

**San Bernardino Community College District
Regular Meeting of the Board of Trustees
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, October 10, 2013 – 4:00 p.m. – Board Room**

- 1. CALL TO ORDER – PLEDGE OF ALLEGIANCE**
- 2. ANNOUNCEMENT OF CLOSED SESSION ITEMS**
 - a. Public Employee Performance Evaluation
Government Code 54957
Title: Chancellor
 - b. Conference with Labor Negotiators
Government Code 54957.6
Agency Negotiators: Bruce Baron and Jack Miyamoto
CTA
CSEA
Management/Supervisors
Confidential Employees
- 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 Supervisor James Ramos
- 8. APPROVAL OF MINUTES**
 - a. September 26, 2013 (p. 1)
- 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

- i. Consideration of Approval of Adjunct & Substitute Academic Employees (p. 4)
- ii. Consideration of Approval of Classified Contract Reduction (p. 6)
- iii. Consideration of Approval of Classified Employee Promotion (p. 7)
- iv. Consideration of Approval of Classified Employees (p. 8)
- v. Consideration of Approval of District Volunteers (p. 9)
- vi. Consideration of Approval of Faculty Chair Stipend (p. 12)
- vii. Consideration of Approval of Head & Assistant Coach Stipends (p. 13)
- viii. Consideration of Approval of Interim Management Appointment (p. 15)
- ix. Consideration of Approval of Management Appointment (p. 16)
- x. Consideration of Approval of Non-Instructional Pay for Academic Employees (p. 17)
- xi. Consideration of Approval of Revision to the Professional Expert Rate of Pay Schedule (p. 19)
- xii. Consideration of Approval of Salary Advancement for Academic Employees (p. 23)
- xiii. Consideration of Approval of Salary Step Advancement for Management Employees (p. 24)
- xiv. Consideration of Approval of Short Term, Substitute & Professional Expert Employees (p. 25)
- xv. Consideration of Approval of Temporary Academic Employee (p. 32)
- xvi. Consideration of Approval of New Management Job Descriptions (p. 33)
- xvii. Consideration of Approval of Revised Management Job Description (p. 41)

c. FISCAL SERVICES

- i. Consideration of Approval of Professional Services Agreements (p. 45)
- ii. Consideration of Approval of Routine Contracts (p. 50)
- iii. Consideration of Approval of Conference Attendance (p. 82)
- iv. Consideration of Approval of District/College Expenses (p. 89)

12. ACTION AGENDA

a. INSTRUCTIONAL/STUDENT SERVICES

- i. Consideration of Approval of Curriculum – SBVC (p. 97)

b. HUMAN RESOURCES

- i. Consideration of Acceptance of Classified Employee Retirement (p. 99)

c. FISCAL SERVICES

- i. Consideration of Approval of Amendment 005 - Steinberg Architects (p. 100)
- ii. Consideration of Approval of Budget Adjustments (p. 105)
- iii. Consideration of Approval of Contract – Braughton (p. 115)
- iv. Consideration of Approval of Contract - HMC Architects (p. 118)
- v. Consideration of Approval of Final Payment - CS Legacy (p. 121)
- vi. Consideration of Approval of Measure M Construction Change Orders & Amendments (p. 125)
- vii. Consideration of Approval of Surplus Property (p. 133)
- viii. Consideration of Approval of UCCAP Contracts (p. 135)
- ix. Consideration of Approval to Revise Authorized Signature List (p. 137)

13. INFORMATION ITEMS

- a. District Clery Act Compliance Report (p. 141)
- b. MOS CTA Article 13 & Article 16 (p. 143)
- c. MOU Out of Classification Assignment for Classified Employee (p. 146)
- d. Budget Report (p. 148)
- e. General Fund Cash Flow Analysis (p. 183)
- f. Measure M Construction Change Summary (p. 185)
- g. Purchase Order Report (p. 205)
- h. Applause Cards (p. 214)
- i. Annual Security Report (p. 219)

14. STAFF REPORTS

- a. SBVC
 - i. President
 - ii. Academic Senate
 - iii. Classified Senate
 - iv. Associates Students

- b. CHC
 - i. President
 - ii. Academic Senate
 - iii. Classified Senate
 - iv. Associates Students

- c. CTA
- d. CSEA

- 15. ADJOURN** – The next regular meeting of the Board of Trustees will be Thursday, November 14, 2013.

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

Minutes of the Meeting of the Board of Trustees
Thursday, September 26, 2013 – 4:00 p.m. – Board Room

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
Dr. Singer called the meeting to order at 4:03 p.m.

Members Present:

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

Members Absent:

Joseph Williams

Administrators Present:

Timothy L. Oliver, Interim Vice Chancellor Fiscal Services
Jack Miyamoto, Human Resources Consultant
Dr. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, Interim President, SBVC

Administrators Absent:

Bruce Baron, Chancellor

Trustee Longville led the Pledge of Allegiance.

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS
 - a. Public Employment - General Manager, KVCR, TV/FM
Government Code Section 54957
3. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
The following individuals spoke on closed session item:
Ron Berjles
Allan Borgen
Jeffrey McCumber
Martha Lipscomb

Gabriel Placentia
Juan Maldonado
Brian Sylva
Mike Sola
Lillian Vasquez
Darla Boone

4. CONVENE CLOSED SESSION
The Board convened to closed session at 4:23 p.m.
5. RECONVENE PUBLIC MEETING
The public meeting was reconvened at 5:45 p.m.
6. REPORT OF ACTION IN CLOSED SESSION
No action taken.
7. APPROVAL OF MINUTES
 - a. September 12, 2013
Trustee Ferracone moved, Trustee Harrison seconded, and the Board members voted as follows:

To approve the Minutes of September 12, 2013

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos
Flores (advisory), Sosa-Sanchez (advisory)
NOES: None
ABSENT: Baron, Williams
ABSTENTIONS: None
 - b. September 16, 2013
Trustee Longville moved, Trustee Henry seconded, and the Board members voted as follows:

To approve the Minutes of September 16, 2013

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos
Flores (advisory), Sosa-Sanchez (advisory)
NOES: None
ABSENT: Baron, Williams
ABSTENTIONS: None
8. PUBLIC COMMENT ON AGENDA ITEMS
None.
9. ACTION ITEM
 - a. Consideration of Approval of Conference Attendance

Trustee Ferracone moved, Trustee Longville seconded, and the Board members voted as follows:

To approve Conference Attendance.

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

NOES: None

ABSENT: Baron, Williams

ABSTENTIONS: None

b. Consideration of Approval of District/College Expenses

Trustee Harrison moved, Trustee Zoumbos seconded, and the Board members voted as follows:

To approve District/College Expenses.

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

NOES: None

ABSENT: Baron, Williams

ABSTENTIONS: None

10. STUDENT SUCCESS SCORECARD

Dr. James Smith and Keith Wurtz presented the data for the Student Success Scorecard Data for Crafton and Valley Colleges.

Tim Oliver introduced Larry Strong, Director of Audit.

11. ADJOURN

Dr. Singer adjourned the meeting at 6:34 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. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, Interim President, SBVC
DATE: October 10, 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
October 10, 2013

NAME	DISCIPLINE
Childress, Scott P.	Math
Rodriguez, Mike	Political Science

Crafton Hills College
Adjunct & Substitute Academic Employees
Fall 2013

Kowach, Melody	English
Williams, Jernine	History

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: October 10, 2013
SUBJECT: Consideration of Approval of Classified Contract Reduction

RECOMMENDATION

It is recommended that the Board of Trustees approve the reduction of the classified contract of Mike Sola for the Fall 2013 Semester.

OVERVIEW

Mike Sola is a full time classified employee who will be teaching one class this Fall semester for a total of five hours per week. Mike agrees to have his work schedule reduced by five hours to perform these duties.

ANALYSIS

It is necessary to reduce Mike Sola's contract to accommodate an academic hourly assignment. This classified contract reduction was "grandfathered" in before the limitation on classified contract reduction was put into effect.

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: October 10, 2013
SUBJECT: Consideration of Approval of Classified Employee Promotion

RECOMMENDATION

It is recommended that the Board of Trustees approve the promotion of Blanca Rosa Treacy-Abarca, Child Development Assistant, SBVC.

OVERVIEW

Blanca Rosa Treacy-Abarca, Child Development Assistant, SBVC, 15 hours/37.5 FTE, Classified Salary Schedule, Range 20, Step E, \$896.85 per month, transferred to Child Development Assistant, SBVC, 40 hours/1 FTE, Classified Salary Schedule Range 20, Step E at \$2,611.00 per month, effective October 11, 2013. Replacement for Raquel Garcia.

ANALYSIS

The employee went through the recruitment process and is being recommended to the position of Child Development Assistant, full-time, 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: October 10, 2013
SUBJECT: Consideration of Approval of Classified Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Katie Cooper, Police Dispatch Clerk, District.

OVERVIEW

Katie Cooper, Police Dispatch Clerk, District, full-time, 12-month position, Classified Salary Schedule Range 30, Step B, \$2,888 per month, effective October 11, 2013. Replacement for Melissa Heredia.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 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. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, Interim President, SBVC

DATE: October 10, 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
 October 11, 2013

NAME	ASSIGNMENT	DATE
Ashford, Wes	Social Sciences/Athletics	10/11/2013-12/31/2013
Attalah, Fadi	President's Office/Police Academies	10/11/2013-12/31/2013
Banuelos, Eduardo	President's Office/Police Academies	10/11/2013-12/31/2013
Bartman, Courtney	President's Office/Police Academies	10/11/2013-12/31/2013
Bertoldo, Johnny	President's Office/Police Academies	10/11/2013-12/31/2013
Campa, Eric	President's Office/Police Academies	10/11/2013-12/31/2013
Campos, Christopher	President's Office/Police Academies	10/11/2013-12/31/2013
Cardenas, Lupita	President's Office/Police Academies	10/11/2013-12/31/2013
Copley, Sean	President's Office/Police Academies	10/11/2013-12/31/2013
Cordova, Christopher A.	Social Sciences/Athletics	10/11/2013-12/31/2013
Crocker, Ian	President's Office/Police Academies	10/11/2013-12/31/2013
Dominguez, Luis	President's Office/Police Academies	10/11/2013-12/31/2013
Gastelum , Audrie J.	Student Services/ DSP&S	10/11/2013-12/20/2013
Gomez, Kenny	President's Office/Police Academies	10/11/2013-12/31/2013
Gonzalez, Brenda	President's Office/Police Academies	10/11/2013-12/31/2013
Hamm, Christopher	President's Office/Police Academies	10/11/2013-12/31/2013
Hanna, Benjamin J.	President's Office/Research Planning and Institutional Effectiveness	10/11/2013-12/06/2013
Jones, Justin	President's Office/Police Academies	10/11/2013-12/31/2013
Lewis, Abina	Social Sciences/Athletics	10/11/2013-12/31/2013
Litzenberger, Brian	President's Office/Police Academies	10/11/2013-12/31/2013
Lopez, Jorge	President's Office/Police Academies	10/11/2013-12/31/2013
Means, Ana	Arts & Humanities/Art	10/11/2013-12/20/2013
Mendez, Sergio	President's Office/Police Academies	10/11/2013-12/31/2013
Muro, Angel	President's Office/Police Academies	10/11/2013-12/31/2013
Nelson, Troy	Social Sciences/Athletics	10/11/2013-12/31/2013
Perez, Jr., Roberto	President's Office/Police Academies	10/11/2013-12/31/2013
Ramirez, Alfred	President's Office/Police Academies	10/11/2013-12/31/2013
Ramirez, Andrue	President's Office/Police Academies	10/11/2013-12/31/2013
Reed, Chad	President's Office/Police Academies	10/11/2013-12/31/2013
Rodriguez, Gerome	President's Office/Police Academies	10/11/2013-12/31/2013
Rosenbaum, Tyler	Applied Technology/Welding	10/11/2013-12/31/2013
Sahi, Mamta	President's Office/Research Planning and Institutional Effectiveness	10/11/2013-12/20/2013
Salas, Felipe	President's Office/Police Academies	10/11/2013-12/31/2013
Sanchez, Ean	President's Office/Police Academies	10/11/2013-12/31/2013
Sanchez, Hector	President's Office/Police Academies	10/11/2013-12/31/2013
Shaneyfelt-King, Christina	President's Office/Police Academies	10/11/2013-12/31/2013
Siegler, Joseph	President's Office/Police Academies	10/11/2013-12/31/2013
Slaven, Christopher	President's Office/Police Academies	10/11/2013-12/31/2013
Stone, Bradley	President's Office/Police Academies	10/11/2013-12/31/2013
Stuart, Michelle	President's Office/Police Academies	10/11/2013-12/31/2013
Thomas, Jr., Larry	President's Office/Campus Tech	10/11/2013-12/31/2013
Vasquez, Yazmin	President's Office/Police Academies	10/11/2013-12/31/2013
Young, Victor	President's Office/Police Academies	10/11/2013-12/31/2013

RATIFICATION**Cruzado, Jessika**

President's Office/Middle College HS

09/25/2013-12/31/2013

CRAFTON HILLS COLLEGE

Volunteers

Academic Year 2013-2014

Board of Trustees Meeting: October 10, 2013

NAME	ASSIGNMENT	DATE
Anderson, Matt	Fire Technology	08/30/2013-12/31/2013
Curtis, Sean	Fire Technology	09/12/2013-12/31/2013
El-Sherif, Tahirah	Counseling	10/11/2013-12/31/2013
Higgins, Courtney	Emergency Medical Services	10/11/2013-12/31/2013
Higgins, Kimberly	Emergency Medical Services	10/11/2013-12/31/2013
Marchiano, Joey	Anatomy	09/03/2013-12/31/2013
Murry, Geoffrey	Counseling, Disabled Students	09/11/2013-12/31/2013
Skelton, Jeffrey	Anatomy	09/03/2013-12/31/2013
VanTassel, Kenton	Emergency Medical Services	09/13/2013-12/31/2013

District

Volunteers

October 10, 2013

NAME	ASSIGNMENT	DATE
Manshester, Donovan	KVCR-TV/FM	10/11/2013-12/31/2013
Houlihan, Sean	KVCR-TV/FM	10/13/2013-12/31/2013
Martin, Cody	KVCR-TV/FM	10/11/2013-12/13/2013
Barranco, Joaquin	KVCR-TV/FM	10/11/2013-12/31/2013
Oraelas, Matt	KVCR-TV/FM	10/11/2013-12/31/2013
Guillen, Matt	KVCR-TV/FM	10/11/2013-12/31/2013
Milligan, Jason	KVCR-TV/FM	10/11/2013-12/13/2013
Dessesseau, Robert	KVCR-TV/FM	10/11/2013-12/31/2013
Simpson, George	KVCR-TV/FM	10/18/2013-12/31/2013
Mack, Debra	KVCR-TV/FM	10/11/2013-12/31/2013
Fields, J. Maxim	KVCR-TV/FM	10/11/2013-12/31/2013
Bentley, Justine Bentley	KVCR-TV/FM	10/11/2013-12/31/2013
Martinez, Sergio	KVCR-TV Production	10/11/2013-12/31/2013
Martinez, Sergio	KVCR-Development	10/20/2013-12/31/2013
Lark Winner	KVCR-Development	10/11/2013-12/31/2013
Jason Milligan	KVCR-Development	10/11/2013-12/31/2013

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron
Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Gloria M. Fisher
Interim President, SBVC
DATE: October 10, 2013
SUBJECT: Consideration of Approval of Faculty Chair Stipend

RECOMMENDATION

It is recommended that the Board of Trustees approve the Faculty Chair Stipend for the 2013-2014 academic year.

OVERVIEW

Roger Powell, Computer Information Technology and Computer Science, SBVC, was approved at the June 13, 2003, as faculty chair with an annual stipend of \$6,000.00. The correct stipend for this faculty chair assignment is \$7,000.00

ANALYSIS

Faculty Chairs are selected by faculty in accordance with an established campus process. Stipends for faculty chair are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA.

BOARD IMPERATIVE

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

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
Interim Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Dr. Gloria Fisher
Interim President, SBVC
DATE: October 10, 2013
SUBJECT: Consideration of Approval of Head & Assistant Coach Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve head and assistant coach stipends, SBVC.

OVERVIEW

The individuals on the attached list will serve as head and assistant coaches for the Fall 2013 Season.

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.

Mike Esquivel Jr.	Football, Assistant Coach	\$4,162.00
Kenneth Lawler	Football, Assistant Coach	\$4,683.00.
Jim Ratigan	Men's Cross Country Head Coach	\$6,764.00.

Jim Ratigan will assume the assignment of Head Coach in place of Wes Ashford who was previously approved as Head Coach at the August 8, 2013. Mr. Ashford will volunteer his coaching services for the Fall 2013 semester.

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: October 10, 2013
SUBJECT: Consideration of Approval of Interim Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the interim management appointment of Megan Crail, Interim Assistant Director, Applied Technologies Training, District.

OVERVIEW

Megan Crail, Interim Assistant Director, Applied Technologies Training, Management Salary Schedule Range 4, Step A at \$4,022 per month for 12 months of service, effective October 11, 2013. New position.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

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: October 10, 2013
SUBJECT: Consideration of Approval of Management Appointments

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Deborah Wasbotten, Director, Child Development Center, CHC, and Alfredo Cruz, General Manager, KVCR TV/FM, District.

OVERVIEW

Deborah Wasbotten, Director, Child Development Center, CHC, 12-month position, Management Salary Schedule Range 13, Step B, \$6,552 per month, effective October 11, 2013. Replacement for Susan Johnson.

Alfredo Cruz, General Manager, KVCR TV/FM, District, 12-month position, Management Salary Schedule Range 19, Step A, \$8,362 per month, effective October 3, 2013. New Position.

ANALYSIS

All requirements for employment processing 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. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, Interim President, SBVC

DATE: October 10, 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
October 10, 2013

Barajas-Zapata, Lydia, to participate in the Basic Skills Supplemental Instruction Project, 10-11-13 to 12-20-13, not to exceed 30 hours at \$43.16 per hour.

Beuche, William, to participate in the Basic Skills Supplemental Instruction Project, 10-11-13 to 12-20-13, not to exceed 30 hours at \$43.16 per hour.

Chaney, Nikia, to participate in the Basic Skills Supplemental Instruction Project, 10-11-13 to 12-20-13, not to exceed 30 hours at \$43.16 per hour.

Copeland, Mary, to participate in the Basic Skills Supplemental Instruction Project, 10-11-13 to 12-20-13, not to exceed 30 hours at \$43.16 per hour.

Jacobo, Magdalena, to participate in the Basic Skills Supplemental Instruction Project, 10-11-13 to 12-20-13, not to exceed 30 hours at \$43.16 per hour.

Johnson, Michael, Disabled Student Programs and Services, 10-11-13 to 6-30-14, not to exceed 207 hours per semester at \$43.16 per hour.

Jones, Edward, to participate in the Basic Skills Supplemental Instruction Project, 10-11-13 to 12-20-13, not to exceed 30 hours at \$43.16 per hour.

Marrs, Tracy, to participate in the Basic Skills Supplemental Instruction Project, 10-11-13 to 12-20-13, not to exceed 30 hours at \$43.16 per hour.

Noterangelo, Maria, to participate in the Basic Skills Supplemental Instruction Project, 10-11-13 to 12-20-13, not to exceed 30 hours at \$43.16 per hour.

Sievers, Jerry, to participate in the Basic Skills Supplemental Instruction Project, 10-11-13 to 12-20-13, not to exceed 30 hours at \$43.16 per hour.

Sogomonian, Nori, to participate in the Basic Skills Supplemental Instruction Project, 10-11-13 to 12-20-13, not to exceed 30 hours at \$43.16 per hour.

Crafton Hills College
Non-Instructional Pay
Fall 2013

Amendment:

Manning, Lucas, Dance Production Development and Direction, \$2,000.00, 10/01/13 – 12/13/13.

McLaren, Meridyth, Equivalency Evaluation of Two Part-time Instructors, \$43.16 per hour not to exceed 1.5 hours, 06/24/13.

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: October 10, 2013

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

RECOMMENDATION

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

OVERVIEW

The following classification has been added to the Professional Expert Rate of Pay Schedule: Human Resources Recruiter, at the hourly rate of \$20.00 effective October 11, 2013.

ANALYSIS

There are a large number of vacant positions throughout the District, for which current Human Resources staff cannot recruit for and fill in a timely manner with the current resources. In order to recruit for vacant positions in a more timely and efficient manner, it is recommended that a professional expert classification called Human Resources Recruiter be created to assist current Human Resources staff with the recruitment process.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

PROFESSIONAL EXPERT RATES OF PAY
Revised October 2013

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

Physician/EMT(EMS)/Respiratory Care/Fire Tech

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

PROFESSIONAL EXPERT ASSIGNMENT

SESSION RATE

Foster Parent Host	\$25.00
Musician	\$75.00

DAILY RATE

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

SEMESTER RATE

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

Medical Director (Respiratory
Care)

\$3,000.00

Board Approved: January 17, 2013
Revised: October 10, 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: October 10, 2013

SUBJECT: Consideration of Approval of Salary Advancement for Academic
Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the salary advancement for academic employees.

OVERVIEW

Julie McKee, Sociology Instructor, CHC, advancement in salary range due to additional coursework completed. She will advance from Column G, Step 17, \$83,931.68 per year for 177 days of service to Column H, Step 17, \$86,750.92 per year for 177 days of service, effective July 1, 2013.

ANALYSIS

The academic employees on the attached list have completed the number of units necessary for classification advancement per agreement between the SBCCD and SBCCDCTA/NEA.

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: October 10, 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, Vice President, Student Services, CHC.

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 effective August 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: October 10, 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

October 10, 2013

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Coleman, Irene A	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level II	10/11/13	12/20/13	\$21.00
Guevara, Evan A	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level IV	10/11/13	12/20/13	\$15.00
King, Tabatha M	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level III	10/11/13	12/20/13	\$18.00
Mele, Aimee A	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level III	10/11/13	12/20/13	\$18.00
Mendoza Macias, Jorge Armando	Disabled Student Programs & Services	SBVC	Assistant Instructor	10/11/13	12/20/13	\$20.00
McSherry, Lauren M	Grant Development & Management	SBVC	Grant Writer	10/11/13	12/20/13	\$30.00
Woo, Joanne C	FNX	DIST	TV Closed Captioning	10/11/13	12/31/13	\$15.00

Amend Board of August 8, 2013 to read as follows: Correction to start date

Rivers, Robert Justin	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	8/15/13		
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Ratification of employment is requested by the department for the employees listed below who worked prior to being approved by the Board of Trustees.

