HR
Date 7/13

For CSEA, Chapter 291



Colleen Gamboa
President, CSEA Chapter 291


Beth Caskie
CSEA Labor Relations Representative

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER #291

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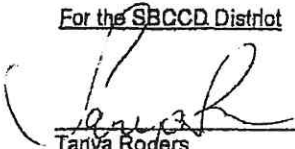
The District and the Association agree to approve the interim faculty teaching assignment for Jonathon Townsend, Instructional Assessment Technician - English, to Faculty position, Tutorial Center Coordinator, 12 months, under the following stipulations:

1. The length of the assignment will be for a maximum of 12 months.
2. During this period, the Employee will be classified as a faculty employee of the District.
3. The Employee will be compensated from the Faculty Salary schedule, Step 1, Column D. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
4. The District and the Association agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during his assignment as temporary faculty member in the position of Tutorial Center Coordinator.
6. Upon completion of the interim assignment, the Employee shall return to his regular classified position as Instructional Assessment Technician.
6. The District and the Association agree that during the interim assignment, the Employee's seniority as Instructional Assessment Technician will continue to accrue and the interim assignment will not be construed in any manner as a "break-in-service."
7. The District and the Association agree that should the District choose to fill the position on a permanent basis, the District's Faculty Recruitment Process will be followed and open to all internal and external qualified candidates.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the interim faculty appointment of Jonathan Townsend.


Dated this 3rd day of July, 2013.


For the SBCCD District


Tanya Rogers
Interim Vice Chancellor HR


9/4/13

For CSEA, Chapter 291


Colleen Gamboa
President, CSEA Chapter 291


Beth Caskie
CSEA Labor Relations Representative

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: September 12, 2013
SUBJECT: Applause Cards

RECOMMENDATION

This item is for information only. No action is required.

OVERVIEW

The attached individuals have received special recognition for extending that extra effort in providing quality service and valued assistance:

ANALYSIS

The *Caring Hands* Applause Card was developed so that employees, students, visitors and vendors would have the opportunity to recognize someone at SBCCD who provides outstanding quality and service.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

DISTRICT

Rychevic, Susan

SBVC

Aguayo, Rosa
Alcala, Amando
Alex-Schiel, Valerie (2)
Alvarez, Jose
Baber, Corrina
Beavor, Aaron
Benjamin, Veada
Berry, Patricia
Bingham, Kelly
Blackwell, Shari
Borja, Jose
Brown, Carol
Camacho, Albert (2)
Candelaria, Bridget (3)
Cardenas, Marcial
Collins, Dennis
Cornero, Vivana
Cota, Marco
Cross, Laura B.
Dale-Carter, April
Dean, Rebecca G.
Delgado, Arleen
Delgado, Rocio
Eation, Grayling
Flaa, Jonathan
Fozouni, Daihim
Fulgham, Abe
Gallagher, Debby (2)
Garcia, Rosalinda
Garcia, Stacy (2)
Goodrich, Kelly
Gordin, Ron
Gowen, Laura
Grishow, Kevin
Grotke, Angela
Gutierrez, Albert
Hernandez, Robert
Hollis, Patrice
Jackson, Torrey
Johnson, Janet (4)
Jollie, Melodie
Kates, Johnny (2)
Kelly, Dan
Kevari, John

Key, Sonji
King, Jimmy
Kracher, Gloria (2)
Laughlin, Larry
Lindsey, Carolyn
Luna, Linda M.
Marmolejo, Kathryn
Mason, Jerry (2)
Meyer, Stacy L.
Moore, Anita
Morrison, Tracy (2)
Nguyen, Cang
Nguyen, Hai Hanh T.
Nguyen, Joseph
Nguyen, Long
Nguyen, Tim
Ohigashi, Jerry
Ouellette, Ben
Parra, Guillermo (2)
Pasillas, Karol (3)
Perez, Marie
Petinak, Craig
Pham, Quang
Reynolds, Valen
Rodriguez, Judy N
Rodriguez, Vicky
Rojas, Cesar
Romo, Silvia
Sanchez, Julia
Sanchez, Mark
Scudder, Baybie
Shafer, Kris
Smith, Cecile
Smith, Mary
Sotelo, Jessica M.
Soto, Margie
Stark, Scott
Tappen, Darrell
Thomure, Bernnae
Trejo, Sam
Tymchek, Linda R.
Vargas, Gino
Vargas, Leticia
Wall, Patricia A.
Williams, Nicole (2)

CHC

Brady, Cory
Chavez, Isidro
Davis, Lynette
Raghavan, Girja
Rodriquez, Nicole
Simonson, Kristy