McSherry, Lauren M	Grant Development & Management	SBVC	Grant Writer	9/9/13	10/10/13	\$30.00
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**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Short Term Hourly Employees
October 10, 2013**

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Anderson, Sherin R	Basic Skills Committee - Office of Instruction	SBVC	Tutor II	10/11/13	12/20/13	\$11.00
Baker, Ashleigh V	Basic Skills Committee - Office of Instruction	SBVC	Tutor II	10/11/13	12/20/13	\$11.00
Bojorquez-Gonzalez, Samuel Osiris	Basic Skills Committee - Office of Instruction	SBVC	Tutor II	10/11/13	12/20/13	\$11.00
Bong, Brian Kian Sem	STAR Program	SBVC	Tutor III	10/11/13	12/24/13	\$13.00
Can, Francine	Student Success Center	SBVC	Tutor II	10/14/13	12/30/13	\$11.00
Del Aguila, Astrid Gianina	Basic Skills Committee - Office of Instruction	SBVC	Tutor II	10/11/13	12/20/13	\$11.00
Echeverria, Robert R	Student Success Center	SBVC	Tutor II	10/14/13	12/30/13	\$11.00
Grass, Kimberly A	Student Success Center	SBVC	Tutor II	10/14/13	12/30/13	\$11.00
Hernandez, Jason	Basic Skills Committee - Office of Instruction	SBVC	Tutor II	10/11/13	12/20/13	\$11.00
Hernandez Jr, Ruben	Basic Skills Committee - Office of Instruction	SBVC	Tutor II	10/11/13	12/20/13	\$11.00

Jurado, Lucero R	English	SBVC	Tutor III	10/14/13	12/21/13	\$13.00
Lindayen, Lorin Jorge Almonte	Basic Skills Committee - Office of Instruction	SBVC	Tutor II	10/11/13	12/20/13	\$11.00
Malone, Kevin Mark Penafiel	Basic Skills Committee - Office of Instruction	SBVC	Tutor II	10/11/13	12/20/13	\$11.00
McClain, Julie C	Office of Resource Development & Grants	CHC	Project Assistant I	10/11/13	12/31/13	\$9.00
Neiderhiser, Mandy N	Science Division	SBVC	Tutor II	10/11/13	12/20/13	\$11.00
Olivares, Kevin Jaciell	Basic Skills Committee - Office of Instruction	SBVC	Tutor II	10/11/13	12/20/13	\$11.00
Pamias, Kristina M	Art	CHC	Model (Undraped)	10/16/13	12/20/13	\$15.00
Rabago, Raquel C	Student Success Center	SBVC	Tutor II	10/14/13	12/30/13	\$11.00
Rojas, Isai Genaro	DSPS	SBVC	Project Assistant	10/11/13	11/22/13	\$12.00
Sanders, Lauren Janiene	Basic Skills Committee - Office of Instruction	SBVC	Tutor II	10/11/13	12/20/13	\$11.00
White, Joseph Anthony	Student Success Center	SBVC	Tutor II	10/14/13	12/30/13	\$11.00

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

Geangu, Alina	Tutoring Center	CHC	Tutor II	8/26/13	12/31/13	\$11.00
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Ratification is requested By: The HR Department to ratify the employee listed below to correct the employment dates.

Hynes, Jenna	Tutoring Center	CHC	Tutor III	8/17/13	12/31/13	
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Amend Board of August 8, 2013 to read as follows: Correction to End Date and Last Name

Meses, Venesa N	Art	CHC	Model (Undraped)		12/20/13	
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT Substitute Employees October 10, 2013						
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Batana, Guadalupe	Child Development Center	SBVC	Child Development Assistant	9/9/13	11/9/13	\$12.35
Campos, Norma A	Applied Technology, Transportation & Culinary Arts Department	SBVC	Secretary II	10/23/13	12/23/13	\$17.02
Carnero, Viviana L	Custodial	SBVC	Custodian	11/2/13	1/2/14	\$14.68/Day \$15.05/Swing
Cespedes, Carlos G	Custodial	SBVC	Custodian	8/27/13	10/27/13	\$14.68/Day \$15.05/Swing
Chaves, Isidro H	Custodial	CHC	Custodian	9/2/13	11/2/13	\$14.68/Day \$15.05/Swing
Clark Jr, Ellis L	Custodial	SBVC	Custodian	11/2/13	1/2/14	\$14.68/Day \$15.05/Swing
Espinoza, Clara	Payroll	DIST	Senior Payroll Accountant	9/2/13	11/2/13	\$21.78
Gundersen, Cynthia J	Instruction Office	SBVC	Administrative Assistant I	9/4/13	11/4/13	\$20.74
Hall, Suzan	Administrative Services	SBVC	Administrative Assistant I	9/3/13	9/4/13	\$20.74

Jackson, Rayshana	Administrative Services	SBVC	Mail Clerk	11/1/13	1/1/14	\$13.97
Jones, Michelle Y	Office of Student Life	SBVC	Secretary II	9/16/13	11/16/13	\$17.02
Jones, Terrel	Custodial	SBVC	Custodian	11/1/13	1/1/14	\$14.68/Day \$15.05/Swing
Laque-Ogea, Valerie	Child Development Center	SBVC	Child Development Assistant	9/9/13	11/9/13	\$12.35
Lopez, Paul V	Campus Technology Services	SBVC	Multimedia Specialist	9/16/13	11/16/13	\$17.44
Lopez, Rosa	Facilities	DIST	Lead Custodian	11/1/13	12/31/13	\$16.20
Matthews, Gabriel	District Computing Services	ANNEX	Senior Programmer Analyst	9/16/13	11/16/13	\$28.59
Miller, Beth	Administrative Services	SBVC	Switchboard Operator	9/2/13	11/2/13	\$13.97
Molina, Liliana	Campus Business Office	SBVC	Account Clerk I	11/2/13	1/2/14	\$14.31
Nguyen, Luong T	Biology	SBVC	Lab Technician	9/16/13	11/16/13	\$19.25
Porter, Janine	KVCR	DIST	Broadcast Operator	9/2/13	11/2/13	\$19.25
Poynter, Wonder M	Child Development Center	SBVC	Child Development Assistant	9/9/13	11/9/13	\$12.35
Reynolds, Valen L	Food Service	SBVC	Food Service Worker	11/2/13	1/2/14	\$11.75
Rodriguez, Victoria	Custodial	SBVC	Custodian	11/2/13	1/2/14	\$14.68/Day \$15.05/Swing
Ruiz, Lalanie M	Child Development Center	SBVC	Clerical Assistant I	9/9/13	11/9/13	\$12.65

Rykbos, Tiffany R	Food Service	SBVC	Food Service Worker	11/2/13	1/2/14	\$11.75
Samarin Sandez, Hisbirikia	HSI STEM PASS GO	SBVC	Secretary I	9/3/13	10/31/13	\$15.43
Sampson, Blanca O	Child Development Center	SBVC	Child Development Teacher	9/9/13	11/9/13	\$17.76
Sanchez, Mark C	Custodial	SBVC	Custodian	11/2/13	1/2/14	\$14.68/Day \$15.05/Swing
Scudder, Robert	Distributed Education	DIST	Instructional Support Specialist	9/16/13	11/16/13	\$28.59
Sullivan, Laurie A	Disabled Student Programs & Services	SBVC	Interpreting Services Specialist	9/2/13	10/1/13	\$20.74
Webber, Ian	Applied Technology, Transportation & Culinary Arts Department	SBVC	Lab Technician	10/13/13	12/13/13	\$19.25

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: October 10, 2013
SUBJECT: Consideration of Approval of Temporary Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the temporary academic appointment of Luis Mondragon, Development Studies Specialist, CHC.

OVERVIEW

Luis Mondragon, Developmental Studies Specialist, Non-Instructional Academic Employee, CHC, effective July 1, 2013 through June 30, 2014, 221 days of service, Column D, Step 1, (\$265.40 per diem). New position.

ANALYSIS

On October 25, 2012, the Board approved the temporary assignment for Luis Mondragon, as Development Studies Specialist, effective October 15, 2012 through June 30, 2013. It is necessary to extend his temporary assignment until the position is filled on a permanent basis.

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. Jack Miyamoto
Human Resources Consultant
DATE: October 10, 2013
SUBJECT: Consideration of Approval of New Management Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the new management job descriptions for Accounting Supervisor and Director, Facilities Planning & Construction.

OVERVIEW

The Accounting Supervisor is responsible for all areas related to accounting and financial reporting and ensuring that work is properly allocated, completed in a timely manner, and adheres to established policies and procedures.

The Director of Facilities Planning & Construction manages all District functions associated with facilities planning and construction; local bond, capital outlay and deferred maintenance programs and projects; hazardous materials; environmental health; safety; and energy conservation.

ANALYSIS

Both management positions are essential to the overall organization structure and consistent with the needs of District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

ACCOUNTING 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 direction of the appropriate administrator, the Accounting Supervisor is responsible for all areas related to accounting and financial reporting including preparation and analysis of general ledger, bank reconciliations, financial reporting, year-end audit, commercial warrants and other check disbursements, collection of accounts receivable, and deposits of funds. The Accounting Supervisor is responsible for ensuring that work is properly allocated, completed in a timely and accurate manner, and adheres to established policies and procedures.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plans, prioritizes, assigns, supervises, reviews, analyzes, advises, and approves the work of staff responsible for performing complex and highly technical financial record keeping and accounting duties for a variety of district operations and services including the preparation and maintenance of general ledger, bank reconciliations, financial reporting, year-end audit, commercial warrants and other check disbursements, collection of accounts receivable, and deposits of funds.
2. Assists in the preparation of reports for governmental jurisdiction including state and federal reports, retirement reports, use tax reports, Department of Education reports.
3. Reviews and implements changes in state and federal laws.
4. Establishes schedules and methods for providing technical accounting and financial record keeping services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
5. Ensure an accurate and timely reporting of all monthly, quarterly, and year-end close financial information.
6. Participates in the development of goals and objectives as well as policies and procedures to support campus fiscal and business operations; 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.
7. Participates in the preparation and administration of the assigned budget; submits budget recommendations; monitors expenditures.
8. Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
9. Provides accounting information and assistance to administrators and staff, responds to financial questions/concerns to meet district needs, coordinates communications with other departments and a variety of outside governmental offices and agencies.
10. Performs department audits; checks and reviews a variety of records, accounts, and reports for accuracy; assists with calculations; inspects for proper transactions, encumbrances, and allocation of categorical funds related to campus accounting functions.

11. Participates in year-end closing of the general ledger for year-end financial reporting.
12. Participates in annual audit with internal and external auditors; ensures audit is completed within District timelines.
13. Maintains records concerning operations and programs; prepares reports on operations and activities.
14. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of accounting and financial record keeping; incorporates new developments as appropriate into programs.
15. Supports the appropriate administrator with special projects and workflow process improvements
16. Performs other related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

Operations, services, and activities of a technical accounting and financial record keeping program.
 Principles and practices of accounting as related to a community college district.
 Application of electronic data processing to accounting practices and reporting requirements.
 Principles of supervision, training, and performance evaluation.
 Basic principles and practices of budget preparation and administration.
 Principles and procedures of record keeping and internal control.
 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.
 Generally Accepted Accounting Principles (GAAP), California Community Colleges Budget and Accounting Manual (BAM)
 Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Supervise, organize, and review the work of assigned staff involved in performing complex and highly technical financial record keeping and accounting duties for various campus operations and services.
 Analyze and solve problems
 Understand financial reporting and general ledger structure
 Recommend and implement goals, objectives, policies and procedures for providing technical accounting and financial record keeping services.
 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.
 Perform difficult and complex accounting work in the preparation, maintenance and review of all financial records, accounts and reports.
 Plan, organize and participate in financial and statistical record-keeping activities.
 Participate in the preparation and administration of assigned budgets.
 Maintain and audit fiscal records and accounts within the accounting office.
 Analyze and interpret computerized data reports related to accounting and financial record keeping.
 Plan and organize work to meet changing priorities and deadlines.
 Select, train, and evaluate staff.

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

Education/Training:

An Associate's degree from an accredited college with major coursework preferably in accounting, business administration or related field.

Experience:

Three (3) years of increasingly responsible experience in general accounting, including two (2) years of experience in lead or supervisory experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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 up to 25 pounds; 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: October 10, 2013

Range: 10

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DIRECTOR, FACILITIES PLANNING & CONSTRUCTION

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

SUMMARY DESCRIPTION

Under the direction of the appropriate administrator, the Director, Facilities Planning & Construction manages all District functions associated with facilities planning and construction; local bond, capital outlay and deferred maintenance programs and projects; hazardous materials; environmental health; safety; and energy conservation. Develops related funding strategies and request. The Director, Facilities Planning & Construction is responsible for formulating and administering District policy associated with each function and providing contract administration and support to the colleges. Activities include, but are not limited to planning, organizing, staffing, directing, and controlling personnel and resources.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Formulates and administers policies and procedures related to facilities planning and construction.
2. Manages and conducts research, development, and implementation of annual goals and objectives in support of the District's objective and strategic planning priorities, including plans for future facilities development.
3. Works with administration and appropriate committees to identify facility's needs; oversees construction projects; prepares and manages the Five-Year Construction Plans and other documents required by the State Chancellor's Office.
4. Coordinates the District's local bond program in cooperation with the College Presidents, Vice Presidents and other administrators; bond program consultants; attorneys and other professionals.
5. Responsible for legal, insurance, financial and other services, as assigned, related to facilities planning and construction.
6. Develops and implements strategies for acquiring State funding for capital outlay and campus development projects.
7. Works with architects to develop specific building projects. Submits State Capital Outlay Budget Change Proposals each year; and works with facilities specialists in the State Chancellor's Office and DSA to monitor the progress of proposals.
8. Prepares annual Space Inventory lists for the campuses and all District facilities in compliance with the State Chancellor's Office reporting requirements.
9. Updates the State FUSION system, as necessary, to ensure the accuracy of District projects and facilities.
10. Manages design, bid, and construction phases for approved projects, including coordination of projects with and between contractors, architects, engineers, equipment, vendors, and facilities staff. Maintains blue prints, as build plans, and other construction records.
11. Manages and monitors project schedules, budget and change orders; collects related data; and prepares reports and analyses.

12. Manages the State Scheduled Maintenance Program, from application through implementation.
13. Manages other facilities-related projects such as, but not limited to, hazardous materials removal; Department of Energy and other energy conservation projects; developments of specifications, bids and contracts; and submission of reimbursement claims to the State.
14. Serves as liaison with the State Chancellor's Office and other governmental agencies, architects; engineers, etc., regarding constructions planning and management; construction; and facilities management.
15. Responsible for District compliance with Federal, State and local governmental requirements regarding facilities; environmental health and safety; energy conservation; and ensuring compliance with Federal and State building and fire codes, health, safety and other facilities-related regulations pertaining to the maintenance of District and college facilities. Prepares and maintains records, reports and applications as required by governmental agencies and the State Chancellor's Office.
16. Responsible for the District's energy conservation, environmental health, and safety programs.
17. Manages maintenance and operations for District Office facilities; and develops and administers related departmental budgets.
18. Manages, supervises and evaluates assigned personnel; and participates in the selection process of personnel in the Facilities Planning & Construction Department.
19. Ensures project scopes and schedules are in accordance with Public Contract Codes, Campus and San Bernardino Community College District policy and procedures.
20. Interfaces with contractors or other professional consultants to resolve disputes through proper communication, negotiation and contract conformance review.
21. Establishes and evaluates District standards for materials, equipment, system, and other items as deemed appropriate and necessary.
22. Develops long range and strategic plans for facilities and operations.
23. Works collaboratively with college campuses and other facilities/sites to evaluate and assess condition needs and develop appropriate budgets, scope of work, and recommendations for delivery to ensure work is complete in a timely and cost efficient manner.
24. Provides operational leadership to the District and college staff and consultants in the areas of facilities planning, construction, maintenance, grounds keeping and custodial services.
25. Assumes additional managerial duties as appropriate to the position; 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:

Operational characteristics, services, and activities of facilities planning and construction programs.

Principles, practices, method and procedures of facilities planning and construction project management; capital improvement; facilities bond programs and financing; and public contracting.

State capital planning standards.

Building technologies, complex building design and construction standards and issues.

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 construction, health, fire codes, safety energy conservation, hazardous materials, the American Disabilities Act (ADA) and other related facilities issues.
Public works bidding process and applicable laws.
Building codes; construction delivery methods; building methods and materials;
Principles, practices and procedures of Division of State Architect (DSA) requirements.

Ability to:

Oversee and participate in the management of a comprehensive facilities planning & construction management program and activities.
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.
Utilize CADD systems, drawings and plans in the California State Chancellor's Office facility database maintenance stems.
Interpret building specifications and blueprints.
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 facilities planning and construction management functions and operations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree in Engineering, Architecture, Construction, Construction Management, Business from an accredited college or university or a related field.

Required Experience:

Five (5) years of experience in supervision in a facilities planning and construction.

License Requirement:

Possession of a valid California driver's license.

Preferred Experience:

1. Experience in the California Community College facilities planning, construction management and capital improvement or facilities bond and financing experience.
2. California registered Architect or Engineer.

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 in both indoor and outdoor environments and may be exposed to occasional hazards of construction sites and extreme weather conditions. Travel between sites is required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 lbs.; 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 and may be exposed to moderate noise levels at construction sites.

Board Approved: October 10, 2013
Range: 19

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: October 10, 2013
SUBJECT: Consideration of Approval of Revised Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to the Accounting Manager job description.

OVERVIEW

The revisions to the Accounting Manager job description better define the nature of work and summary of duties as outlined.

ANALYSIS

It is necessary to revised the duties and assignment for the Accounting Manager position to reflect a clear and more defined job description.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

ACCOUNTING MANAGER

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

SUMMARY DESCRIPTION

Under direction of the appropriate administrator, the Accounting Manager is responsible for all areas related to District-wide accounting and financial reporting, budget and payroll including preparation and analysis of general ledger, bank reconciliations, financial reporting, year-end audit, ~~commercial warrants and other check disbursements~~, payroll, collection of accounts receivable, and deposits of funds. The Accounting Manager is responsible for ensuring that work is properly allocated, completed in a timely and accurate manner, and adheres to established policies and procedures.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

Plans, prioritizes, assigns, supervises, reviews, analyzes, advises, and approves the work of staff responsible for performing complex and highly technical financial record keeping and accounting duties for a variety of district operations and services including the preparation and maintenance of general ledger, bank reconciliations, financial reporting, year-end audit, ~~commercial warrants and other check disbursements~~, payroll functions, collection of accounts receivable, and deposits of funds.

Prepares reports for governmental jurisdiction including state and federal reports, retirement reports, use tax reports, Department of Education reports, quarterly and annual payroll reports.

Reviews and implements changes in state and federal laws.

Establishes schedules and methods for providing technical accounting and financial record keeping services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.

Provides leadership in new and emerging technologies in support of fiscal services.

Ensure an accurate and timely reporting of all monthly, quarterly, and year-end close financial information.

Participates in the development of goals and objectives as well as policies and procedures to support campus fiscal and business operations; 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.

Participates in the preparation and administration of the District ~~assigned~~ budget; submits budget recommendations; monitors expenditures.

Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for processing District-wide payroll including preparing, monitoring, reconciling, analyzing and maintaining of payroll records.

Oversee and ensure accurate processing of classified and certificated payroll.

Participates in the selection of assigned staff; provides or coordinates staff training; works with

employees to correct deficiencies; implements discipline procedures.

Provides accounting information and assistance to administrators and staff, responds to financial questions/concerns to meet district needs, coordinates communications with other departments and a variety of outside governmental offices and agencies.

Performs department audits; checks and reviews a variety of records, accounts, and reports for accuracy; assists with calculations; inspects for proper transactions, encumbrances, and allocation of categorical funds related to campus accounting functions.

Participates in year-end closing of the general ledger for year-end financial reporting.

Coordinates annual audit with internal and external auditors; ensures audit is completed within District timelines.

Maintains records concerning operations and programs; prepares reports on operations and activities.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of accounting and financial record keeping; incorporates new developments as appropriate into programs.

Supports the appropriate administrator with special projects and workflow process improvements

Performs other related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

Operations, services, and activities of a technical accounting and financial record keeping program.

Principles and practices of accounting as related to a community college district.

Application of electronic data processing to accounting practices and reporting requirements.

Principles of supervision, training, and performance evaluation.

Basic principles and practices of budget preparation, payroll and administration.

Principles and procedures of record keeping and internal control.

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.

Generally Accepted Accounting Principles (GAAP), California Community Colleges Budget and Accounting Manual (BAM)

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

Ability to:

Supervise, organize, and review the work of assigned staff involved in performing complex and highly technical financial record keeping and accounting duties for various campus operations and services.

Analyze and solve problems

Understand financial reporting and general ledger structure

Recommend and implement goals, objectives, policies and procedures for providing technical accounting and financial record keeping services.

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.
Perform difficult and complex accounting work in the preparation, maintenance and review of all financial records, accounts and reports.
Plan, organize and participate in financial and statistical record-keeping activities.
Participate in the preparation and administration of assigned District-wide budgets.
Maintain and audit fiscal records and accounts within the accounting office.
Analyze and interpret computerized data reports related to accounting and financial record keeping.
Plan and organize work to meet changing priorities and deadlines.
Select, train, and evaluate staff.
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:

~~An Associate's degree with in accounting or business administration.~~ A Bachelor's degree from an accredited college or university with major course work preferable in accounting, business administration or a related field.

Experience:

~~Three~~ Four (4) years of increasingly responsible experience in general accounting ~~and/or bookkeeping experience related to area of assignment~~ including ~~one~~ two (2) years of ~~administrative and/or~~ lead or supervisory experience.

Preferred Experience:

Experience California Community College setting or Public Agency accounting.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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

Board Approved: July 12, 2012

Revised: October 10, 2013

Range: 4-13

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: October 10, 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 10/10/2013

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Professional Services				
Bella Artistry	(9564) Professional hair and makeup for on-air talent in field and studio production Term: 11/18/2013 - 11/22/2013 74-50-35-8110-0172-5113.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - FNX Grant	KVCR/SBCCD	\$2,000.00 Not to Exceed	SSutorus
Braille It, Inc.	(9545) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 9/13/2013 - 6/30/2014 01-50-03-9020-0511-5113.00-6199 Note - Contract authorized to start prior to Board Meeting per BP6340: Program manager states this is an acceptable use of categorical/ grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Brinks, Inc	(9612) Service agreement for receipt handling; includes safe rental, pickup, preparation of deposit, and delivery of deposits for SBVC Term: 7/1/2013 - 6/30/2018 01-00-01-9508-0000-5610.00-6770 Funding Source: General Funds	Administrative Services/SBVC	\$184,188.40	SSutorus
College Brain Trust	(9611) Budget allocation model analysis and recommendations and support for Fiscal Services projects Term: 10/11/2013 - 6/30/2014 01-00-03-9006-0000-5113.00-6720 Funding Source: General Funds	Fiscal Services/SBCCD	\$50,000.00	SSutorus
Smith Marion and Company	(9603) Annual audit services for the CHC Foundation Term: 10/11/2013 - 6/30/2014 01-00-02-9016-0000-5730.00-6199 Funding Source: General Funds	Grants/CHC	\$5,500.00	SSutorus
Strata Information Group (SIG)	(9605) Service - IT Consulting Services Term: 7/1/2013 - 6/30/2014 01-00-03-9010-0000-5113.00-6780 Funding Source: General Funds	TESS/SBCCD	\$10,000.00	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
Tovar, Angelina	(9608) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 9/13/2013 - 6/30/2014 01-50-03-9020-0261-5113.00-6150 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: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus

SubTotal for Professional Services: 7

Grand Total Contracts for Board Date 10/10/2013: 7

Rate Schedule for Braille Contracts

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: October 10, 2013
SUBJECT: Consideration of Approval of Routine Contracts/Agreements and Memorandums of Understanding

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

The attached list of contracts, 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 10/10/2013

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>				
Jensen, Julie	(9575) CalWorks Grant to cover cost of Childcare for participating Students - Parent – Jensen, Jennifer Term: 10/1/2013 - 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	\$3,633.56	SSutorus
Jimenez Family Child Care	(9576) CalWorks Grant to cover cost of Childcare for participating Students - Parent – Perez, Elyse Term: 8/26/2013 - 6/30/2014 01-50-01-8120-0266-7600.00-7320 Funding Source: CalWorks	Calworks/SBVC	\$7,012.28	SSutorus
Johnson Family Day Care	(9579) CalWorks Grant to cover cost of Childcare for participating Students - Parent – Sledge, Sophia Term: 8/1/2013 - 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	\$16,142.88	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>CalWorks Child Care</u>				
Kinder Care - Fontana	(9577) CalWorks Grant to cover cost of Childcare for participating Students - Parent – Wheller, Brittney Term: 8/26/2013 - 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	\$7,400.36	SSutorus
Tender Care for Kids	(9606) CalWorks Grant to cover cost of Childcare for participating Students - Parent – Flatt, Bryana Term: 8/20/2013 - 6/30/2014 01-50-02-8120-0266-7600.00-7320 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: CalWorks	Calworks/CHC	\$7,740.00	SSutorus
Thomas, Gwendolyn	(9607) CalWorks Grant to cover cost of Childcare for participating Students - Parent – Wheeler, Brittany Term: 9/4/2013 - 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	\$4,016.04	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>CalWorks Child Care</u>				
<i>SubTotal for CalWorks Child Care: 6</i>			<i>\$45,945.12</i>	
<u>CalWorks Off-Campus Work Study</u>				
Academy of Inland Empire	(9629) CalWorks Grant to cover cost of Workstudy for participating Students; Polk, Tashena; reimbursed at 75% of per hour rate of \$10.00 Term: 10/2/2013 - 6/30/2014 01-50-01-8120-0266-5113.00-6470 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Calworks/SBVC	\$10,560.00	SSutorus
Academy of Inland Empire	(9631) CalWorks Grant to cover cost of Workstudy for participating Students; Valdivia, Stephanie; reimbursed at 75% of per hour rate of \$10.00 Term: 10/2/2013 - 6/30/2014 01-50-01-8120-0266-5113.00-6470 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Calworks/SBVC	\$10,560.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>CalWorks Off-Campus Work Study</u>					
	Academy of Inland Empire	(9630) CalWorks Grant to cover cost of Workstudy for participating Students; Vera, Fernando; reimbursed at 75% of per hour rate of \$10.00 Term: 10/2/2013 - 6/30/2014 01-50-01-8120-0266-5113.00-6470 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Calworks/SBVC	\$10,560.00	SSutorus
<i>SubTotal for CalWorks Off-Campus Work Study: 3</i>				<i>\$31,680.00</i>	
<u>Clinicals</u>					
	San Bernardino, County of	(9614) Clinical site at Arrowhead Regional Medical Center for Nursing and Psychiatric Tech Students Term: 7/1/2013 - 10/7/2016 Funding Source: N/A	Allied Health/SBVC	No Cost	SSutorus
	San Manuel Band of Mission Indians	(9600) Clinical site training field internship for paramedic program Term: 10/11/2013 - 6/30/2018 Funding Source: N/A	EMS/CHC	No Cost	SSutorus
<i>SubTotal for Clinicals: 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>General</u>					
	Able Charter Bus Company	(9563) Bus rental for football away game at Santa Monica College Term: 9/21/2013 - 9/21/2013 01-00-01-1500-0000-5611.00-6969 Funding Source: General Funds	Athletics/SBCCD	\$1,810.00	SSutorus
	Alliance Bus Lines, Inc	(9553) Bus rental for field trip to Cajon Pass Term: 11/16/2013 - 11/16/2013 01-00-02-4651-0000-5611.00-1914 Funding Source: General Funds	Science/CHC	\$477.19 Plus overages	SSutorus
	Alliance Bus Lines, Inc	(9554) Bus rental for field trip to Dana Point Ocean Institute Term: 11/2/2013 - 11/2/2013 01-00-02-4651-0000-5611.00-1914 Funding Source: General Funds	Science/CHC	\$544.36 Plus overages	SSutorus
	Alliance Bus Lines, Inc	(9552) Bus rental for field trip to Diamond Valley Lake, Hemet CA Term: 11/23/2013 - 11/23/2013 01-00-02-4651-0000-5611.00-1914 Funding Source: General Funds	Science/CHC	\$459.15 Plus overages	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>				
Arellano, Gustoavo	(9636) Speaker for the National Hispanic Heritage Event Term: 10/10/2013 - 10/10/2013 01-00-01-9021-0000-5113.00-6760 Funding Source: General Funds	Student Services/SBVC	\$500.00	SSutorus
Autry National Center of American West	(9544) Endorsement agreement for advertisements and promotions for KVCR-FNX Term: 8/12/2013 - 8/11/2014 Funding Source: N/A	KVCR-FNX/SBCCD	No Cost	BBaron
Beacon Economics, LLC	(9617) Speaker at Counselor Conclave Conference - topic "Labor Market Needs and Education" Term: 10/10/2013 - 10/10/2013 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	\$2,450.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Blackwind Productions	(9580) Provide assistance in video production of FNX Sundance project Term: - 74-50-35-8110-0172-5113.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - FNX Grant	KVCR-FNX/SBCCD	\$2,450.00	SSutorus
	BNoticed. Com	(9633) FNX logo on car chargers for prize giveaways at outreach events Term: 10/12/2013 - 10/18/2013 01-50-03-8110-0172-5801.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - FNX Grant	KVCR-FNX/SBCCD	\$1,105.70	SSutorus
	CCC Chancellor's Office	(9558) Service - Student-Right-To-Know Reporting Subscription Agreement for Fiscal Years 2013-2014 and 2014-2015: \$7,800 per year Term: 7/1/2013 - 6/30/2015 01-00-03-9010-0000-5620.00-6780 Funding Source: General Funds	TESS/SBCCD	\$15,600.00 Total Value	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>					
	Citadel Environmental Services, Inc	(9616) Asbestos six month periodic surveillance inspection on SBVC campus Term: 10/11/2013 - 6/30/2014 01-00-01-9508-0000-5113.00-6770 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: General Funds	Business Services/SBCCD	\$2,840.00	SSutorus
	Citadel Environmental Services, Inc	(9550) Fall protection and fall rescue policy development Term: 9/19/2013 - 6/30/2014 01-00-03-9005-0000-5113.00-6770 Funding Source: General Funds	Business Services/SBCCD	\$1,526.00	SSutorus
	Culligan Water	(9561) Service - Water treatment service including chemical tank rental for boiler in basement of Business Building Term: 7/1/2013 - 6/30/2014 01-00-01-9508-0000-5531.00-6770 Funding Source: General Funds	Maintenance/SBVC	\$300.00	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>				
Development Exchange Inc., The	(9565) Acquisition co-op list rental for KVCR-TV and FM for winter and fall Term: 9/1/2013 - 8/31/2014 74-50-03-8110-0303-5809.83-7099 74-50-03-8109-0303-5809.83-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Foundation Fund	KVCR-TV/SBCCD	\$18,200.00	SSutorus
ETD Creative Services	(9568) Provide assistance in video production and interviews for "Moompetam-People of the Salt" event and the National Congress of American Indian Convention event Term: 9/20/2013 - 10/20/2013 74-50-35-8110-0172-5113.00-7099 74-50-03-8110-0303-5113.81-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - FNX Grant	KVCR-FNX/SBCCD	\$9,480.00	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>					
	Event One (1)	(9628) Electrical service for booth rental at National Congress of American Indian event Term: 10/12/2013 - 10/18/2013 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 - FNX Grant	KVCR-FNX/SBCCD	\$250.00	SSutorus
	Facilities Protection Systems	(9570) Maintenance on clean air system for data building Term: 7/1/2013 - 6/30/2014 01-00-03-9010-0000-5639.00-6780 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: General Funds	TESS/SBCCD	\$1,822.00	SSutorus
	Galarze, Christopher	(9536) Provide assistance in commentation for sports broadcasts Term: 9/1/2013 - 11/10/2013 74-50-03-8110-0303-5113.81-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Foundation Fund	KVCR-TV/SBCCD	\$2,000.00	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>					
	Grace Chapel	(9640) MOU for shared resources; Church to use District parking lot on Sundays for overflow and PDC to use Church parking lot for overflow Term: 9/20/2013 - 6/30/2014 Funding Source: N/A	PDC/SBCCD	No cost	SSutorus
	Hilton - San Bernardino	(9534) Catering and room rental for Chancellor's Cabinet retreat Term: 10/14/2013 - 10/14/2013 01-00-03-9000-0000-5610.00-6600 01-00-03-9000-0000-5200.00-6600 Funding Source: General Funds	Chancellor/SBCCD	\$650.00	BBaron
	Hilton - San Bernardino	(9535) Catering and room rental for Counselor Conclave conference Term: 10/10/2013 - 10/10/2013 01-50-35-8115-0470-5809.00-6899 01-50-35-8115-0470-5610.00-6899 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	PDC/SBCCD	\$10,567.69	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>					
	Inland Empire Tours & Transportation	(9574) Bus rental for field trip to Getty Center Museum Term: 10/11/2013 - 10/11/2013 01-50-15-9016-0143-5611.00-6199 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Federal Grant	Grants/SBVC	\$965.00	SSutorus
	Lucey, Paul	(9578) Provide commentation for sports broadcasts Term: 8/27/2013 - 11/10/2013 74-50-03-8110-0303-5113.81-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Foundation Fund	KVCR-TV/SBCCD	\$2,400.00	SSutorus
	Mende, Doug	(9593) Provide assistance in the development of an introductory GIS course Term: 9/12/2013 - 12/31/2013 01-50-25-9002-0159-5113.00-6199 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Federal Grant	Grant/CHC	\$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>				
Pioneer Drama Service, Inc	(9588) Performance rights for "Murder in the House of Horrors" SBVC Fall Production Term: 8/27/2013 - 11/21/2013 01-00-01-3576-0000-5831.00-1007 Funding Source: General Funds	Theater Arts/SBVC	\$145.00	SSutorus
Pioneer Drama Service, Inc	(9562) Rights to use "Murder in the House of Horrors" script for SBVC Fall Production Term: 11/21/2013 - 11/21/2013 01-00-01-3576-0000-5831.00-1007 Funding Source: General Funds	Theater Arts/SBVC	\$145.00	SSutorus
Prudential Overall Supply, Inc	(9590) Laundry services for SBVC Automotive Department shop towels and lab coats Term: 7/3/2013 - 7/2/2014 01-00-01-6683-0000-5550.00-0948 Funding Source: General Funds	Technical Training/SBVC	\$1,500.00	SSutorus
Rayne Water Conditioning	(9592) Water treatment and tank rental for SBVC Chemistry labs Term: 7/1/2013 - 6/30/2014 01-00-01-4640-0000-5531.00-1905 Funding Source: General Funds	Chemistry/SBVC	\$1,566.00	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>					
	Riley's Farm	(9595) Catering for KVCR fundraising event Term: 9/28/2013 - 9/28/2013 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/SBCCD	\$1,200.00	SSutorus
	Robertson, Maxwell	(9596) Provide commentation for sports broadcasts Term: 9/1/2013 - 11/10/2013 74-50-03-8110-0303-5113.81-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Foundation Fund	KVCR-TV/SBCCD	\$2,000.00	SSutorus
	Shalimar Tours & Charter	(9602) Bus rental for field trip to UCLA Term: 11/8/2013 - 11/8/2013 01-00-01-8219-0000-5611.00-6010 Funding Source: General Funds	Honors/SBVC	\$1,126.01 Plus Overages	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	(9637) Provide assistance in the facilitation of CTE projects Term: 9/1/2013 - 6/30/2014 01-50-33-8115-0470-5113.00-6899 01-50-35-8115-0470-5113.00-6899 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	PDC/SBCCD	\$18,360.00	SSutorus
	Smith, Cindra	(9354) Facilitate SBCCD Board Workshop Topic "Setting Policy Direction" part 2: revised term dates Term: 8/24/2013 - 11/30/2013 01-00-03-9509-0000-5113.00-6710 Funding Source: General Funds	Chancellor/SBCCD	\$2,500.00	SSutorus
	South Sequoia, LLC	(9604) Provide assistance in the development of the CTE Transition project Term: 10/11/2013 - 6/30/2014 01-50-02-8102-0458-5113.00-6711 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Program Development/CHC	\$23,000.00	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>				
Tweto, Ariel	(9613) Cast Agreement - Host for in-studio production "Native Shorts" Term: 11/18/2013 - 11/22/2013 74-50-35-8110-0172-5113.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - FNX Grant	KVCR-FNX/SBCCD	\$2,375.00	SSutorus
Universal Hospital Service	(7844) On-demand rental of respiratory equipment for use in lab setting; Amendment 2 to extend term to 06/30/2014 Term: 9/1/2011 - 6/30/2014 01-00-02-5622-0000-5610.00-1210 Funding Source: General Funds	Respiratory Care/CHC	\$1,328.00 annually	SSutorus
<i>SubTotal for General: 36</i>			<i>\$132,142.10</i>	
<u>Income - Facilities Use</u>				
Act, Inc - Asset/Compass Customer Services	(9551) Use of SBVC classrooms for college admission assessments Term: 9/21/2013 - 6/14/2014 Funding Source: N/A	Administrative Services/SBVC	\$15,414.22	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>					
	Adult Financial Education Services	(9555) Use of classroom for a financial literacy seminar Term: 10/3/2013 - 10/19/2013 Funding Source: N/A	Administrative Services/CHC	\$1,693.69	SSutorus
	San Bernardino Pop Warner Football	(9599) Use of football field for youth football games Term: 8/31/2013 - 10/26/2013 Funding Source: N/A	Administrative Services/SBVC	\$1,953.40	SSutorus
<i>SubTotal for Income - Facilities Use: 3</i>				<i>\$19,061.31</i>	
<u>Income - General</u>					
	A & R Tarpaulins	(9632) Underwriter for programs "Morning Edition", "All Things Considered", and "Weekend Show" Term: 9/26/2013 - 10/4/2013 74-50-03-8109-0303-8892.00-0000 Funding Source: N/A	KVCR-FM/SBCCD	\$1,500.00	SSutorus
	Barstow Community College District	(9634) MOU for 20 attendees for Counselor Conclave Conference Term: 10/10/2013 - 1/10/2014 01-50-33-8115-0470-5113.00-6899 Funding Source: N/A	PDC/SBCCD	\$949.15	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>				
Disability Sports Festival	(9566) Underwriting sponsorship of 30 spots highlighting the "Disability Sports Festival" Term: 9/27/2013 - 10/4/2013 Funding Source: N/A	KVCR-FM/SBCCD	\$5,000.00	SSutorus
Forest Incentives, Ltd	(9642) Consignment and Distribution of KVCR Products; KVCR to receive between 76% and 80% of revenue collected from products sold Term: 10/10/2013 - 6/30/2014 Funding Source: N/A	KVCR-TV/SBCCD	Per Rate Schedule	SSutorus
Front Porch	(9571) Underwriter agreement for the program "TAP" Term: 8/29/2013 - 10/18/2013 Funding Source: N/A	KVCR-FNX/SBCCD	\$3,900.00	SSutorus
Morongo Unified School District	(9635) MOU for 3 attendees for Counselor Conclave Conference Term: 10/10/2013 - 1/10/2014 01-50-33-8115-0470-5113.00-6899 Funding Source: N/A	PDC/SBCCD	\$150.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Income - General</i>				
Regents of University of CA, The	(9594) Cooperative agreement for Berkeley Puento Project Term: 7/1/2013 - 6/30/2014 Funding Source: N/A	Counseling/SBVC	\$1,500.00	SSutorus
Riverside Community College District	(9618) MOU for 75 attendees for Counselor Conclave Conference Term: 10/10/2013 - 1/10/2014 01-50-03-8115-0470-51113.00-6899 Funding Source: N/A	PDC/SBCCD	\$12,913.75	SSutorus
San Bernardino Area Chamber of Commerce	(9615) Underwriter agreement for program sponsorship of "Morning Edition" Term: 9/18/2013 - 9/20/2013 74-50-03-8109-0303-8892.00-0000 Funding Source: N/A	KVCR/SBCCD	\$2,000.00	SSutorus
Santa Ana River Trust	(9625) Underwriting sponsorship of 15 spots highlighting the "Fall Festival" Term: 10/9/2013 - 10/19/2013 Funding Source: N/A	KVCR-FM/SBCCD	\$2,500.00 Value	SSutorus
<i>SubTotal for Income - General: 10</i>			<i>\$30,412.90</i>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Grant</u>				
California Department of Ed	(8691) Grant for Child Care Center for CSPP- California State Preschool Program Term: 7/1/2013 - 6/30/2014 72-50-01-8306-0205-8624.00-0000 Funding Source: N/A	Child Care Center/SBVC	\$1,454,148.00	SSutorus
CCC Chancellor's Office	(9549) CTE Transition Project grant application for FY 2013/2014 Term: 7/1/2013 - 6/30/2014 01-50-01-9016-0458-8170.00-0000 Funding Source: N/A	Grants/SBVC	\$44,024.00	SSutorus
CCC Chancellor's Office	(9542) Grant - Alternative Text Production Center Grant Term: 7/1/2013 - 6/30/2014 01-50-03-8103-0261-8629.00-0000 Funding Source: N/A	DETS/ATPC/SBCCD	\$1,300,000.00	BBaron
San Bernardino County Superintendent of Schools	(9597) State preschool grant delegated agency agreement Term: 7/1/2013 - 6/30/2014 72-50-02-8306-0205-8624.00-0000 Funding Source: N/A	Child Care Center/CHC	\$131,162.00 Not to Exceed	SSutorus
<i>SubTotal for Income - Grant: 4</i>			<i>\$2,929,334.00</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>				
Air Conditioning Control Systems, Inc.	(8318) Maintenance agreement for air handling controls equipment and software Term: 7/1/2012 - 6/30/2015 01-00-01-9508-0000-5631.00-6770 01-00-01-9508-0000-5660.00-6770 Funding Source: General Funds	Maintenance/SBVC	\$8,200.00	SSutorus
Harmonic, Inc	(9573) Software maintenance services for Omneon Advantage Term: 9/1/2013 - 8/31/2014 74-00-35-8110-0000-5113.00-7099 Funding Source: General Funds	KVCR-TV/SBCCD	\$12,480.00	SSutorus
Pitney Bowes Inc	(9589) Maintenance agreement and rental for SBVC Postage Meter DM900 Series with scale, power stacker, laser printer, postage meter, intellilink Term: 7/1/2013 - 6/30/2014 01-00-01-9502-0000-5630.00-6770 Funding Source: General Funds	Administrative Services/SBVC	\$4,977.84	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Maintenance Agreement</u>				
Three M (3M) Library Systems	(9641) Maintenance agreement on detection system Model 3501BC & 3502BS serial number 35112797 & 35212798 Term: 11/12/2013 - 11/11/2014 01-00-02-8106-0000-5637.00-6120 Funding Source: General Funds	Library/CHC	\$2,282.00	SSutorus
<i>SubTotal for Maintenance Agreement: 4</i>			\$27,939.84	
<u>Program Rights</u>				
American Public Television	(9623) Program rights for "Wylands Art Studio IV" Term: 10/3/2013 - 10/2/2016 74-50-03-8110-0114-5831.00-7099 Funding Source: KVCR - CPB Grant - TV	KVCR-TV/SBCCD	\$3,575.00	SSutorus
Creel, Jessie	(9559) Broadcasting rights for program "Stones" Term: 1/1/2014 - 12/31/2014 74-50-35-8110-0172-5831.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - FNX Grant	KVCR-FNX/SBCCD	\$350.00	BBaron

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Program Rights</u>				
Davis, Tammy	(9560) Broadcast rights for program "Ebony Society" Term: 1/1/2014 - 12/31/2014 74-50-35-8110-0172-5831.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - FNX Grant	KVCR-FNX/SBCCD	\$300.00	BBaron
Sherbert, Cedar	(9598) Broadcast rights for program "Gesture Down (I Don't Sing)" and "Memory" Term: 10/31/2013 - 10/30/2014 74-50-03-8110-0172-5113.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - FNX Grant	KVCR-FNX/SBCCD	\$700.00	BBaron
<i>SubTotal for Program Rights: 4</i>			<i>\$4,925.00</i>	
<u>Software/Online Services</u>				
Allegiance Software, Inc	(9639) Renewal of software license for "Allegiance Main Fundraising System" Term: 10/15/2013 - 10/14/2014 74-50-03-8110-0115-5625.00-7099 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	\$13,488.59	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>					
	Allegiance Software, Inc	(9543) Software renewal for Allegiance "Satori Mailroom Toolkit Architect" address automation software Term: 8/1/2013 - 7/31/2014 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 - TV	KVCR-FM/SBCCD	\$3,071.22	SSutorus
	Butte-Glenn CCD	(9546) MOU to open "CCCApply" institution participation; Funded through the State Chancellor's Office Term: 7/1/2013 - 6/30/2015 Funding Source: N/A	TESS/SBCCD	No Cost	SSutorus
	CollegeSource Inc	(9620) Online service for multi user department for "TES Online"; This online program enables students and staff to evaluate scientific research materials Term: 7/1/2013 - 6/30/2014 01-00-02-8201-0000-5620.00-6200 01-00-02-8207-0000-5620.00-6320 Funding Source: General Funds	Counseling/CHC	\$2,642.00	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>					
	CollegeSource Inc	(9627) Online service for multi user department for "TESS Online"; This online program enables students and staff to evaluate scientific research materials Term: 7/1/2013 - 6/30/2014 01-00-01-8201-0000-5620.00-6200 Funding Source: General Funds	Counseling/SBVC	\$2,307.00	SSutorus
	ComputerLand of Silicon Valley	(9557) Annual software licensing for Microsoft software package for CHC Term: 7/1/2013 - 6/30/2014 01-00-03-9010-0000-5620.00-6780 01-00-03-8103-0000-5620.00-6150 Funding Source: General Funds	Tess/SBCCD	\$20,070.00	SSutorus
	ComputerLand of Silicon Valley	(9556) Annual software licensing for Microsoft software package for SBVC Term: 7/1/2013 - 6/30/2014 01-00-03-9010-0000-5620.00-6780 Funding Source: General Funds	Tess/SBCCD	\$64,713.00	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>				
ComputerLand of Silicon Valley	(9626) Software license for "Captivate 7 Adobe CLP" for creating online training modules for staff Term: 9/23/2013 - 9/22/2014 01-00-03-8103-0000-5620.00-6150 Funding Source:	TESS/SBCCD	\$699.84	SSutorus
DR MyCommerce, Inc	(9581) Software license for "AOMEI Partition Assistant" used to help manage computer information storage for better retrieval Term: 8/29/2013 - 8/28/2014 41-00-03-9627-0000-6420.00-7100 Funding Source: General Funds	TESS/SBCCD	\$291.45	SSutorus
Ellucian, Inc	(9567) Software license for "SecuritySmith" renewal for one year Term: 7/1/2013 - 6/30/2014 01-00-03-9010-0000-5620.00-6780 Funding Source: General Funds	TESS/SBCCD	\$3,545.00	SSutorus
Eureka	(9569) Software License - Site license for Eureka software, a career information system Term: 12/1/2013 - 11/30/2014 01-00-01-8220-0000-5620.00-6330 Funding Source: General Funds	Counseling/SBVC	\$2,154.60	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>				
Lortondata	(9638) Quarterly processing of KVCR donor files for changes and updating Term: 10/10/2013 - 6/30/2014 74-50-03-8109-0303-5113.83-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Foundation Fund	KVCR-FM/SBVC	\$2,332.32	SSutorus
MICROS Systems, Inc	(9619) Renewal software maintenance - Point of Sale software system for the Sun Room registers which includes e7 Recovery and e7 Help Desk Term: 8/20/2013 - 8/19/2014 01-00-01-2527-0000-5639.00-1307 Funding Source: General Funds	Technical Training/SBVC	\$662.67	SSutorus
Myers Information Systems	(9584) Renewal of software license and subscription for "ProTrack & ProWeb" Term: 11/1/2013 - 10/31/2014 74-50-03-8110-0115-5620.00-7099 74-50-03-8109-0303-5620.80-7099 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	\$13,929.67	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>					
	Myers Information Systems	(9583) Renewal of software license for "ProTrack TV" Term: 10/1/2013 - 9/30/2014 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 - TV	KVCR-TV/SBCCD	\$192.51	SSutorus
	Myers Information Systems	(9582) Renewal of software license for "Proweb Module" Term: 9/4/2013 - 9/3/2014 74-50-35-8110-0172-5620.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - FNX Grant	KVCR-FNX/SBCCD	\$3,450.00	SSutorus
	Native American Journalists Association	(9585) Renewal of academic newsletter membership website Term: 7/1/2013 - 6/30/2014 74-50-35-8110-0175-5310.00-7099 74-50-03-8110-0115-5310.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - FNX Grant	KVCR-FNX/SBCCD	\$300.00	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>				
Ohlone Community College District	(9586) Cisco Networking Academy operational support Term: 7/1/2013 - 6/30/2014 01-00-01-2525-0000-5113.00-0514 Funding Source: General Funds	Science/SBVC	\$250.00	SSutorus
Perceptive Software, Inc	(9587) Renewal of software license and maintenance for "ImageNow" Term: 9/1/2013 - 8/31/2014 01-00-03-9010-0000-5639.00-6780 Funding Source: General Funds	TESS/SBCCD	\$57,146.00	SSutorus
Singlewire Software, LLC	(9601) Software maintenance service for Informacast system that uses the phones in the District as speaker endpoints for audio and text based broadcasts Term: 5/20/2013 - 5/19/2014 01-00-03-9010-0000-5639.00-6780 Funding Source: General Funds	TESS/SBCCD	\$7,500.00	SSutorus
Three M (3M) Occupational Health	(9624) Online respirator medical evaluations to meet OSHA respiratory protection standards Term: 10/11/2013 - 6/30/2014 01-00-01-9501-0000-5620.00-6770 Funding Source: General Funds	Administrative Services/SBVC	\$700.00	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>					
	Trainsignal	(9609) Software license for "TrainSignal" a online software training service Term: 9/4/2013 - 9/3/2014 01-00-01-8119-0000-5620.00-6150 Funding Source: General Funds	Technology Services/SBVC	\$2,340.00	SSutorus
	Xante	(9610) Renewal software license for "SoftCare" Term: 9/1/2013 - 8/31/2014 01-00-03-9507-0000-5830.00-6770 Funding Source: General Funds	TESS/SBCCD	\$750.00	SSutorus
<i>SubTotal for Software/Online Services: 23</i>				<i>\$202,535.87</i>	
<i>Grand Total Contracts for Board Date 10/10/2013: 95</i>					

Routine Contracts - Summary

Scheduled Board Meeting 10/10/2013

EXPENSES

<u>Category</u>	<u>Number of Contract</u>	<u>Contract Value</u>	
<u>CalWorks Child Care</u>	6	\$45,945.12	Not to exceed
<u>CalWorks Off-Campus Work Study</u>	3	\$31,680.00	Not to exceed
<u>Clinicals</u>	2	\$0.00	
<u>EduStream</u>		\$0.00	
<u>FNX License Agreement</u>		\$0.00	
<u>General</u>	36	\$132,142.10	
<u>Leases</u>		\$0.00	
<u>Maintenance Agreement</u>	4	\$27,939.84	
<u>Program Acquisition</u>		\$0.00	
<u>Program Rights</u>	4	\$4,925.00	
<u>Rescinded</u>		\$0.00	
<u>Canceled</u>		\$0.00	
<u>Sheriff on Site Supervisor</u>		\$0.00	
<u>Software/Online Services</u>	23	\$202,585.87	
	78		
		Total Expenses	<u><u>\$445,217.93</u></u>

INCOME

<u>Category</u>	<u>Number of Contract</u>	<u>Contract Value</u>	
<u>Income - Contract Ed</u>		\$0.00	
<u>Income - Facilities Use</u>	3	\$19,061.31	
<u>Income - General</u>	10	\$30,412.90	
<u>Income - Grant</u>	4	\$2,929,334.00	
	17		
		Total Income	<u><u>\$2,978,808.21</u></u>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: October 10, 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: Maria Elena Diaz
DEPARTMENT: Fiscal Services
CONFERENCE: Cenergistic Fall 2013 National Training Conference
DATES: October 14-16, 2013
LOCATION: Fort Worth, TX
PURPOSE: To train the Energy Education Administrator in support of the District's Energy Conservation Program.
BENEFIT: Improvement in energy savings and compliance with contractual obligation.
ESTIMATED COST: \$654.00
FUNDING SOURCE: General Fund – Utilities-Central Services

NAME: Dawn Gross
DEPARTMENT: Alternative Text Production Center
CONFERENCE: National Prison Forum
DATES: October 15-19, 2013
LOCATION: Louisville, Kentucky
PURPOSE: This is the National meeting of the state funded Braille production in the State prison systems.
BENEFIT: Participation and voting on the upcoming changes to the Braille Codes
ESTIMATED COST: \$1,775.00
FUNDING SOURCE: Alternative Text Production grant funds.

NAME: Wendy Zinn
DEPARTMENT: Economic Development & Corporate Training
CONFERENCE: California Community College Association Occupational Education Fall 2013 Conference
DATES: October 22-25, 2013
LOCATION: Palm Springs, California
PURPOSE: To network and share ideas with peers
BENEFIT: Exposure to innovative and best practices
ESTIMATED COST: \$1,189.00
FUNDING SOURCE: Career Technical Education Community Collaborative grant

NAME: Dawn Gross
DEPARTMENT: Alternative Text Production Center
CONFERENCE: National Braille Association Professional Development
DATES: October 23-27, 2013
LOCATION: Colorado Springs, Colorado
PURPOSE: Professional Development in Braille code and production
BENEFIT: To stay current in the Braille codes and production
ESTIMATED COST: \$1,563.00
FUNDING SOURCE: Alternative Text Production Center grant funds
NAME: Wendy Zinn

DEPARTMENT: Economic Development & Corporate Training
CONFERENCE: Academies of Nashville Study Visit
DATES: October 1-5, 2013
LOCATION: Nashville, Tennessee
PURPOSE: To get understanding of how Linked Learning is implemented in school districts.
BENEFIT: The ability to implement the Linked Learning program into the targeted San Bernardino school districts which will satisfy our SB70 grant requirement.
ESTIMATED COST: \$2,000.00
FUNDING SOURCE: Career Technical Education Community Collaborative grant

NAME: Jerald Rathbun
DEPARTMENT: KVCR-TV/FM
CONFERENCE: 2013 PBS Annual Meeting
DATES: May 13-16, 2013
LOCATION: Miami Beach, Florida
PURPOSE: Speak to interconnectivity people at PBS Conference
BENEFIT: KVCR is a PBS affiliate
ESTIMATED COST: \$2,415.00
FUNDING SOURCE: CPB Grant Funded

NAME: Artemus (Art) Macelma
DEPARTMENT: KVCR-TV/FM
CONFERENCE: 50th Annual Klamath Salmon Festival
DATES: August 13 - 23, 2013
LOCATION: Klamath, California; Washington; Oregon
PURPOSE: To film promotional clips for FNX NOW
BENEFIT: Ongoing promotion of FNX and KVCR
ESTIMATED COST: \$550.00
FUNDING SOURCE: FNX

NAME: Artemus (Art) Macelma
DEPARTMENT: KVCR-TV/FM
CONFERENCE: Moompetam Native American Festival
DATES: September 20 – 22, 2013
LOCATION: Long Beach, CA
PURPOSE: To acquire interview and footage for FNX and FNX NOW production as well as station promotional materials
BENEFIT: Ongoing promotion of FNX and KVCR
ESTIMATED COST: \$150.00
FUNDING SOURCE: FNX

NAME: Frank Blanquet
DEPARTMENT: KVCR-TV/FM
CONFERENCE: Moompetam Native American Festival
DATES: September 20 – 22, 2013

LOCATION: Long Beach, CA

PURPOSE: To acquire interview and footage for FNX and FNX NOW production as well as station promotional materials; Promote the FNX channel and build community awareness.

BENEFIT: Ongoing promotion of FNX and KVCR

ESTIMATED COST: \$500.00

FUNDING SOURCE: FNX

NAME: Frank Blanquet

DEPARTMENT: KVCR-TV/FM

CONFERENCE: 70th Annual Convention & Marketplace (NCAI)

DATES: October 12 – 18, 2013

LOCATION: Tulsa, OK

PURPOSE: To film FNX promotional pieces

BENEFIT: Ongoing promotion of FNX and KVCR

ESTIMATED COST: \$2,382.80

FUNDING SOURCE: FNX

NAME: Terria Smith

DEPARTMENT: KVCR-TV/FM

CONFERENCE: 70th Annual Convention & Marketplace (NCAI)

DATES: October 12 – 18, 2013

LOCATION: Tulsa, OK

PURPOSE: To film FNX and to man the booth.

BENEFIT: Ongoing promotion of FNX and KVCR

ESTIMATED COST: \$3,500.00

FUNDING SOURCE: FNX

SBVC

NAME: Kevin Kammer

DEPARTMENT: Applied Technology, Transportation & Culinary Arts - Aeronautics

CONFERENCE: China International General Aviation Convention

DATES: October 12-20, 2013

LOCATION: Shannxi Province, Neifu Airport, Mainland China

PURPOSE: To develop international partnerships in China for aviation maintenance, manufacturing and flight training opportunities.

BENEFIT: International education opportunities for our institution, along with strengthening programs and development of new and recurrent programs to meet the expanding international needs are of value to the District.

ESTIMATED COST: \$0.00 Time Only

FUNDING SOURCE: Soaring America Corporation

NAME: Dr. Kay Weiss
DEPARTMENT: Arts & Humanities
CONFERENCE: North American Council for Staff, Program and Organizational Development (NCSPOD) Annual Conference
DATES: October 22-25, 2013
LOCATION: Tempe, Arizona
PURPOSE: This conference provides quality programming in the areas of staff and organizational development, including change management, instructional design, and online methodologies.
BENEFIT: Networking with other professionals builds resource networks which benefit the college and the district. Dr. Weiss has been asked to facilitate a pre-conference workshop to assist new professionals to build quality staff, program and organizational development programming on their campuses. This promotes the quality of programming at the SBCCD on an international platform.
ESTIMATED COST: \$0.00 Time Only
FUNDING SOURCE: North American Council for Staff, Program and Organizational Development

NAME: Rania Hamdy
DEPARTMENT: Professional Development
CONFERENCE: North American Council for Staff, Program and Organizational Development (NCSPOD) Annual Conference
DATES: October 22-25, 2013
LOCATION: Tempe, Arizona
PURPOSE: This conference will be beneficial being the new incoming Coordinator of Professional Development to learn about programs and activities that are traditionally part of faculty and staff development, as well as sharing best practices and tools to bring back and apply at SBVC.
BENEFIT: Opportunity to network with others who are new to their roles, and result in lasting career contacts.
ESTIMATED COST: \$1,666.00
FUNDING SOURCE: Professional Development 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. Mr. Cabrales will be the chaperone for this conference. This item was previously board approved at the September 12, 2013 meeting. Item is being amended to include increased travel expense.
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: \$2,754.11
FUNDING SOURCE: Hispanic Association of Colleges and Universities (HACU) grant and Student Services general fund

NAME: Carolyn Lindsey
DEPARTMENT: Office of Student Life
CONFERENCE: General Assembly – Student Senate General Assembly Fall 2013
DATES: October 31 – November 4, 2013
LOCATION: Monterey, California
PURPOSE: Student Senate for California Community Colleges General Assembly is a time for all student governments to represent their students in driving the state-wide student organization as a whole. Ms. Lindsey will be the chaperone for this conference.

BENEFIT: The general assemblies also provide a critically important forum for discussion and debate on state-wide issues, multi-district challenges and for sharing ideas for how to make the community college system a better place.

ESTIMATED COST: \$1,759.90
FUNDING SOURCE: ASB Student Representation Fee fund

NAME: Dr. Kathleen Rowley
DEPARTMENT: Grant Development and Management
CONFERENCE: Success in the Grant Profession Annual Conference
DATES: November 12-16, 2013
LOCATION: Baltimore, Maryland
PURPOSE: Obtain current information on grant strategies and funding opportunities.
BENEFIT: Access to current information about grant trends and opportunities will prepare me to plan effectively for upcoming grant competitions and to manage existing grants according to federal agencies' changing guidelines.

ESTIMATED COST: \$2,440.54
FUNDING SOURCE: Grant Development and Management general fund account

NAME: Melissa King
DEPARTMENT: Social Sciences, Human Development & Physical Education
CONFERENCE: American Anthropological Association Annual Conference
DATES: November 19-22, 2013
LOCATION: Chicago, Illinois
PURPOSE: Receive scholarly feedback as well as teaching tools and knowledge gain from disciplinary experts and teachers of anthropology in community colleges.

BENEFIT: The district will benefit from professional development of its faculty.
ESTIMATED COST: \$496.00
FUNDING SOURCE: Professional Development general fund account

CHC

NAME: Dean Papas, Robert McAtee, Raju Hegde, Kirsten Colvey, Keith Wurtz
DEPARTMENT: English, Counseling, Instruction, and Institutional Effectiveness
CONFERENCE: Student Success Conference and Learning from the Middle
DATES: October 8 – 12, 2013
LOCATION: San Francisco, California
PURPOSE: Information acquired will be used to provide leadership in the implementation of the Student Success Act of 2012.
BENEFIT: Information acquired will be used in the classroom to enhance student success.
ESTIMATED COST: \$1,500.00 per person
FUNDING SOURCE: Basic Skills Initiative

NAME: Ericka Paddock, Patrick Dorsey, Cameron Lyons, Yasmeeen Flores, Annaly Medrano, Esmeralda Vasquez, Jade Murguia
DEPARTMENT: Student Life
CONFERENCE: Student Senate General Assembly Fall 2013
DATES: October 31 – November 3, 2013
LOCATION: Monterey, California
PURPOSE: The conference will provide training of effective advocacy, shared governance, state and federal legislative updates.
BENEFIT: Students will have the opportunity to network and share information with other community college students.
ESTIMATED COST: \$8,000.00
FUNDING SOURCE: Student Rep Fee

NAME: John Muskavitch
DEPARTMENT: Financial Aid
CONFERENCE: California Association of Student Financial Aid Administrators
DATES: December 13 – 17, 2013
LOCATION: San Francisco, California
PURPOSE: To obtain updated information on rules, laws, and regulations for both Federal and State aid for the 2014-2015 award year.
BENEFIT: To remain current on issues related to financial aid programs.
ESTIMATED COST: \$1,605.00
FUNDING SOURCE: Financial Aid categorical 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: October 10, 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: Coffee with a Cop
DATES: Sept. 10: District Office PDC Room 104, 7-8am
Sept. 11: Valley College BUS B100A, 7-9am
Sept. 12: Crafton Hills College Cafeteria 7-8am

AMOUNT: \$776.00

ITEM: Sponsored by the District Police Department to give students and staff members the opportunity to get to know the District police officers in an informal setting, to ask questions and share concerns. Anticipated attendance is approximately 100 students and staff members per event.

FUNDING SOURCE: District Police Budget

EVENT: Sundance Short Film Shoot
DATES: November 18 – 22, 2013

AMOUNT: \$800.00

ITEM: Refreshments for meetings

FUNDING SOURCE: FNX Grant – PR 402153

EVENT: Veterans Day Family Day Celebration
DATES: November 7, 2013

AMOUNT: \$4,657.00

ITEM: Entertainment, food, supplies and advertisement.

FUNDING SOURCE: SBVC ASG

EVENT: Veterans Poetry & Music celebration
DATES: November 5, 2013

AMOUNT: \$2,050.00

ITEM: Catering, entertainment and advertisement.

FUNDING SOURCE: SBVC ASG

EVENT: Veterans Women Symposium
DATES: November 4, 2013

AMOUNT: \$3,600.00

ITEM: Catering, decorations, advertisement and services.

FUNDING SOURCE: SBVC ASG

EVENT: Veterans Day Art Show and Culinary Display
DATES: November 6, 2013

AMOUNT: \$10,000.00

ITEM: Rental Hilton Hotel, Supplies (art display set up), Conference food and advertising.

FUNDING SOURCE: Chancellor's General Fund

SBVC

EVENT: Red Ribbon Week
DATES: October 13-18, 2013
AMOUNT: \$1,400.00
ITEM: Printing, Supplies, Prizes/Giveaways and Decorations
Sponsored by the Human Services Club, this event will provide information to students on campus about drug and alcohol abuse, addiction, recovery, and resources available in the community. Red Ribbon Week has been a long standing tradition on the San Bernardino Valley College (SBVC) campus and serves as a vital event for the campus. Anticipated attendance is approximately 500 students, community members, faculty and staff. The advisor for this event will be Melinda MoneyMaker.
FUNDING SOURCE: Human Services Club trust account

EVENT: Green Week
DATES: October 21-24, 2013
AMOUNT: \$4,000.00
ITEM: Supplies, Decorations, Refreshments and Prizes
Sponsored by the Associated Student Government (ASG), this event will aim to encourage students to be involved in becoming environmentally friendly by having students donate and participate in the earth friendly, sustainable events hosted on campus. ASG will have students donate recyclable materials. Anticipated attendance is 800 students.
FUNDING SOURCE: Associated Student Body general fund account

EVENT: San Diego State University Field Trip
DATES: October 25, 2013
AMOUNT: \$1,200.00
ITEM: Bus Rental
Sponsored by Transfer and Career Services, the goal of this event is that San Bernardino Valley College (SBVC) students continue to focus on student success by emphasizing practices that produce transformational educational experiences and by giving them an insight into San Diego State University's unique programs and services. Anticipated attendance is 43 students and faculty members. Kathy Kafela, Daniele Ramsey and Berenice Manzo will be the chaperones for this event.
FUNDING SOURCE: Transfer Center general fund account

EVENT: CARE Mini-Conference Campus Center SBVC
DATES: October 25, 2013
AMOUNT: \$1,409.40
ITEM: Refreshments and Supplies
Sponsored by the CARE program, this event will promote an opportunity for single parents who are San Bernardino Valley College (SBVC) students to interact and share with one another skills and techniques of

how to become successful students. They will also have presentations given by former CARE students who are working in the professional world. Students who attend the workshops will also provide information regarding TANF funds and any charges that may affect them. Anticipated attendance is approximately 60 students and staff.

FUNDING SOURCE: EOPS categorical fund accounts

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

DATES: October 25-29, 2013

AMOUNT: \$9,000.00

ITEM: Travel, Hotel, Meals, and Registration includes Shuttle Fees
Sponsored by the Associated Student Government, this conference provides a unique forum for the sharing of information and ideas for the best and most promising practices in the education of Hispanics. Anticipated attendance is three students. Joe Cabrales, Interim Vice President of Student Services will be the chaperone during this conference.

FUNDING SOURCE: Student Representation Fee fund

EVENT: Thanksgiving Drive

DATES: October 28-30, 2013

AMOUNT: \$2,000.00

ITEM: Supplies, Decorations, Refreshments and Prizes
Sponsored by the Associated Student Government (ASG), this event will allow students to experience the joy of sharing and giving in a time of need. Students will donate non-perishable food to ASG and in return be rewarded for their kind acts. Anticipated attendance is approximately 1,000 students.

FUNDING SOURCE: Associated Student Body general fund account

EVENT: Clash of the Clubs

DATES: October 30, 2013

AMOUNT: \$2,500.00

ITEM: Refreshments, Supplies, Prizes and Club Awards
Sponsored by the Inter Club Council, this event will feature a fun/mildly competitive atmosphere in which clubs will compete against one another for prizes and overall bragging rights to be the winner of Clash of the Clubs 2013. The competitions are designed to encourage maximum participation of the clubs. Anticipated attendance is approximately 150 students, faculty, staff and community members. The advisor for this event will be Carolyn Lindsey.

FUNDING SOURCE: Inter Club Council trust account

EVENT: Student Senate General Assembly Fall 2013

DATES: October 31-November 4, 2013

AMOUNT: \$6,000.00

ITEM: Transportation, Lodging, Refreshments, Registration includes Shuttle

Fees

Sponsored by the Associated Student Government, this conference provides critically important forums for discussion and debate on state-wide issues, multi-district challenges and for sharing ideas for how to make the community college system a better place. Anticipated attendance is five students and faculty. Carolyn Lindsey will be the chaperone for this event.

FUNDING SOURCE: Student Representation Fee fund

EVENT: Managers' Retreat

DATES: November 1, 2013

AMOUNT: \$3,925.00

ITEM: Refreshments, Guest Speaker and Frisk Manuals

Sponsored by the Office of the President, the President is holding a Managers' Retreat on the SBVC campus in the Business Conference Center. Training will be provided on "FRISK" to all managers during this retreat and manuals will be given to each manager at the training. The FRISK Model focuses on each FRISK communication component and identifies basic guidelines and procedures necessary for their proper application. Anticipated attendance is approximately 30 managers and invited individuals for the luncheon from the District office.

FUNDING SOURCE: President's office general fund accounts

EVENT: Yoga Event

DATES: November 6, 2013

AMOUNT: \$2,000.00

ITEM: Supplies, Decorations, Refreshments and Prizes

Sponsored by the Associated Student Government (ASG), this event will allow students to experience the fun-filled yoga activity that will show them how to relax and focus during stressful trials in life. ASG will invite students to attend a yoga event that will be led by an instructor here at San Bernardino Valley College (SBVC). Anticipated attendance is 100 students.

FUNDING SOURCE: Associated Student Body general fund account

EVENT: UCLA TAP Transfer Conference

DATES: November 8, 2013

AMOUNT: \$1,042.00

ITEM: Transportation

The trip to the UCLA TAP Conference will give prospective transfer students information about transferring to UCLA and how to prepare as well as provide workshops and access to UCLA academic counselors. Students attending the conference will be those participating in Honors classes. Anticipated attendance is 50 students and faculty. Joel Lamore and Willene D. Nelson will be the chaperones for this event.

FUNDING SOURCE: Honors Program general fund account

EVENT: Health Fair
DATES: November 13, 2013
AMOUNT: \$1,850.00
ITEM: Decorations, Prizes/Giveaways and Supplies
Sponsored by Student Health Services, the event is to promote health education for college success. Anticipated attendance is approximately 500 students, faculty and staff. This item was previously board approved at the September 12, 2013 meetings. The item is being amended to reflect the increase in the total amount from \$350.00 to \$1,850.00 as the item description changed to include additional funds to be used to purchase giveaways for the students that participate in the Health Fair activities.

FUNDING SOURCE: Student Health Fees Restricted funds account.

EVENT: Puente Mentor Training Q & A Session
DATES: November 13, 2013
AMOUNT: \$150.00
ITEM: Decorations and Supplies
Sponsored by the Puente Project, this event is for mentors who are volunteer professionals from the community and on-campus. They will convene to receive an update and overview of the expectations involving the Mentoring Component of the Puente Program. This will be facilitated by San Bernardino Valley College's (SBVC's) Puente Team and will afford the mentors an opportunity to meet one another, to receive a Mentor Handbook, and to ask any pertinent questions involving their role as a mentor to a Puente student.

FUNDING SOURCE: Puente Project general fund account

EVENT: Region 9 CEO Meeting
DATES: November 15, 2013
AMOUNT: \$200.00
ITEM: Refreshments and Table Linens
Sponsored by the Office of the President, the President is hosting on campus the luncheon for the Region 9 CEO meeting. This meeting for the CEO's/President's within region 9 meet to collaborate and address issues or concerns within the Community Colleges. Anticipated attendance is approximately 12 CEO's and President's.

FUNDING SOURCE: President's office general fund accounts

EVENT: Stress Solutions Oasis
DATES: November 25, 2013
AMOUNT: \$251.00
ITEM: Supplies, Decorations and Refreshments
Sponsored by Student Health Services, this event is an interactive stress management activity for faculty and staff. Anticipated attendance is 60 faculty and staff.

FUNDING SOURCE: Building Strengths: Enhancing Campus-Wide Mental Health Strategies and Training grant fund account

EVENT: Stress Solutions Oasis
DATES: December 12, 2013
AMOUNT: \$251.00
ITEM: Supplies, Decorations and Refreshments
Sponsored by Student Health Services, this event is an interactive stress management activity for faculty and staff. Anticipated attendance is 60 faculty and staff.
FUNDING SOURCE: Building Strengths: Enhancing Campus-Wide Mental Health Strategies and Training grant fund account

EVENT: The Lion King
DATES: December 18, 2013
AMOUNT: \$2,139.94
ITEM: Transportation and Tickets
Sponsored by the Tumaini Program, this event to The Lion King will promote a cultural event that will provide the Tumaini Program students exposure to a play, therefore, cultivating a higher level of diversity in our society. Anticipated attendance is 25 students, faculty and staff, which will be traveling from San Bernardino Valley College to the Ahmanson Theater in Los Angeles. Willene Nelson, Reginald Metu & Nikia Chaney will be the chaperones for this event.
FUNDING SOURCE: Tumaini Program general funds and Tumaini categorical funds accounts

EVENT: CARE Toy Drive Celebration – SBVC
DATES: December 20, 2013
AMOUNT: \$565.82
ITEM: Refreshments and Supplies
Sponsored by the CARE program, this event will promote an opportunity for single parents and their children to participate in the toy drive and celebration of the end of the fall semester. The celebration brings together the family and the San Bernardino Valley College (SBVC) staff and faculty to share their experiences for the semester. They will participate in activities and have a lunch while children receive gifts provided by SBVC and District personnel. Anticipated attendance is 120 students, faculty, staff and community members.
FUNDING SOURCE: EOPS categorical fund accounts

EVENT: Stress Solutions Oasis
DATES: January 30, 2014
AMOUNT: \$251.00
ITEM: Supplies, Decorations and Refreshments
Sponsored by Student Health Services, this event is an interactive stress management activity for faculty and staff. Anticipated attendance is 60 faculty and staff.
FUNDING SOURCE: Building Strengths: Enhancing Campus-Wide Mental Health Strategies and Training grant fund account

EVENT: 2nd Middle College High School Inspire Success Luncheon
DATES: February 7, 2014
AMOUNT: \$2,246.00
ITEM: Refreshments, Supplies, Decorations, Postage, Certificates and Invitations
Sponsored by the Middle College High School, this event will provide an opportunity for students to talk with career professionals and college recruiters about the students' goals and ambitions. The career professionals will focus on sharing their unique experience within their field and major. Anticipated attendance is approximately 110 students, staff and non-District community members.

FUNDING SOURCE: Middle College High School Chancellor's grant fund accounts

EVENT: Visit to the Museum of Tolerance (Los Angeles)
DATES: March 14, 2014
AMOUNT: \$1,410.94
ITEM: Transportation and Registration
Sponsored by the Puente Project, the students and staff will be traveling by bus from San Bernardino Valley College (SBVC) to Los Angeles to visit the Museum of Tolerance where the Puente Students and Team will receive a tour and presentation by a "Holocaust survivor" to gain an appreciation for what the Museum teaches. This interactive learning experience will result in the students writing a reaction/response paper and also in the discussion of the reasons for cultivating perhaps a higher level of tolerance in differences encountered in our diverse/global society. Anticipated attendance is 32 students and staff. Laura Gomez and Alma Lopez will be the chaperones for this event.

FUNDING SOURCE: Puente Project general fund accounts

CHC

EVENT: Student Success, Engagement, Enrollment Management, and Matriculation (SSEEMM) Committee Retreat
DATES: November 1, 2013
AMOUNT: \$8,000.00
ITEM: Refreshments, Rental of Facility, and Stipends for Part-time Faculty.
Sponsored by the SSEEMM Committee to develop an implementation plan and timeline for mandates put forward by the Student Success Act of 2012 as well as Student Success Task Force recommendations.

FUNDING SOURCE: Basic Skills Initiative

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Gloria Fisher, President, SBVC
PREPARED BY: Dr. Haragewen Kinde, Vice President, Instruction SBVC
DATE: October 10, 2013
SUBJECT: Consideration of Approval of Curriculum - SBVC

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

These courses and certificate has been approved for deletion by the Curriculum Committee of the Academic Senate and will not be included in the 2014-2015 College Catalog.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
October 10, 2013

DELETE COURSE

HVAC/R 050C
HVAC/R 051C
HVAC/R 052C
HVAC/R 055C
HVAC/R 056C
HVAC/R 057C
HVAC/R 060C
HVAC/R 061C
HVAC/R 062C
HVAC/R 065C
HVAC/R 066C
HVAC/R 067C
HVAC/R 068C

Rationale: Courses are no longer offered.

Effective: FA13

AUTO 063
CRMJUS 015
CRMJUS 016
CRMJUS 086
CRMJUS 087
CRMJUS 088
CRMJUS 089
CRMJUS 090
ENGL 920
MATH 010
POLICE 036

Rationale: Courses are no longer offered.

Effective: FA14

DELETE CERTIFICATE

CRIME SCENE INVESTIGATION

Rationale: Certificate is no longer offered.

Effective: FA14

Curriculum Meetings: 09-09-13
Conjoint Meeting: 09-13-13
Board of Trustees Meeting: October 10, 2013
1 of 1

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: October 10, 2013

SUBJECT: Consideration of Acceptance of Classified Employee Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Cecile Smith, Administrative Secretary, Applied Technology, Transportation, & Culinary Arts, SBVC.

OVERVIEW

Cecile Smith submitted her letter of retirement effective December 31, 2013, after eight 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: October 10, 2013
SUBJECT: Consideration of Approval of Amendment 005 to the Steinberg Architects Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 005 to the Steinberg Architects contract in the amount of \$5,118.00.

OVERVIEW

On December 8, 2011, the Board of Trustees approved a contract with Steinberg Architects for the Occupation Education #2 Building at Crafton Hills College.

This amendment is for additional design coordination services in conjunction with the implementation of the Owner Project Requirements document prepared by Arup Associates. The campus directed Arup Associates to provide design consistency for the mechanical systems throughout Crafton, especially for new construction projects. The purpose is to provide a consistency for equipment and systems that would facilitate efficient management of maintenance and operations throughout the life cycle of the campus.

ANALYSIS

The effect of this amendment will be an addition of \$5,118.00 to the Steinberg Architects contract, resulting in a revised contract amount of \$1,561,934.00. There is no increase in length of contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2013-14 Measure M budget.

Kitchell/BRj

11711 Sand Canyon Road, Yucaipa, CA 92399


Project Memo

Ph: 909.435.4159 - Fax: 909.794.8901

DATE: August 13, 2013

No - M CHC OE2 Bldg. 024

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

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

RE: Crafton Hills College (CHC)
PROJECT #: OE2 Building
Approval of Steinberg Architects Contract Amendment #5 (ASA #7)

SCOPE:

SBCCD approval for Steinberg Architects to proceed with the additional design coordination services included in ASA #7 for the implementation of the Owner Project Requirements (OPR) document prepared by ARUP associated with the OE2 Building project.

NARRATIVE:

The Campus directed ARUP to provide 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 Steinberg Architects after the design was completed and submitted to the Department of State of Architecture (DSA) review and approval.

The OPR was not originally part of Steinberg Architects'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 Steinberg Architects due to extra design hours needed to complete this task. Steinberg Architects current proposal looks acceptable and falls within current acceptable industry standards.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD authorize Steinberg Architects to proceed with ASA #7 in the amount of \$5,118.00. A formal Contract Amendment #5 will be prepared and forwarded to the October 10, 2013 SBCCD board meeting for final approval. Steinberg Architects new contract amount with the approval of Contract Amendment #5 will be \$1,561,934.00.

Note: Please note that this is a Campus added scope of work and is currently funded from the program soft cost contingency which was not anticipated; however, Kitchell/BRj will keep track of these requests and will ask the Campus for additional fund due to these changes, if needed, in the future. Additionally, it has been that OPR will increase the construction budget by an estimated value of \$50,000.

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:	\$ 2,054,309.79
Project Current Estimate to Complete:	\$ 23,928,050.94
Project Memo Forecast Cost:	\$ 5,118.00
Project Change Amount:	\$ 0.00

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


8/13/13

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

Diana Johnson 8/16/13
Diana Johnson, Program Manager, KB

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

Timothy Oliver MS 8/20/13
Timothy Oliver, Interim VC of Fiscal Services, SBCCD

Attachments: Steinberg Architects ASA #7 (4 pages)

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

**CHC OE2 BUILDING
STEINBERG ARCHITECT CONTRACT AMENDMENT: 005**

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 design coordination services included in ASA #7 for the implementation of the Owner Project Requirements (OPR) document prepared by ARUP associated with the OE2 Building project. The Campus directed ARUP to provide 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 Steinberg Architects after the design was completed and submitted to the Department of State of Architecture (DSA) review and approval.

Attachments:

- Steinberg Architects OE2 Bldg ASA #7 (4 pages)
- Kitchell/BRj/Seville project memo OE2 Bldg 024 (2 pages)

Costs:

\$5,118.00 = Total amount of this Amendment

The original Contract Sum	\$1,457,200.00
Net change by previous Amendments	\$99,616.00
The Contract Sum prior to this Amendment	\$1,556,816.00
The Contract Sum will be increased by this Amendment	\$5,118.00
The new Contract Sum including this Amendment	\$1,561,934.00

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:  9.13.2013

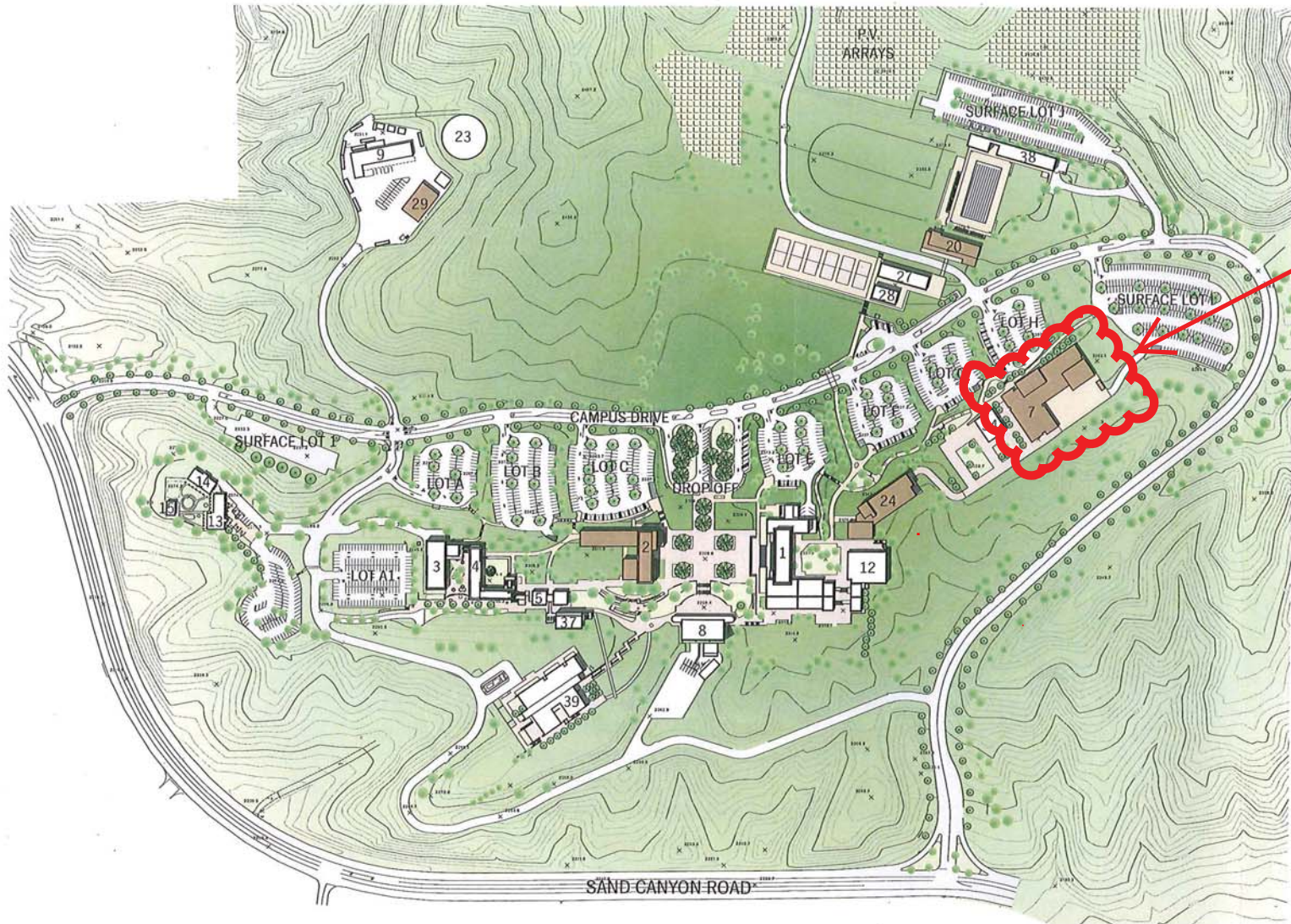
By: 

By: _____

DATE:

DATE: 9/23/13

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: Jose F. Torres, Director of Fiscal Services
DATE: October 10, 2013
SUBJECT: Consideration of Approval of Budget Adjustments

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Budget Adjustments.

OVERVIEW

Budget Adjustments are submitted for Board review and approval.

ANALYSIS

In compliance with the Budget Adjustment procedure required by the County Superintendent of Schools, these budget adjustments are submitted for Board review and approval. These actions reflect the adjustments necessary to conduct the business of the District and to remain in compliance with sound fiscal practices.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The various budgets are impacted as indicated on the attached adjustments.

SEP - 9 2013

BUDGET ADJUSTMENT

Date	Location	Responsibility Center	Manager	President
9/3/2013	SBVC		<i>[Signature]</i>	<i>[Signature]</i> 9-9-13

ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
------	------	------	---------	--------	--------	------	--------------	----------------

INCOME

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
01	50	15	9016	0460	8199	0000	Bridging the Water Divide-NSF Grant	\$66,005
								\$66,005

EXPENSE

01	50	15	9016	0460	1480	6840	Non instructional hourly	\$37,153
01	50	15	9016	0460	3420	6840	Health & Welfare-Clas	\$7,650
01	50	15	9016	0460	4500	6840	Non instructional supplies	\$129
01	50	15	9016	0460	4551	6840	Printing	\$500
01	50	15	9016	0460	5113	6840	Consultant & Other Services	\$1,000
01	50	15	9016	0460	5200	6840	Travel/Refreshments/Conf	\$1,646
01	50	15	9016	0460	5310	6840	Dues & Memberships	\$500
01	50	15	9016	0460	5809	6480	Other Expenses & Fees	\$2,000
01	50	15	9016	0460	5819	6480	Indirect Charge	\$15,427
								\$66,005

JUSTIFICATION

Carryover budget for Bridging the Water Divide NSF Grant. Fiscal year 2013-2014.
Budget not set up during budget development.

Chancellor	Board Action Date	
<i>[Signature]</i>	10/10/13	
Batch Transfer No./Reference No.	Posted By:	Date:

BUDGET ADJUSTMENT

SEP 17 2013

Date	Location	Responsibility Center Manager	President
9/16/13	SBVC		9-19-13

ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
INCOME								
01	00	00	0000	0000	9797.00	0000	Fund Balance	78,569.00
01	00	00	0000	0000	9797.00	0000	Excess Balance	22,630.00
EXPENSE								
01	00	01	9509	0000	4500.00	6710	Marketing Non-Instructional Supplies	3,500.00
01	00	01	9509	0000	4551.00	6710	Marketing Printing	3,150.00
01	00	01	9509	0000	5200.00	6710	Marketing Travel & Conference	1,330.00
01	00	01	9509	0000	5310.00	6710	Marketing Dues & Membership	500.00
01	00	01	9509	0000	5350.00	6710	Marketing Postage & Freight	1,500.00
01	00	01	9509	0000	5610.00	6710	Marketing Rentals	1,000.00
01	00	01	9509	0000	5801.00	6710	Marketing Advertising	11,650.00
01	00	01	9508	0000	5113.00	6770	HMC	23,790.00
01	00	01	9508	0000	6420.00	6770	Counseling Online Program	49,725.00
01	00	01	9508	0000	6400.00	6770	Furniture for ADSS Lab	4,330.00
01	00	01	9508	0000	6400.00	6770	Scoreboard	724.00

JUSTIFICATION

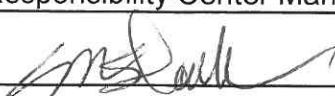

CORRECTED

Budget correction for Marketing. One time unbudgeted cost expenditures determined urgent or necessary by San Bernardino Valley College Council.

Fiscal Services		Board Action Date
		10/10/13
Batch Transfer Number/Reference #	Posted By:	Date:

BUDGET ADJUSTMENT

SEP 17 2013

Date	Location	Responsibility Center Manager	President
9/16/13	SBVC		 9-19-13

ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
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INCOME

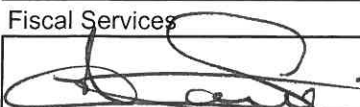
01	00	00	0000	0000	9797.00	0000	Fund Balance	143,951.47

EXPENSE

01	00	01	9508	0000	6400.00	6770	PE Platform	5,830.00
01	00	01	9508	0000	4500.00	6770	Fans - Tech Building	1,538.00
01	00	01	9508	0000	6400.00	6770	Information Booths	3,004.00
01	00	01	9508	0000	4500.00	6770	Campus Signage	4,708.00
01	00	01	9508	0000	6400.00	6770	ADA Chairs	3,200.00
01	00	01	9508	0000	6400.00	6770	Office Furniture	5,850.00
01	00	01	9508	0000	6400.00	6770	Compressors - Tech Building	41,000.00
01	00	01	8119	0000	6420.00	6150	Media/AV Computers	11,821.47
01	00	01	9508	0000	6420.00	6770	Phone System	67,000.00

JUSTIFICATION

One time unbudgeted cost expenditures determined urgent or necessary by San Bernardino Valley College Council.

Fiscal Services		Board Action Date
		10/10/13

Batch Transfer Number/Reference #	Posted By:	Date:


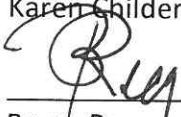
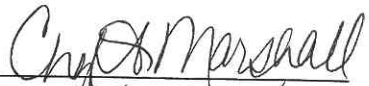
BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
9/13/13	SBVC	Dr. Gloria Fisher	<i>Gloria Fisher 9-16-13</i>

ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
INCOME								
01	00	01	0000	0000	9797.00	0000	Reserve Funds	\$ 15,850.00
EXPENSE								
01	00	01	3579	0000	6400.00	6010	Equipment & Furniture	\$ 850.00

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
8/1/2013	CHC/Foundation	 _____ Karen Childers  _____ Bryan Reece	 _____ Cheryl A. Marshall
Account:			

INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	02	9002	0000	8890.00	0000	Foundation, Program Support	29,928
							San Manuel ICARE	28,000
Total								57,928

EXPENSE

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	02	8100	0000	1307.00	1269	Allied Health	1387
01	00	02	8100	0000	1307.00	0410	Anat. and Physiology	3728
01	00	02	8100	0000	1307.00	1112	Arabic	2311
01	00	02	8100	0000	1307.00	1007	Art	1387
01	00	02	8100	0000	1307.00	0850	ASL	1849
01	00	02	8100	0000	1307.00	0401	Biology	3728
01	00	02	8100	0000	1307.00	1905	Chemistry	7672
01	00	02	8100	0000	1307.00	0701	Computer Info Syst	1387
01	00	02	8100	0000	1307.00	2204	Economics	1387
01	00	02	8100	0000	1307.00	1501	English	9244
01	00	02	8100	0000	1307.00	0837	Health	1387
01	00	02	8100	0000	1307.00	2205	History	2773
Subtotal, Page 1								38,239
Subtotal, Page 2								19,690
Total								57,928

JUSTIFICATION

Donation from program members of San Manuel ICARE

EXPENSE

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	02	8100	0000	1307.00	1701	Mathematics	9244
01	00	02	8100	0000	1307.00	0403	Microbiology	3728
01	00	02	8100	0000	1307.00	0835	Physical Education	1171
01	00	02	8100	0000	1307.00	1509	Philosophy	1387
01	00	02	8100	0000	1307.00	2207	Political Science	1387
01	00	02	8100	0000	1307.00	2208	Sociology	1387
01	00	02	8100	0000	1307.00	1506	Speech	1387
Subtotal, Page 2								19,690

JUSTIFICATION

See Page 1 Justification

Controller	Chancellor	Board Action Date
		10/10/13
Batch Transfer No./Reference #	Posted By	Date

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
08/27/13	Crafton	<i>Jane Cymanulis</i>	<i>Chad Marshall</i>

INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	02	5625	0000	8823.00	00 00	Private Contribution	10,000

EXPENSE

01	00	02	5625	0000	6400.00	1250	Equipment	10,000

JUSTIFICATION

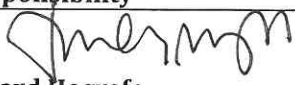
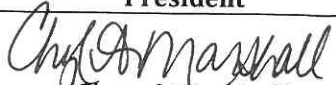
To set up income and expense budget for donation of an ambulance to Crafton Hills College Emergency Medical Services Department, donated by American Medical Response.

Board approved on September 12, 2013

Controller <i>[Signature]</i>	Chancellor	Board Action Date 10/10/13
---	-------------------	--------------------------------------

Batch Transfer #/Ref #	Posted By	Date

SBCCD BUDGET ADJUSTMENT

Date	Location	Responsibility	President
08/30/13	CHC	 Richard Hogrefe	 Cheryl Marshall

INCOME

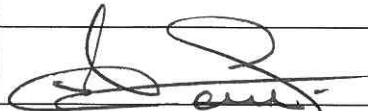
Fund	Lf	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	50	02	9002	0159	8123.00	0000	Title V-Strenght tech/dev	(3,623.00)
								(3,623.00)

EXPENSE

Fund	Lf	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	50	02	9002	0159	5809.00	6199	Title V-Strenght tech/dev	(3,623.00)
								(3,623.00)

JUSTIFICATION

Budgeted amount does not reflect the authorized funding amount on the grant award notification (see attached). Please adjust incoming revenue to equal award amount of \$866,377.00.

Controller	Chancellor	Board Action Date
		10/10/13

Batch Transfer #/Ref #	Posted By	Date

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

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

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with Braughton Construction, Inc. for the completion of the Americans with Disabilities Act (ADA) Parking and Access Project at San Bernardino Valley College in the amount of \$26,485.00.

OVERVIEW

This project is part of the voluntary ADA upgrade effort at SBVC, and completes the ADA parking and access for the Central Plant building.

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 Braughton Construction, Inc.

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: September 10, 2013

No. VC- 230

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 – Central Plant ADA Access

SCOPE:

SBCCD approval to engage in a contract for completion of the ADA parking and access required at the Central Plant building.

NARRATIVE:

Kitchell/BRj has utilized the UCCAP Contractors to bid out the required ADA access to the Central Plant. An RFP was issued and the three lowest qualified bids were reviewed. The bids ranged from \$26,485.00 - \$35,450.00. KB conducted interviews with the (3) lowest bidders and determined that Braughton Construction was the lowest responsible bidder.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD approve the execution of the contract with Braughton Construction to complete the ADA access requirement.

Budget Information:

Project Original Budget Amount:	\$ 17,203,702.00
Project Current Spent to Date:	\$ 15,744,327.31
Project Current Estimate to Complete:	\$ 16,445,347.75
Project Memo Forecast Cost:	\$ 26,485.00
Project Change Amount:	\$ 0.00
Budget Line Item: 42-50-31-5230-00257-6120.50-7100	

I concur with this recommendation Diana Johnson 9/12/13
 I do not concur with this recommendation
 Diana Johnson, Program Manager, KB

I concur with this recommendation Timothy Oliver 9/18/13
 I do not concur with this recommendation
 Timothy Oliver, Interim Vice Chancellor, Fiscal Services

Attachments: Bid Proposal

Cc: File

[Handwritten signature]
9/11/13



This seal is the property of the State of California. It shall not be used for any purpose other than that for which it was issued. It shall not be used for any purpose other than that for which it was issued. It shall not be used for any purpose other than that for which it was issued.

**SBVC VOLUNTARY ADA
UPGRADES ACCESSIBLE
ROUTE PHASE 1**
701 South Mount Vernon Ave.,
San Bernardino, CA
Developed for
San Bernardino Comm. College District

DATE	
REVISION	
DATE	
REVISION	
DATE	
REVISION	

Job No.	1105210
Date	05-15-2012
Drawn by	ADJ/CA
Checked by	HE
Scale	1" = 100'

**CAMPUS DSA#
LIMITS
EXHIBIT**

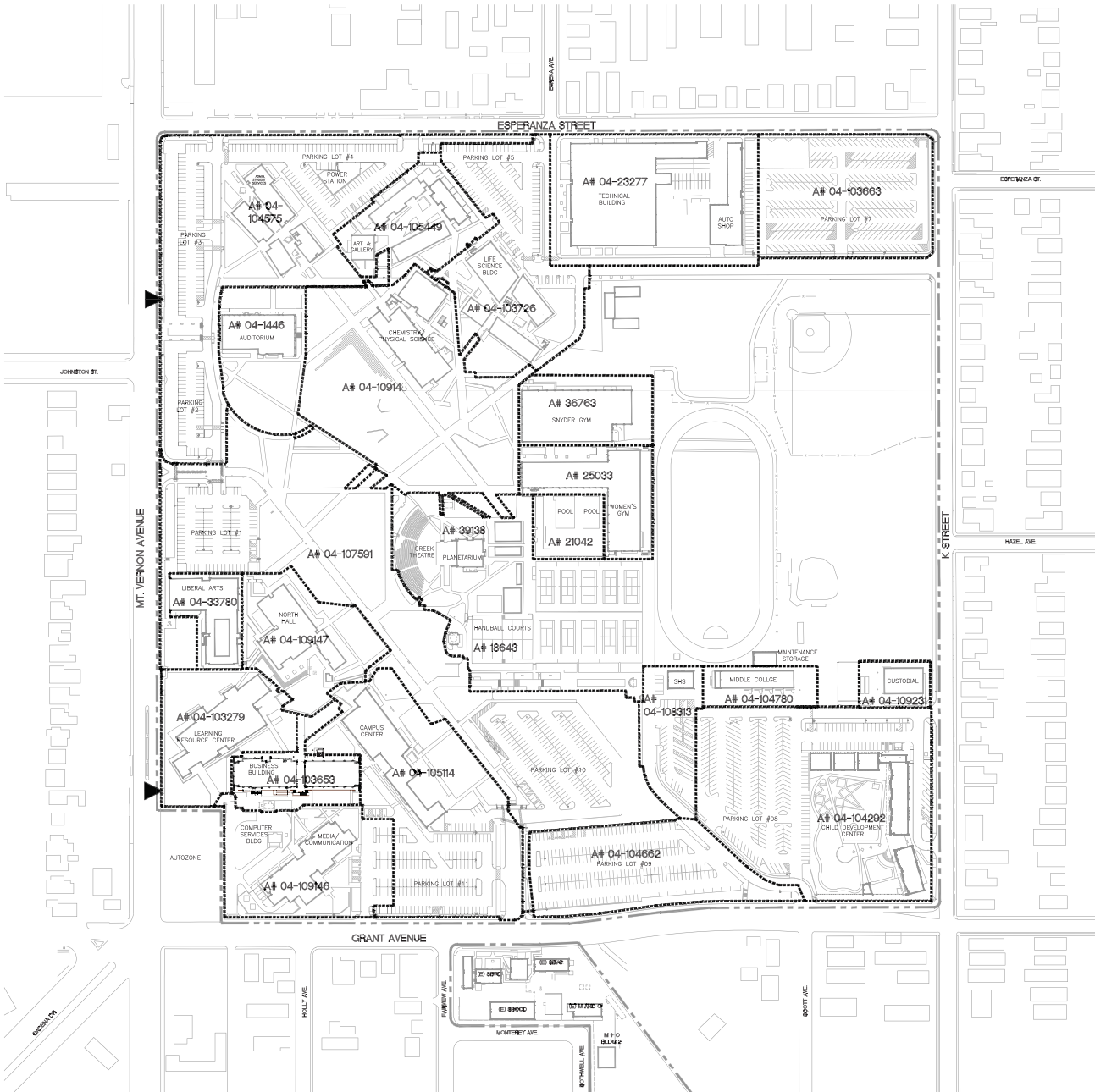
G0.2

LEGEND

EXISTING BUS STOP

CAMPUS BOUNDARY

LIMIT OF WORK



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: October 10, 2013
SUBJECT: Consideration of Approval of Contract with HMC Architects

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with HMC Architects for the San Bernardino Valley College Technology Building Renovation project in the amount of \$283,400.00.

OVERVIEW

The District has conducted an assessment of the existing Technology Building to identify building deficiencies in order to inform the campus of options for renovation, addition, or new construction within the SBVC Master Plan. Within the process, certain life safety and educational program functionality issues were identified and prioritized.

ANALYSIS

HMC will develop construction documents in order to address the issues noted and administer this project through Division of the State Architect approval, bidding/negotiation, construction administration, and project closeout.

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, San Bernardino CA 92410

Project Memo

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

DATE: September 17, 2013

No - M VC 234

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)
PROJECT #: Technology Building Renovation Project
Approval of Architectural Services Agreement for HMC Architects

SCOPE:

SBCCD approval of HMC Architects architectural services contract for the San Bernardino Valley College (SBVC) Technology Building Renovation.

NARRATIVE:

The District has conducted an assessment of the existing Technology Building to identify building deficiencies in the areas assessed in order to inform the Campus of options for renovation, addition, or new construction within the SBVC Master Plan. Within the process certain life safety and educational program functionality issues were identified and prioritized for District consideration. LPA and HMC Architects have completed the initial assessments and provided rough order magnitude costs for each building component which will be the basis-of-design for the Technology Building Renovation Project. Kitchell/BRj and HMC Architects have completed negotiations regarding the expedited project design schedule and fee in order to maintain coordination with the Campus Academic Calendar.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD approve HMC Architects architectural service contract for the SBVC Technology Building Renovation in the amount of \$ 283,400.00.

With your concurrence of this recommendation HMC Architects architectural services contract for the SBVC Technology Building Renovation will be presented to the SBCCD board at the upcoming October 10, 2013 board meeting.

BUDGET INFORMATION/FISCAL IMPACT:

Project Original Budget Amount: \$ 3,658,000.00
Project Current Spent to date: \$ 8,000.29
Project Current Estimate to Complete: \$ 3,883,000.00
Project Memo Forecast Cost: \$ 283,400.00
Project Change Amount: \$ 0.00
Budget Line Item: 42-50-31-8119-6220.10-7100 - (Soft Cost Contingency) (1,000)

I concur with this recommendation *Diana Johnson 9/17/13*
 I do not concur with this recommendation
Diana Johnson, Program Manager, KB

I concur with this recommendation *Charlie Ng 9/17/13*
 I do not concur with this recommendation
Charlie Ng, VC of Fiscal Services, SBCCD
TIMOTHY OLIVER

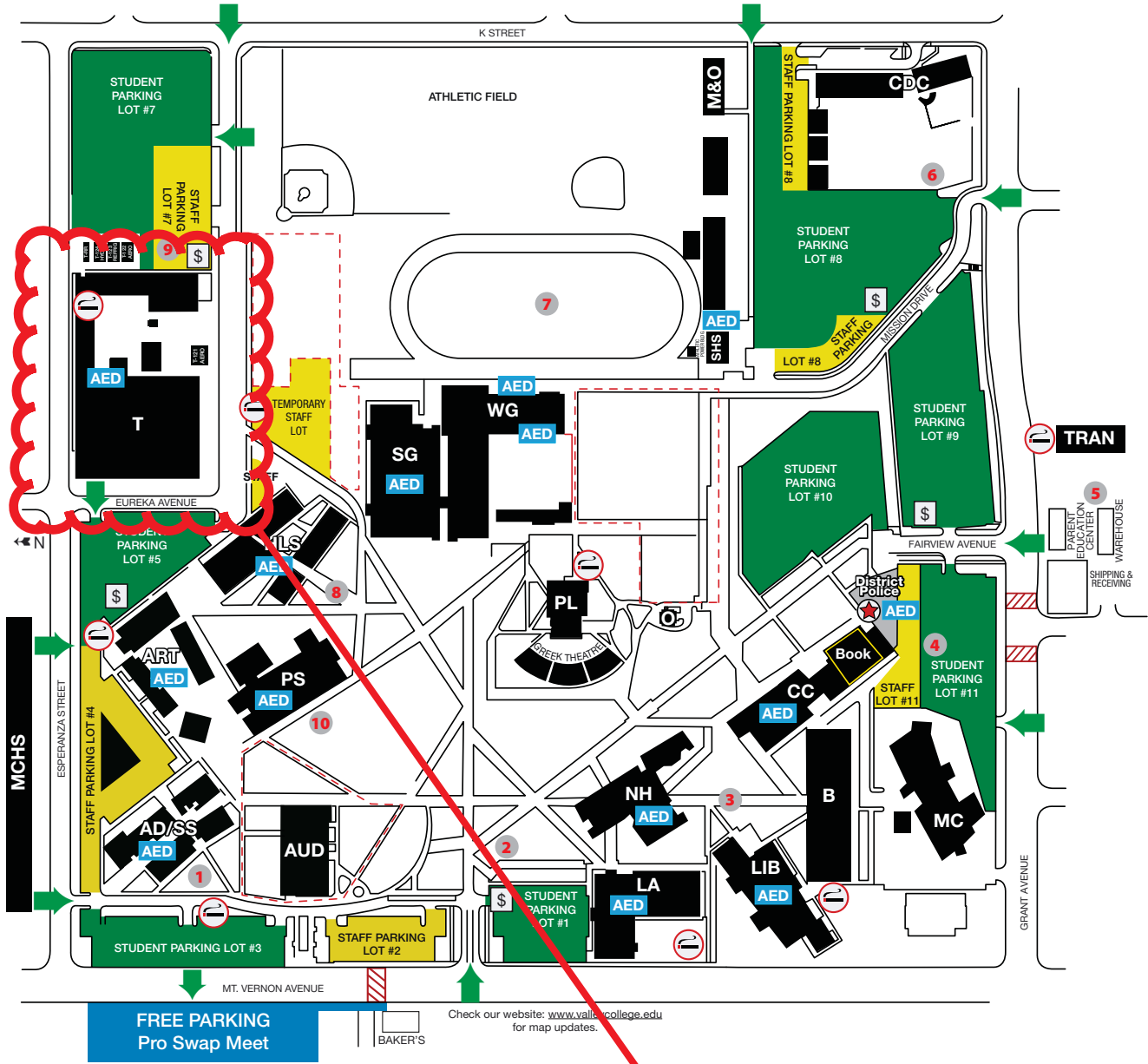
Attachments: HMC Technology Building Proposal
Cc: Diana Johnson; Sheila Nelson - Kitchell/BRj, File

MV
9/17/13

EMERGENCY EVACUATION SITES

San Bernardino Valley College

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



INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

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)

Evacuation Sites

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	M&O..... Maintenance & Operations
B..... Business	O..... Observatory
BOOK..... Bookstore	PL..... Planetarium
CC..... Campus Center	PS..... Physical Sciences
CDC.....Child Development Center	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 permit/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: October 10, 2013
SUBJECT: Consideration of Approval of Final Payment Agreement
for C. S. Legacy Construction, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve a final payment agreement for C. S. Legacy Construction, Inc. in the amount of \$71,836.58.

OVERVIEW

On December 13, 2012, the District approved a contract with C. S. Legacy Construction, Inc. for the Voluntary Americans with Disabilities Act Upgrades project at San Bernardino Valley College. On April 5, 2013, the District terminated the project for convenience, in accordance with the contract. After several negotiation meetings, a final payment for the work in place was agreed upon.

ANALYSIS

The effect of the negotiations is a final payment to C. S. Legacy Construction, Inc. in the amount of \$71,836.58.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2013-14 Measure M budget.

RELEASE AND WAIVER AGREEMENT

This Release and Waiver Agreement ("Agreement") is made and entered into on this 10 day of October, 2013, by and between C.S. Legacy Construction, Inc. ("CS Legacy") and the San Bernardino Community College District ("District"). CS Legacy and the District are also referred to herein collectively as the "Parties".

RECITALS

- A. On or about December 13, 2012, the Parties entered into a contract ("Contract") for voluntary ADA upgrades at San Bernardino Valley College ("Project"). A copy of the Contract is attached hereto as Exhibit "A".
- B. On or about April 5, 2013, the District terminated the Contract for convenience in accordance with the Contract.
- C. Disputes between the Parties have arisen related to the payment owed to CS Legacy resulting from the termination for convenience and other claims on the Project.

NOW THEREFORE, IN CONSIDERATION of the foregoing Recitals, and mutual understandings contained in this Agreement, and for other good and value consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

AGREEMENT

1. Payment by the District and Acceptance by CS Legacy

Not later than 30 days after the Parties executing this Agreement and approval of this Agreement by the District's governing Board of Trustees, the District shall pay to CS Legacy the total sum of \$71,836.58. CS Legacy shall accept this amount as full and final payment for any and all costs and claims that have been, or could be raised by CS Legacy related in any manner to the Project.

2. Release & Waiver

Upon receipt of the amount set forth in Paragraph 1 above, CS Legacy hereby releases and forever discharges the District and its, governing Board, officers, directors, partners, employees, agents, representatives, servants, attorneys, consultants, successors, heirs, executors, administrators, and all other entities, persons, firms, associations, partnerships, insurers, architects, engineers or corporations connected with it, from and against any and all actions, causes of action, actual or potential claims, liabilities, demands, damages, losses, costs and expenses of any nature whatsoever, whether known or unknown, fixed or contingent arising out

of or in any way related to any and all costs and claims arising or in any manner related to the Project.

CS Legacy expressly, voluntarily and knowingly waives the application of California Civil Code §1542 which provides:

A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor.

3. Attorneys' Fees & Costs

Each Party shall bear its own costs and attorneys' fees incurred and waive recovery against each other of all fees or costs. However, should any legal action or proceeding be commenced between the Parties hereto or their representatives concerning any provision contained in this Agreement or the rights and duties of any person or entity hereunder, solely as between the Parties hereto or their successors, the prevailing party in such proceeding will be entitled to the reasonable attorneys' fees and expenses of counsel, and other fees and costs reasonably incurred in the course of such legal action or proceeding.

4. Agreement Binding only on Parties

This Agreement shall be binding upon the Parties and their successors, assigns and heirs. This Agreement shall inure solely to the benefit of the Parties herein and shall not be and is not intended to be for the benefit for any persons, Parties or entities not a party to this Agreement.

5. Entire Agreement

This Agreement represents the entire agreement between the Parties and supersedes all prior negotiations, representations or agreements, either written or oral concerning the subject matter herein. This Agreement may be amended only by a writing designated as an amendment signed and executed by the Parties herein.

6. Severability

The unenforceability or invalidity of any provision, portion or section of this Agreement shall not affect the enforceability or validity of the remaining portion of this Agreement or any part thereof.

7. Advice of Counsel

Each party acknowledges that it has entered into this Agreement freely and voluntarily and has had a full and complete opportunity to review this Agreement by themselves and with the advice of independent legal counsel of their own choosing. Any rule of contractual interpretation which provides that ambiguities in the document are to be construed against the drafting party shall not be employed or relied upon in interpreting this Agreement.

8. Governing Law

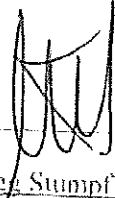
This Agreement shall be governed by, construed and enforced under and in accordance with the laws of the State of California.

9. Execution in Counterparts

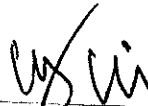
This Agreement may be executed in counterparts. Each of the counterparts when so executed and delivered, shall be deemed an original and, taken together, shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto duly execute this Agreement on the date first set forth above.

C.S. Legacy Construction, Inc.

By: 
Name: Greg Stumpf
Title: President

San Bernardino Community College District

By: 
Name: Timothy Oliver
Title: Interim Vice Chancellor

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: October 10, 2013
 SUBJECT: Consideration of Approval of Bond Measure M Construction Change Orders and Contract Amendments

RECOMMENDATION

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

San Bernardino Valley College – Miscellaneous Site Work Project						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Three Peaks	CO #1	87,187.00	0.00	-8,543.00	78,644.00	-9.80%
San Bernardino Valley College – Soccer Field Renovation						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Three Peaks	CO #1	116,414.00	0.00	Addition of 45 Days to Contract	116,414.00	0.0%

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 -\$8,543.00 which is -0.017% 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 Bond Measure M construction contracts by \$1,846,749.25. The new overall Measure M change order percentage is 3.71%. 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: Three Peaks Amount \$ (8,543.00)

Campus: San Bernardino Valley College Project: Miscellaneous Site Work

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 contract allowance for deleted/reduced scope generated by the Campus and no cost contract duration.

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 08/08/13 in the amount of \$ 87,187.00
 Total Board approved amendments to date \$ -
 Requested amendment amount \$ -

This request is an amendment and results in a revised contract amount of \$ 87,187.00
 (Note: This revised contract amount basis for 10% rule)

Total Board approved change orders to date \$ -
 Requested Change Order amount \$ (8,543.00)

This request is a change order and results in a revised contract amount of \$ 78,644.00

This change order is subject to the 10% rule. It results in a -9.80% change to the contract
 The cumulative amount of change orders for this contract equals (8,543.00)
-9.80% of the contract amount.

TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS 78,644.00

Signatures

Bond Program Manager

Diana Johnson

Diana Johnson
(Signature)

9/23/13
(Date)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

4629A1
Project Number

MSW-GC-CO1

CHANGE ORDER

Original Contract Amount: **\$87,187.00**
Amount of Previous Contract Amendments: **\$0.00**
Amount of Previous Change Orders: **\$0.00**

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>October 10, 2013</u>
Project Description:	<u>SBVC - Misc. Site Work Project</u>	Contract No.:	<u>General Contractor</u>
To (Contractor):	<u>Three Peaks Corp.</u>	Attn:	<u>Erik Simmons</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.
Contract Change Order No. GC-CO1

TOTAL COST of CONTRACT CHANGE ORDER MSW-GC-CO1: (\$8,543.00)

Reason for Change:

- 1.1 Contract Administrative Issue
- 1.2 District Added/Reduced Scope
- 1.3 Contract Administrative Issue

Initiator of Change:

- 1 Administration

The original Base Contract Sum was:	<u>\$87,187.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. MSW-GC-CO1 will be decreased by:	<u>(\$8,543.00)</u>
The revised BASE Contract Sum:	<u>\$78,644.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$78,644.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$78,644.00</u>
The contract TIME due to C.O. No. MSW-GC-CO1 will be changed by:	<u>126</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>17-Dec-13</u>
SBCCD Change Order No. <u>MSW-GC-CO1</u> includes Item Number(s):	<u>1.1 - 1.3</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>Richard Blenvenu</u>	<u>Richard Blenvenu, Project Architect of Record</u>	<u>9/17/13</u>
Architect:		
<u>Michael Wickham</u>	<u>Michael Wickham, Project Manager</u>	
Project Mgr.:		
<u>Mr. Timothy Oliver</u>	<u>Mr. Timothy Oliver, Interim Vice Chancellor Fiscal Services</u>	
District:		
<u>Erik Simmons</u>	<u>Erik Simmons, President</u>	
Contractor:	<u>Printed Name/Title</u>	

CHANGE ORDER NO. MSW-GC-CO1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	Bid Allowance No. 01 - Landscape & Irrigation Repair	L-2	100	(\$7,600)	\$0	(\$7,600)
Item 1.2	Bid Allowance No. 02 - Flatwork at ADSS Building	L-2	100	(\$1,043)	\$0	(\$1,043)
Item 1.3	Contract duration extension	L-2	100	\$0	\$0	\$0
Subtotal						(\$8,543)
TOTAL CONTRACT CHANGE ORDER # MSW-GC-CO1						(\$8,543)

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: Three Peaks Amount \$ -

Campus: San Bernardino Valley College Project: Soccer Field 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: Schedule extension of the contract.

Accountability

This Change was part of the original design scope: This is a no-cost change order for a 45 day extension for the fabrication and procurement of the playfield equipment.

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 08/08/13 in the amount of \$ 116,414.00
 Total Board approved amendments to date \$ -
 Requested amendment amount -

This request is an amendment and results in a revised contract amount of \$ 116,414.00
 (Note: This revised contract amount basis for 10% rule)

Total Board approved change orders to date \$ -
 Requested Change Order amount \$ -

This request is a change order and results in a revised contract amount of \$ 116,414.00

This change order is subject to the 10% rule. It results in a 0.00% change to the contract

The cumulative amount of change orders for this contract equals -
0.00% of the contract amount.

TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS 116,414.00

Signatures

Bond Program Manager

Diana Johnson

Diana Johnson
(Signature)

9/23/13
(Date)

4629A1
Project Number

SR-GC-CO1

CHANGE ORDER

Original Contract Amount: **\$116,414.00**
 Amount of Previous Contract Amendments: **\$0.00**
 Amount of Previous Change Orders: **\$0.00**

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>October 10, 2013</u>
Project Description:	<u>SBVC - Soccer Field Renovation Project</u>	Contract No.:	<u>General Contractor</u>
To (Contractor):	<u>Three Peaks Corp.</u>	Attn:	<u>Erik Simmons</u>

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

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

Description of Work: _____

This change order includes a No Cost extension of contract duration due to the procurement and fabrication of the playfield event equipment.

Refer to attached Project Memo No. 233
 Contract Change Order No. GC-CO1

TOTAL COST of CONTRACT CHANGE ORDER SR-GC-CO1: \$0.00

Reason for Change: _____

1.1 **Contract Administrative Issue**

Initiator of Change: _____

1 **Administration**

The original Base Contract Sum was:	<u>\$116,414.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. MSW-GC-CO1 will be unchanged:	<u>\$0.00</u>
The revised BASE Contract Sum:	<u>\$116,414.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$116,414.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$116,414.00</u>
The contract TIME due to C.O. No. MSW-GC-CO1 will be changed by:	<u>45</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>14-Oct-13</u>
SBCCD Change Order No. <u>SR-GC-CO1</u> includes Item Number(s):	<u>1.1</u>

This Contract Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino 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>9/13/13</u>
Architect: <u>[Signature]</u>	<u>Brad Glassick, Project Architect of Record</u>	
Project Mgr.: <u>[Signature]</u>	<u>Michael Wickham, Project Manager</u>	
District: <u>[Signature]</u>	<u>Mr. Timothy Oliver, Interim Vice Chancellor Fiscal Services</u>	
Contractor: <u>[Signature]</u>	<u>Erik Simmons, President</u>	

Printed Name/Title

HERE

CHANGE ORDER NO. MSW-GC-CO1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
1.1	Contract duration extention for the procurement of the playfield event equipment.	0	0		\$0	\$0
Subtotal						\$0
TOTAL CONTRACT CHANGE ORDER # MSW-GC-CO1						\$0

CODE LEGEND

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

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- 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: Steven J. Sutorus, Business Manager
DATE: October 10, 2013
SUBJECT: Consideration of Approval of Surplus Property and Authorize Disposal or Private Sale

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

Non-Fixed Asset Surplus List

October 10, 2013

Desktop printer	1 ea
1995 Gillig deisel bus	1 ea

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: October 10, 2013
SUBJECT: Consideration of Approval of Uniform Construction Cost Accounting Procedures (UCCAP) Agreements

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached list of UCCAP contracts and agreements.

OVERVIEW

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

ANALYSIS

As part of adopting the UCCAP, the District maintains a pre-qualified list of contractors according to trade category. Qualified contractors from the list are solicited on informal bids for public works projects valued between \$45,000 and \$175,000 or lower. Contracts for projects are issued to the contractor submitting the lowest cost, responsible proposal. Adoption of the UCCAP allows the District to more efficiently and effectively manage small to medium sized projects.

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.

UCCAP - Uniform Construction Cost Accounting Procedures

Scheduled Board Date 10/10/2013

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Dalke & Sons Construction, Inc	(9622) Installation of door and supporting wall in the Campus Center Building at the ASG office Term: 10/1/2013 - 6/30/2014	Administrative Services/SBVC	\$6,280.00	TOliver
Dalke & Sons Construction, Inc	(9621) Installation of Wall and Door in Student Health Services Building Term: 10/1/2013 - 6/30/2014	Administrative Services/SBVC	\$13,860.00	TOliver

Grand Total Contracts for Board Date 10/10/2013: 2

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: October 10, 2013
SUBJECT: Consideration of Approval to Revise the Authorized Signature List

RECOMMENDATION

It is recommended that the Board of Trustees approve the deletion of Tanya Rogers, Interim Vice Chancellor of Human Resources, from the 2013-14 Authorized Signature List.

OVERVIEW

The 2013-14 Authorized Signature List was approved by the Board of Trustees on June 13, 2013. At that time Tanya Rogers was approved to sign County Notices of Employment for the District.

ANALYSIS

Tanya Rogers retired from the District on September 2, 2013 and is no longer authorized to approve Notices of Employment for the District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications connected with the approval of this item.

Item	Authorized Signatories
Official Documents	Bruce Baron, Chancellor OR Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services OR Steven J. Sutorus, Business Manager
Certification of Board Minutes	Bruce Baron, Chancellor OR Donna Ferracone, Clerk of the Board
Bookstore Fund	Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services OR Jose Torres, Director of Fiscal Services OR Eloise Sifford, Accounting Manager, OR Steven J. Sutorus, Business Manager
Cafeteria Fund	Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services OR Jose Torres, Director of Fiscal Services OR Eloise Sifford, Accounting Manager, OR Steven J. Sutorus, Business Manager
Associated Student Government, Clubs, Trusts & Student Center Fee Funds	Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services OR Jose Torres, Director of Fiscal Services OR Eloise Sifford, Accounting Manager, OR Steven J. Sutorus, Business Manager
Emergency Loans & Scholarships	Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services OR Jose Torres, Director of Fiscal Services OR Eloise Sifford, Accounting Manager, OR Steven J. Sutorus, Business Manager
Revolving Cash Fund	Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services OR Jose Torres, Director of Fiscal Services OR Eloise Sifford, Accounting Manager, OR Steven J. Sutorus, Business Manager
Miscellaneous County Revenue Clearing Accounts	Bruce Baron, Chancellor OR Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services OR Jose Torres, Director of Fiscal Services OR Eloise Sifford, Accounting Manager, OR Steven J. Sutorus, Business Manager
National Direct Student Loan Funds	Bruce Baron, Chancellor OR Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services OR Jose Torres, Director of Fiscal Services OR Eloise Sifford, Accounting Manager, OR Steven J. Sutorus, Business Manager

Item	Authorized Signatories
Financial Aid	Bruce Baron, Chancellor OR Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services OR Jose Torres, Director of Fiscal Services OR Eloise Sifford, Accounting Manager, OR Steven J. Sutorus, Business Manager
Perkins (Mailbox)	Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services OR Jose Torres, Director of Fiscal Services OR Eloise Sifford, Accounting Manager, OR Steven J. Sutorus, Business Manager
Safe Deposit Box	Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services OR Jose Torres, Director of Fiscal Services OR Steven J. Sutorus, Business Manager
District Orders for Commercial Warrants	Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services OR Jose Torres, Director of Fiscal Services OR Eloise Sifford, Accounting Manager, OR Steven J. Sutorus, Business Manager
District Orders for Payroll Warrants	Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services OR Jose Torres, Director of Fiscal Services OR Steven J. Sutorus, Business Manager
County Notices of Employment	Bruce Baron, Chancellor OR Vacant, Vice Chancellor, Human Resources, OR Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
Budget Transfers	Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services OR Jose Torres, Director of Fiscal Services OR Eloise Sifford, Accounting Manager, OR Steven J. Sutorus, Business Manager
Expenditure Transfers	Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services OR Jose Torres, Director of Fiscal Services OR Eloise Sifford, Accounting Manager, OR Steven J. Sutorus, Business Manager
Authorization for Advance Travel Pay	Bruce Baron, Chancellor OR Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services
Contracts/Agreements/MOUs	Bruce Baron, Chancellor OR Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services OR Jose Torres, Director of Fiscal Services OR Steven J. Sutorus, Business Manager

Item	Authorized Signatories
Purchase Orders	Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services OR Jose Torres, Director of Fiscal Services OR Steven J. Sutorus, Business Manager

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Pierre Galvez, Police Chief
DATE: October 10, 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 August 24, 2013 – September 23, 2013 (See attached)

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
AUGUST 24, 2013 – SEPTEMBER 23, 2013**

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

No Clery Crimes

DISTRICT

No Clery Crimes

VALLEY

13-337	8/27/13	Grand Theft Auto	Swap Lot	8/27/13	7:40pm	Report taken
13-352	9/11/13	Possession of Alcohol	Mt. Vernon	9/11/13	7:15pm	Cited
13-360	9/20/13	Possession of Alcohol	Parking Lot #2	9/20/13	6:45pm	Cited

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: October 10, 2013

SUBJECT: MOUs: CTA Article 13 Workload & Article 16 Evaluations

RECOMMENDATION

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

OVERVIEW

The District & Association met and the parties entered into MOUs for Article 13: Workload & Article 16: Evaluations.

ANALYSIS

The Memorandum of Understandings constitute the full and complete Agreement regarding the addition of the DSPS Coordinator and Article 16: Evaluations.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

MEMORANDUM OF UNDERSTANDING

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

ARTICLE 13 – WORKLOAD

1. The District shall add a faculty position of DSPS Coordinator reflective of the duties of the board approved job description.
2. The DSPS Coordinator shall be recognized with 221 STRS creditable days.
3. The DSPS Coordinator is considered to be a full-time employee under provision F. of Article 13 and shall remain at District facilities for requirements of their assignments for thirty-five hours per week.

This Agreement shall be in effect from the date.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the addition of the DSPS Coordinator.

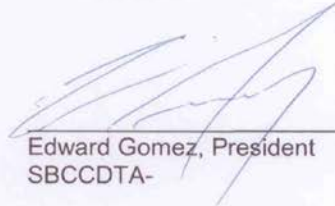
This Agreement is made and entered into this 23 day of July, 2013.

For the District

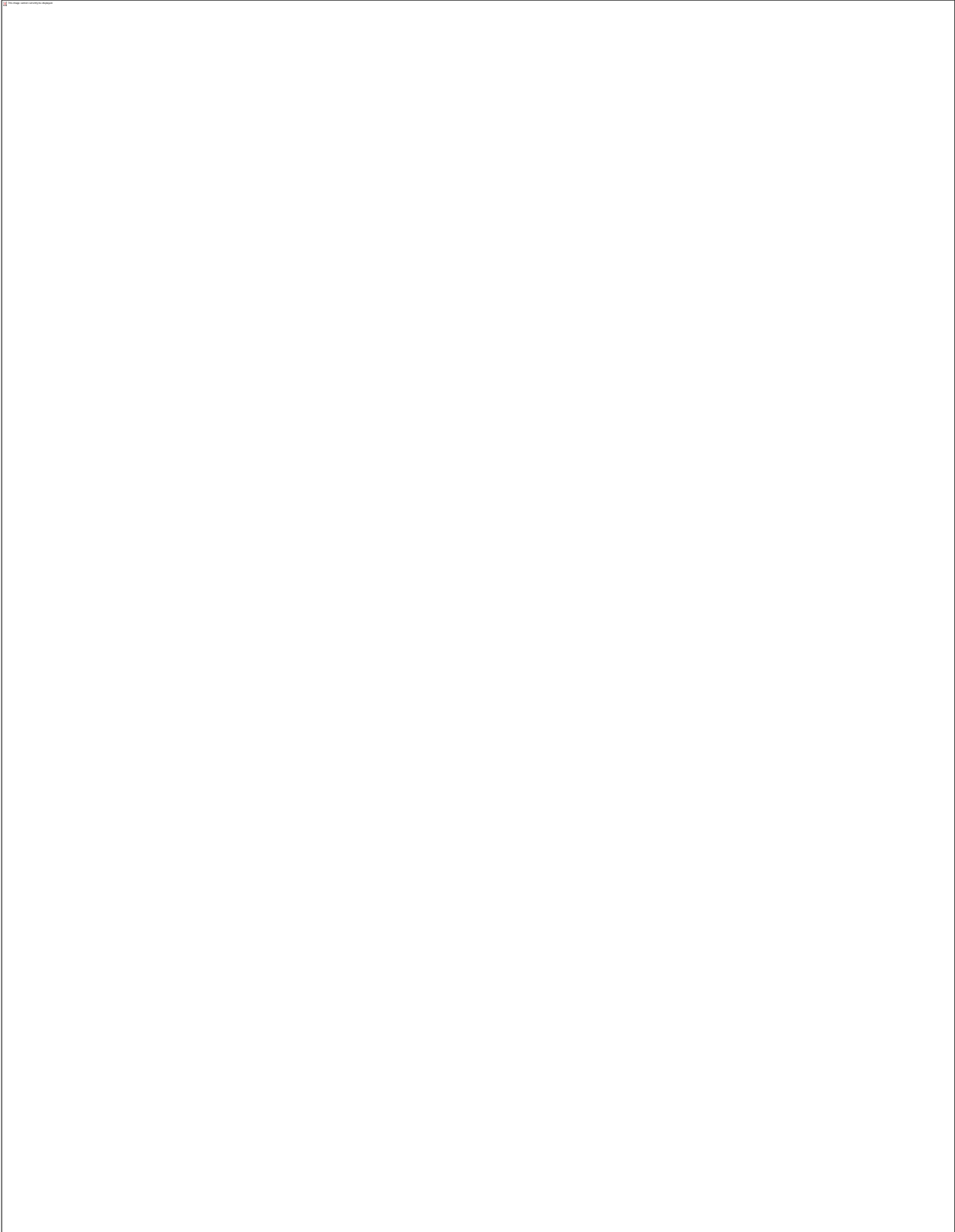
For the Association



Tanya Rogers, Interim Vice Chancellor HR
San Bernardino Community College District



Edward Gomez, President
SBCCDTA-



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: October 10, 2013

SUBJECT: MOU: Out-of-Classification Assignment for Classified Employee

RECOMMENDATION

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

OVERVIEW

The District & Association met and the parties entered into a MOU for a classified employee working outside of her regular classification.

ANALYSIS

The Memorandum of Understanding constitute the full and complete Agreement regarding out of classification assignment for respective classified employee.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

**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 April Dale-Carter, Admissions & Records Coordinator, to Interim Director of Admissions & Records, San Bernardino Valley College, 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 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.
4. 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 Interim Director of Admissions and Records, San Bernardino Valley College.
6. Upon completion of the Interim assignment, the Employee shall return to her regular classified position as Admissions & Records Coordinator, San Bernardino Valley College.
6. The District and the Association agree that during the Interim assignment, the Employee's seniority as Admissions and Records Coordinator, San Bernardino Valley College, 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 Management and Supervisory Recruitment Procedure 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 appointment of April Dale-Carter.

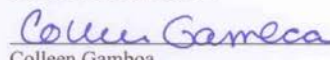
The effective date of this MOU is October 1, 2013.

Dated: 9/25/13

For the SBCCD District


Bruce Baron
Chancellor

For CSEA, Chapter 291


Colleen Gamboa
President, CSEA Chapter 291


Charlie Le Chance
CSEA Labor Relations Representative

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: October 10, 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 September 25, 2013. It reflects summary information for all District funds, grouped by category within each fund.

As of September 25, the District was 23.8% through the fiscal year and had spent and encumbered about 21.5% of its budgeted general funds. This would indicate that the District's spending is in line with the budget.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

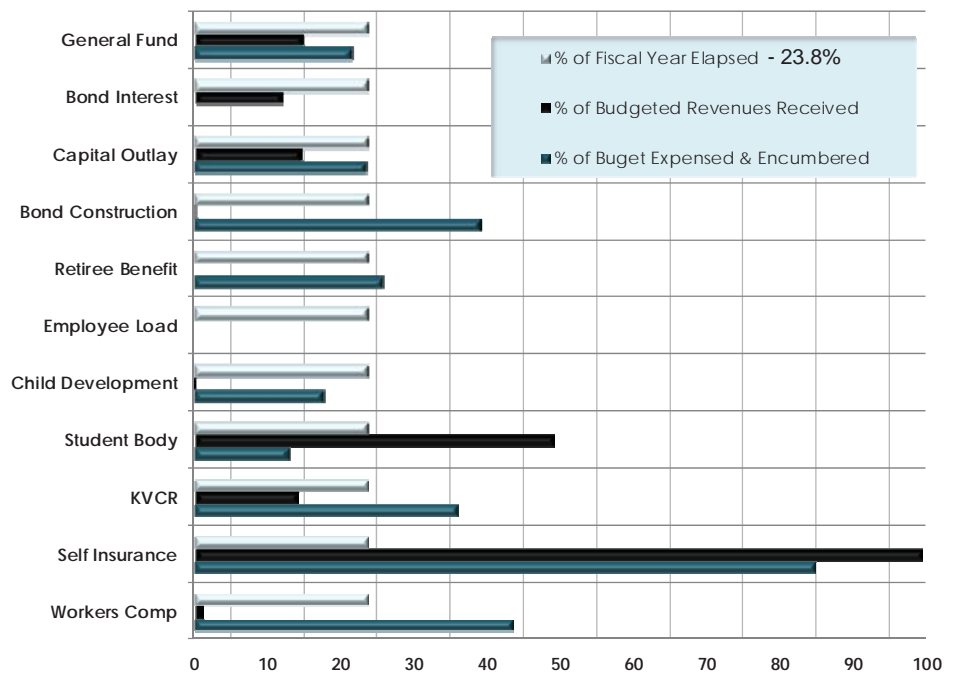
FINANCIAL IMPLICATIONS

There are no financial implications.

Budget Revenue & Expenditure Summary

Year to Date 9/25/2013
23.8% of Fiscal Year Elapsed

	REVENUES			EXPENDITURES		
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD	
01 General Fund	\$ 95,670,495	\$ 14,168,823	14.8%	\$ 96,365,198	\$ 20,681,942	21.5%
<i>Regular patterns of activity throughout the year.</i>						
21 Bond Interest & Redemption	\$ 24,226,400	\$ 2,908,406	12.0%	\$ 24,226,400	\$ -	0.0%
<i>Majority of revenues will be received April - June of 2014. Annual payment for bonds will take effect during March & April, 2014.</i>						
41 Capital Outlay Projects	\$ 676,215	\$ 98,733	14.6%	\$ 2,142,816	\$ 503,835	23.5%
<i>Management is in the process of analyzing possible transfer of redevelopment agency funds from the General Fund into Capital Outlay. This will require Board approval. Expenses in this fund are sporadic.</i>						
42 Bond Construction	\$ 125,000	\$ 9	0.0%	\$ 91,067,714	\$ 35,591,899	39.1%
<i>Expensed/Encumbered is comprised of expenditures in the amount of \$1,259,005 (1% of budget) and encumbrances of \$34,332,894.</i>						
68 Retiree Benefit	\$ 763,000	\$ -	0.0%	\$ 336,561	\$ 86,669	25.8%
<i>Management anticipates the transfer of these funds to take place on or around November 2013.</i>						
69 Employee Load	\$ 450	\$ -	0.0%	\$ 450	\$ -	0.0%
72 Child Development	\$ 2,749,090	\$ (9,162)	-0.3%	\$ 2,747,790	\$ 485,520	17.7%
<i>Receipts for this fund from the State will commence on or around October 2013.</i>						
73 Student Body Center Fee	\$ 264,476	\$ 129,836	49.1%	\$ 264,476	\$ 34,337	13.0%
74 KVCR	\$ 5,900,437	\$ 829,232	14.1%	\$ 6,292,244	\$ 2,264,965	36.0%
<i>Revenues in this fund are sporadic; however, flow of incoming revenues is estimated to commence next month. Expensed/Encumbered is comprised of \$702,499 in expenditures (11% of budget), and \$1,562,466 in encumbrances.</i>						
78 Self Insurance-Liability	\$ 603,000	\$ 600,000	99.5%	\$ 600,000	\$ 508,636	84.8%
<i>The annual premiums are paid at the beginning of the fiscal year.</i>						
84 Workers Compensation	\$ 1,250,000	\$ 14,375	1.2%	\$ 1,250,000	\$ 543,621	43.5%
<i>Receipts for this fund will commence during the month of October 2013. Expenses are sporadic; encumbrances account for \$133,737.</i>						



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	24,998.18	24,998.18	.4	0.00	5,976,634.98	99.5
8600.00 STATE REVENUES	67,097,570.30	12,157,171.84	12,157,171.84	18.1	0.00	54,940,398.46	81.8
8800.00 LOCAL REVENUES	22,547,965.00	1,970,831.15	1,970,831.15	8.7	0.00	20,577,133.85	91.2
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	14,168,822.57	14,168,822.57	14.8	0.00	81,501,672.49	85.1
1100.00 CONTRACT CLASSROOM INST.	14,898,488.40	1,549,582.16	1,549,582.16	10.4	0.00	13,348,906.24	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	1,001,234.84	1,001,234.84	14.6	0.00	5,837,139.16	85.3
1400.00 NON-INSTRUCTION HOURLY CERT.	1,403,170.00	193,980.48	193,980.48	13.8	0.00	1,209,189.52	86.1
TOTAL: 1000	31,862,190.40	3,939,736.89	3,939,736.89	12.3	0.00	27,922,453.51	87.6
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	16,890,050.00	2,581,117.46	2,581,117.46	15.2	0.00	14,308,932.54	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	259,413.17	259,413.17	14.2	0.00	1,560,637.83	85.7
2400.00 INST AIDES-HOURLY- DIR. INSTRU	1,350,976.00	55,951.27	55,951.27	4.1	0.00	1,295,024.73	95.8
TOTAL: 2000	21,440,196.00	3,083,800.49	3,083,800.49	14.3	0.00	18,356,395.51	85.6
3100.00 CERTIFICATED RETIREMENT	2,120,131.39	278,350.74	278,350.74	13.1	0.00	1,841,780.65	86.8
3200.00 CLASSIFIED RETIREMENT	2,344,976.00	345,300.16	345,300.16	14.7	0.00	1,999,675.84	85.2
3300.00 OASDHI /FICA	2,067,989.00	293,562.47	293,562.47	14.1	0.00	1,774,426.53	85.8
3400.00 HEALTH AND WELFARE BENEFITS	8,699,224.00	1,243,757.09	1,243,757.09	14.2	0.00	7,455,466.91	85.7
3500.00 STATE UNEMPLOYMENT INSURANCE	27,293.00	3,509.17	3,509.17	12.8	0.00	23,783.83	87.1
3600.00 WORKERS COMPENSATION INSURANCE	1,003,881.00	146,500.00	146,500.00	14.5	0.00	857,381.00	85.4
3900.00 OTHER BENEFITS	188,630.00	32,854.13	32,854.13	17.4	0.00	155,775.87	82.5
TOTAL: 3000	16,452,124.39	2,343,833.76	2,343,833.76	14.2	0.00	14,108,290.63	85.7
4100.00 TEXTBOOKS	57,232.00	13,729.55	13,729.55	23.9	7,666.45	35,836.00	62.6
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	79,366.35	1,737.11	1,737.11	2.1	16,799.61	60,829.63	76.6
4300.00 INSTRUCTIONAL SUPPLIES	441,528.12	51,733.05	51,733.05	11.7	88,927.40	300,867.67	68.1
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	43,906.00	386.65	386.65	.8	41.23	43,478.12	99.0
4500.00 NONINSTRUCTIONAL SUPPLIES	1,351,415.08	118,339.33	118,339.33	8.7	548,262.36	684,813.39	50.6
4700.00 FOOD SUPPLIES	9,143.00	0.00	0.00	.0	8,143.00	1,000.00	10.9
TOTAL: 4000	1,982,590.55	185,925.69	185,925.69	9.3	669,840.05	1,126,824.81	56.8
5100.00 PERSON&CONSULTANT SVC-DIST USE	6,702,659.07	514,573.75	514,573.75	7.6	2,862,903.42	3,325,181.90	49.6
5200.00 TRAVEL & CONFERENCE EXPENSES	754,665.18	75,445.38	75,445.38	9.9	114,484.32	564,735.48	74.8
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	368,788.75	119,688.01	119,688.01	32.4	79,500.99	169,599.75	45.9
5400.00 INSURANCES - DISTRICT USE	146,000.00	123,773.00	123,773.00	84.7	0.00	22,227.00	15.2
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	2,534,755.62	624,359.84	624,359.84	24.6	1,816,177.57	94,218.21	3.7
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	2,858,695.42	843,947.96	843,947.96	29.5	1,153,329.07	861,418.39	30.1
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	537,500.00	80,829.45	80,829.45	15.0	204,301.05	252,369.50	46.9
5800.00 OTHER OPERATING EXP-DIST. USE	6,562,167.47	72,170.52	72,170.52	1.0	245,246.38	6,244,750.57	95.1
TOTAL: 5000	20,465,231.51	2,454,787.91	2,454,787.91	11.9	6,475,942.80	11,534,500.80	56.3

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	12,008,084.74	12,008,084.74	13.0	7,145,782.85	73,048,465.26	79.2
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	2,596.00	2,596.00	3.7	0.00	66,750.97	96.2
6300.00 LIBRARY BOOKS - EXPANSION	105,778.49	5,940.37	5,940.37	5.6	89,235.91	10,602.21	10.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,266,386.83	95,140.85	95,140.85	7.5	149,253.92	1,021,992.06	80.7
TOTAL: 6000	1,511,514.29	103,677.22	103,677.22	6.8	238,489.83	1,169,347.24	77.3
TOTAL: 1000-6999	93,713,847.14	12,111,761.96	12,111,761.96	12.9	7,384,272.68	74,217,812.50	79.1
7300.00 INTERFUND TRANSFERS	2,050,000.00	775,000.00	775,000.00	37.8	0.00	1,275,000.00	62.1
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	2,559.30	2,559.30	.4	408,347.71	145,437.99	26.1
TOTAL: 7000	2,651,351.00	777,559.30	777,559.30	29.3	408,347.71	1,465,443.99	55.2
TOTAL: 1000-7999	96,365,198.14	12,889,321.26	12,889,321.26	13.3	7,792,620.39	75,683,256.49	78.5

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	95,670,495.06	14,168,822.57	14,168,822.57	14.8	0.00	81,501,672.49	85.1
TOTAL:	1000-5999	92,202,332.85	12,008,084.74	12,008,084.74	13.0	7,145,782.85	73,048,465.26	79.2
TOTAL:	1000-6999	93,713,847.14	12,111,761.96	12,111,761.96	12.9	7,384,272.68	74,217,812.50	79.1
TOTAL:	1000-7999	96,365,198.14	12,889,321.26	12,889,321.26	13.3	7,792,620.39	75,683,256.49	78.5
TOTAL EXPENSES	(1000 - 7999)	96,365,198.14	12,889,321.26	12,889,321.26	13.3	7,792,620.39	75,683,256.49	78.5

Fund: 21 BOND INTEREST AND REDEMPTION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	256,400.00	0.00	0.00	.0	0.00	256,400.00	100.0
8800.00 LOCAL REVENUES	23,970,000.00	2,908,406.21	2,908,406.21	12.1	0.00	21,061,593.79	87.8
TOTAL: 8000	24,226,400.00	2,908,406.21	2,908,406.21	12.0	0.00	21,317,993.79	87.9
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	2,908,406.21	2,908,406.21	12.0	0.00	21,317,993.79	87.9
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	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	71,091.15	71,091.15	100.0	0.00	0.00	.0
8800.00 LOCAL REVENUES	605,123.60	27,641.60	27,641.60	4.5	0.00	577,482.00	95.4
TOTAL: 8000	676,214.75	98,732.75	98,732.75	14.6	0.00	577,482.00	85.3
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	2,160.04	8,080.96	78.9
TOTAL: 4000	11,491.00	0.00	0.00	.0	2,160.04	9,330.96	81.2
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	26,265.48	22,454.56	37.6
6100.00 SITES & IMPROVEMENTS-DI ST. USE	30,219.83	0.00	0.00	.0	0.00	30,219.83	100.0
6200.00 BUI LDINGS&I MPROVEMENT-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	440,908.53	440,908.53	47.1	25,766.76	468,651.13	50.1
TOTAL: 6000	1,583,201.15	440,908.53	440,908.53	27.8	25,766.76	1,116,525.86	70.5
TOTAL: 1000-6999	1,642,815.75	451,803.09	451,803.09	27.5	52,032.24	1,138,980.42	69.3
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	451,803.09	451,803.09	21.0	52,032.24	1,638,980.42	76.4

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	676,214.75	98,732.75	98,732.75	14.6	0.00	577,482.00	85.3
TOTAL:	1000-5999	59,614.60	10,894.56	10,894.56	18.2	26,265.48	22,454.56	37.6
TOTAL:	1000-6999	1,642,815.75	451,803.09	451,803.09	27.5	52,032.24	1,138,980.42	69.3
TOTAL:	1000-7999	2,142,815.75	451,803.09	451,803.09	21.0	52,032.24	1,638,980.42	76.4
TOTAL EXPENSES	(1000 - 7999)	2,142,815.75	451,803.09	451,803.09	21.0	52,032.24	1,638,980.42	76.4

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	8.64	8.64	.0	0.00	124,991.36	99.9
TOTAL: 8000	125,000.00	8.64	8.64	.0	0.00	124,991.36	99.9
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,016,010.00	27,981.27	27,981.27	2.7	607,688.61	380,340.12	37.4
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	9,791.50	9,791.50	2.0	200,918.50	264,290.00	55.6
5800.00 OTHER OPERATING EXP-DIST. USE	6,431,000.00	741.50	741.50	.0	28,000.00	6,402,258.50	99.5
TOTAL: 5000	11,251,525.00	49,906.28	49,906.28	.4	882,175.10	10,319,443.62	91.7
TOTAL: 1000-5999	11,251,525.00	49,906.28	49,906.28	.4	882,175.10	10,319,443.62	91.7
6100.00 SITES & IMPROVEMENTS-DIST. USE	1,691,400.00	328,908.37	328,908.37	19.4	227,006.97	1,135,484.66	67.1
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	76,366,705.00	885,512.26	885,512.26	1.1	33,207,528.29	42,273,664.45	55.3
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,758,084.00	5,321.22-	5,321.22-	.0	16,183.10	1,747,222.12	100.0
TOTAL: 6000	79,816,189.00	1,209,099.41	1,209,099.41	1.5	33,450,718.36	45,156,371.23	56.5
TOTAL: 1000-6999	91,067,714.00	1,259,005.69	1,259,005.69	1.3	34,332,893.46	55,475,814.85	60.9

Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	125,000.00	8.64	8.64	.0	0.00	124,991.36	99.9
TOTAL:	1000-5999	11,251,525.00	49,906.28	49,906.28	.4	882,175.10	10,319,443.62	91.7
TOTAL:	1000-6999	91,067,714.00	1,259,005.69	1,259,005.69	1.3	34,332,893.46	55,475,814.85	60.9
TOTAL:	1000-7999	91,067,714.00	1,259,005.69	1,259,005.69	1.3	34,332,893.46	55,475,814.85	60.9
TOTAL EXPENSES	(1000 - 7999)	91,067,714.00	1,259,005.69	1,259,005.69	1.3	34,332,893.46	55,475,814.85	60.9

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	0.00	0.00	.0	0.00	13,000.00	100.0
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	0.00	0.00	.0	0.00	763,000.00	100.0
3300.00 OASDHI /FICA	0.00	14.50	14.50	100.0	0.00	14.50-	.0
3400.00 HEALTH AND WELFARE BENEFITS	333,559.00	84,653.77	84,653.77	25.3	0.00	248,905.23	74.6
3500.00 STATE UNEMPLOYMENT INSURANCE	2.00	1.00	1.00	50.0	0.00	1.00	50.0
3900.00 OTHER BENEFITS	3,000.00	2,000.00	2,000.00	66.6	0.00	1,000.00	33.3
TOTAL: 3000	336,561.00	86,669.27	86,669.27	25.7	0.00	249,891.73	74.2
TOTAL: 1000-5999	336,561.00	86,669.27	86,669.27	25.7	0.00	249,891.73	74.2

Fund: 68 RETIREE BENEFIT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	763,000.00	0.00	0.00	.0	0.00	763,000.00	100.0
TOTAL:	1000-5999	336,561.00	86,669.27	86,669.27	25.7	0.00	249,891.73	74.2
TOTAL:	1000-6999	336,561.00	86,669.27	86,669.27	25.7	0.00	249,891.73	74.2
TOTAL:	1000-7999	336,561.00	86,669.27	86,669.27	25.7	0.00	249,891.73	74.2
TOTAL EXPENSES	(1000 - 7999)	336,561.00	86,669.27	86,669.27	25.7	0.00	249,891.73	74.2

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	0.00	0.00	.0	0.00	450.00	100.0
TOTAL: 8000	450.00	0.00	0.00	.0	0.00	450.00	100.0
7300.00 INTERFUND TRANSFERS	450.00	0.00	0.00	.0	0.00	450.00	100.0
TOTAL: 7000	450.00	0.00	0.00	.0	0.00	450.00	100.0
TOTAL: 1000-7999	450.00	0.00	0.00	.0	0.00	450.00	100.0

Fund: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	450.00	0.00	0.00	.0	0.00	450.00	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	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	9,951.01	9,951.01	6.7	0.00	136,868.99	93.2
8600.00 STATE REVENUES	2,378,527.00	21,395.43-	21,395.43-	.0	0.00	2,399,922.43	100.0
8800.00 LOCAL REVENUES	223,743.00	2,282.55	2,282.55	1.0	0.00	221,460.45	98.9
TOTAL: 8000	2,749,090.00	9,161.87-	9,161.87-	.0	0.00	2,758,251.87	100.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,181,721.00	157,373.68	157,373.68	13.3	0.00	1,024,347.32	86.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	300,844.00	40,311.63	40,311.63	13.3	0.00	260,532.37	86.6
TOTAL: 2000	1,482,565.00	197,685.31	197,685.31	13.3	0.00	1,284,879.69	86.6
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	13,967.27	13,967.27	14.6	0.00	81,463.73	85.3
3300.00 OASDHI /FICA	76,910.00	10,121.49	10,121.49	13.1	0.00	66,788.51	86.8
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	87.04	87.04	13.6	0.00	551.96	86.3
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	99,371.96	99,371.96	14.0	0.00	609,301.04	85.9
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	7,134.81	7,134.81	6.6	54,325.23	45,834.96	42.7
4700.00 FOOD SUPPLIES	88,000.00	20,512.76	20,512.76	23.3	55,237.24	12,250.00	13.9
TOTAL: 4000	327,172.00	27,647.57	27,647.57	8.4	159,562.47	139,961.96	42.7
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	325,254.84	325,254.84	12.2	159,562.47	2,178,511.69	81.7
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	702.54	58,758.46	98.8
TOTAL: 6000	84,461.00	0.00	0.00	.0	702.54	83,758.46	99.1
TOTAL: 1000-6999	2,747,790.00	325,254.84	325,254.84	11.8	160,265.01	2,262,270.15	82.3

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,749,090.00	9,161.87-	9,161.87-	.0	0.00	2,758,251.87	100.0
TOTAL:	1000-5999	2,663,329.00	325,254.84	325,254.84	12.2	159,562.47	2,178,511.69	81.7
TOTAL:	1000-6999	2,747,790.00	325,254.84	325,254.84	11.8	160,265.01	2,262,270.15	82.3
TOTAL:	1000-7999	2,747,790.00	325,254.84	325,254.84	11.8	160,265.01	2,262,270.15	82.3
TOTAL EXPENSES	(1000 - 7999)	2,747,790.00	325,254.84	325,254.84	11.8	160,265.01	2,262,270.15	82.3

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	129,836.25	129,836.25	49.0	0.00	134,639.75	50.9
TOTAL: 8000	264,476.00	129,836.25	129,836.25	49.0	0.00	134,639.75	50.9
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	3,656.00	3,656.00	12.1	0.00	26,344.00	87.8
TOTAL: 2000	114,504.00	17,570.00	17,570.00	15.3	0.00	96,934.00	84.6
3200.00 CLASSIFIED RETIREMENT	9,680.00	1,601.19	1,601.19	16.5	0.00	8,078.81	83.4
3300.00 OASDHI/FICA	6,464.00	1,070.54	1,070.54	16.5	0.00	5,393.46	83.4
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	7.00	7.00	16.6	0.00	35.00	83.3
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	8,033.65	8,033.65	16.6	0.00	40,282.35	83.3
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	26,531.15	26,531.15	12.6	0.00	182,944.85	87.3
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	26,531.15	26,531.15	10.0	7,806.24	230,138.61	87.0

Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	264,476.00	129,836.25	129,836.25	49.0	0.00	134,639.75	50.9
TOTAL:	1000-5999	209,476.00	26,531.15	26,531.15	12.6	0.00	182,944.85	87.3
TOTAL:	1000-6999	264,476.00	26,531.15	26,531.15	10.0	7,806.24	230,138.61	87.0
TOTAL:	1000-7999	264,476.00	26,531.15	26,531.15	10.0	7,806.24	230,138.61	87.0
TOTAL EXPENSES	(1000 - 7999)	264,476.00	26,531.15	26,531.15	10.0	7,806.24	230,138.61	87.0

Fund: 74 KVCRC FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDING/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	5,200,436.97	654,231.97	654,231.97	12.5	0.00	4,546,205.00	87.4
8900.00 OTHER FINANCING SOURCES	700,000.00	175,000.00	175,000.00	25.0	0.00	525,000.00	75.0
TOTAL: 8000	5,900,436.97	829,231.97	829,231.97	14.0	0.00	5,071,205.00	85.9
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	100,415.40	100,415.40	42.9	0.00	133,584.60	57.0
TOTAL: 2000	2,178,116.00	320,584.10	320,584.10	14.7	0.00	1,857,531.90	85.2
3200.00 CLASSIFIED RETIREMENT	222,601.00	30,850.79	30,850.79	13.8	0.00	191,750.21	86.1
3300.00 OASDHI/FICA	154,641.00	23,091.19	23,091.19	14.9	0.00	131,549.81	85.0
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	171.42	171.42	15.6	0.00	920.58	84.3
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	106,670.98	106,670.98	13.4	0.00	687,485.02	86.5
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	100.00	0.00	0.00	.0	19.95	80.05	80.0
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	5,500.00	788.82	788.82	14.3	298.09	4,413.09	80.2
4500.00 NONINSTRUCTIONAL SUPPLIES	58,665.00	5,829.18	5,829.18	9.9	19,212.75	33,623.07	57.3
TOTAL: 4000	64,265.00	6,618.00	6,618.00	10.2	19,530.79	38,116.21	59.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	272,500.00	22,890.33	22,890.33	8.4	175,281.69	74,327.98	27.2
5200.00 TRAVEL & CONFERENCE EXPENSES	57,400.00	6,785.30	6,785.30	11.8	24,487.36	26,127.34	45.5
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	163,615.00	31,458.14	31,458.14	19.2	51,805.67	80,351.19	49.1
5400.00 INSURANCES - DISTRICT USE	8,000.00	410.00	410.00	5.1	6,485.00	1,105.00	13.8
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	247,743.00	41,736.91	41,736.91	16.8	151,588.35	54,417.74	21.9
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	250,560.00	35,051.88	35,051.88	13.9	98,761.56	116,746.56	46.5
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	85,000.00	1,928.00	1,928.00	2.2	51,510.00	31,562.00	37.1
5800.00 OTHER OPERATING EXP-DIST. USE	2,141,401.97	123,072.18	123,072.18	5.7	980,649.39	1,037,680.40	48.4
TOTAL: 5000	3,226,219.97	263,332.74	263,332.74	8.1	1,540,569.02	1,422,318.21	44.0
TOTAL: 1000-5999	6,262,756.97	697,205.82	697,205.82	11.1	1,560,099.81	4,005,451.34	63.9
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	29,487.00	5,293.37	5,293.37	17.9	2,365.61	21,828.02	74.0
TOTAL: 6000	29,487.00	5,293.37	5,293.37	17.9	2,365.61	21,828.02	74.0
TOTAL: 1000-6999	6,292,243.97	702,499.19	702,499.19	11.1	1,562,465.42	4,027,279.36	64.0

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	829,231.97	829,231.97	14.0	0.00	5,071,205.00	85.9
TOTAL:	1000-5999	6,262,756.97	697,205.82	697,205.82	11.1	1,560,099.81	4,005,451.34	63.9
TOTAL:	1000-6999	6,292,243.97	702,499.19	702,499.19	11.1	1,562,465.42	4,027,279.36	64.0
TOTAL:	1000-7999	6,292,243.97	702,499.19	702,499.19	11.1	1,562,465.42	4,027,279.36	64.0
TOTAL EXPENSES	(1000 - 7999)	6,292,243.97	702,499.19	702,499.19	11.1	1,562,465.42	4,027,279.36	64.0

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	0.00	0.00	.0	0.00	3,000.00	100.0
8900.00 OTHER FINANCING SOURCES	600,000.00	600,000.00	600,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	603,000.00	600,000.00	600,000.00	99.5	0.00	3,000.00	.4
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	2,626.17	2,626.17	5.2	22,373.83	25,000.00	50.0
TOTAL: 5000	575,000.00	476,262.17	476,262.17	82.8	32,373.83	66,364.00	11.5
TOTAL: 1000-5999	575,000.00	476,262.17	476,262.17	82.8	32,373.83	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	476,262.17	476,262.17	79.3	32,373.83	91,364.00	15.2

Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	603,000.00	600,000.00	600,000.00	99.5	0.00	3,000.00	.4
TOTAL:	1000-5999	575,000.00	476,262.17	476,262.17	82.8	32,373.83	66,364.00	11.5
TOTAL:	1000-6999	575,000.00	476,262.17	476,262.17	82.8	32,373.83	66,364.00	11.5
TOTAL:	1000-7999	600,000.00	476,262.17	476,262.17	79.3	32,373.83	91,364.00	15.2
TOTAL EXPENSES	(1000 - 7999)	600,000.00	476,262.17	476,262.17	79.3	32,373.83	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	14,375.00	14,375.00	1.1	0.00	1,235,625.00	98.8
TOTAL: 8000	1,250,000.00	14,375.00	14,375.00	1.1	0.00	1,235,625.00	98.8
5100.00 PERSON&CONSULTANT SVC-DIST USE	160,000.00	2,113.10	2,113.10	1.3	129,736.90	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	274,313.25	274,313.25	44.6	4,000.00	336,686.75	54.7
TOTAL: 5000	920,000.00	409,884.35	409,884.35	44.5	133,736.90	376,378.75	40.9
TOTAL: 1000-5999	920,000.00	409,884.35	409,884.35	44.5	133,736.90	376,378.75	40.9
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	409,884.35	409,884.35	32.7	133,736.90	706,378.75	56.5

Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,250,000.00	14,375.00	14,375.00	1.1	0.00	1,235,625.00	98.8
TOTAL:	1000-5999	920,000.00	409,884.35	409,884.35	44.5	133,736.90	376,378.75	40.9
TOTAL:	1000-6999	920,000.00	409,884.35	409,884.35	44.5	133,736.90	376,378.75	40.9
TOTAL:	1000-7999	1,250,000.00	409,884.35	409,884.35	32.7	133,736.90	706,378.75	56.5
TOTAL EXPENSES	(1000 - 7999)	1,250,000.00	409,884.35	409,884.35	32.7	133,736.90	706,378.75	56.5

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	53,500.00	2,403.30	2,403.30	4.4	0.00	51,096.70	95.5
8600.00 STATE REVENUES	1,366,097.00	22,023.00	22,023.00	1.6	0.00	1,344,074.00	98.3
8800.00 LOCAL REVENUES	592,512.00	200,750.30	200,750.30	33.8	0.00	391,761.70	66.1
TOTAL: 8000	2,012,109.00	225,176.60	225,176.60	11.1	0.00	1,786,932.40	88.8
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	504,851.15	504,851.15	14.8	0.00	2,899,019.85	85.1
1300.00 INSTRUCTORS DAY/HOURLY	4,713,042.00	758,184.30	758,184.30	16.0	0.00	3,954,857.70	83.9
1400.00 NON-INSTRUCTION HOURLY CERT.	408,803.00	23,694.84	23,694.84	5.7	0.00	385,108.16	94.2
TOTAL: 1000	18,948,429.00	2,310,852.26	2,310,852.26	12.1	0.00	16,637,576.74	87.8
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	5,835,506.00	963,721.33	963,721.33	16.5	0.00	4,871,784.67	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	64,686.71	64,686.71	29.4	0.00	155,000.29	70.5
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	256,680.00	17,004.77	17,004.77	6.6	0.00	239,675.23	93.3
TOTAL: 2000	7,099,084.00	1,159,827.25	1,159,827.25	16.3	0.00	5,939,256.75	83.6
3100.00 CERTIFICATED RETIREMENT	1,344,987.00	166,493.47	166,493.47	12.3	0.00	1,178,493.53	87.6
3200.00 CLASSIFIED RETIREMENT	873,043.00	134,677.17	134,677.17	15.4	0.00	738,365.83	84.5
3300.00 OASDHI /FICA	860,090.00	124,601.15	124,601.15	14.4	0.00	735,488.85	85.5
3400.00 HEALTH AND WELFARE BENEFITS	4,217,744.00	643,491.50	643,491.50	15.2	0.00	3,574,252.50	84.7
3500.00 STATE UNEMPLOYMENT INSURANCE	13,464.00	1,716.17	1,716.17	12.7	0.00	11,747.83	87.2
3600.00 WORKERS COMPENSATION INSURANCE	483,437.00	73,734.15	73,734.15	15.2	0.00	409,702.85	84.7
3900.00 OTHER BENEFITS	89,418.00	14,844.12	14,844.12	16.6	0.00	74,573.88	83.3
TOTAL: 3000	7,882,183.00	1,159,557.73	1,159,557.73	14.7	0.00	6,722,625.27	85.2
4100.00 TEXTBOOKS	20,215.00	12,333.55	12,333.55	61.0	7,666.45	215.00	1.0
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	33,303.00	245.59	245.59	.7	250.00	32,807.41	98.5
4300.00 INSTRUCTIONAL SUPPLIES	73,323.93	15,090.50	15,090.50	20.5	15,892.97	42,340.46	57.7
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	48,679.41	48,679.41	11.1	236,469.93	152,256.66	34.8
4700.00 FOOD SUPPLIES	3,243.00	0.00	0.00	.0	2,243.00	1,000.00	30.8
TOTAL: 4000	577,521.93	76,349.05	76,349.05	13.2	262,522.35	238,650.53	41.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	838,366.07	12,123.90	12,123.90	1.4	527,344.90	298,897.27	35.6
5200.00 TRAVEL & CONFERENCE EXPENSES	134,394.00	11,758.80	11,758.80	8.7	18,709.15	103,926.05	77.3
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	112,379.00	34,175.86	34,175.86	30.4	52,766.37	25,436.77	22.6
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	430,629.11	430,629.11	29.1	1,020,986.01	24,081.88	1.6
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	900,429.00	114,479.29	114,479.29	12.7	392,512.92	393,436.79	43.6
5800.00 OTHER OPERATING EXP-DIST. USE	342,126.00	18,157.17	18,157.17	.0	55,074.72	305,208.45	100.0
TOTAL: 5000	3,804,391.07	585,009.79	585,009.79	15.3	2,067,394.07	1,151,987.21	30.2
TOTAL: 1000-5999	38,311,609.00	5,291,596.08	5,291,596.08	13.8	2,329,916.42	30,690,096.50	80.1

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	35,860.91	35,860.91	13.6	63,638.54	163,541.55	62.1
TOTAL: 6000	276,041.00	35,860.91	35,860.91	12.9	63,638.54	176,541.55	63.9
TOTAL: 1000-6999	38,587,650.00	5,327,456.99	5,327,456.99	13.8	2,393,554.96	30,866,638.05	79.9

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,012,109.00	225,176.60	225,176.60	11.1	0.00	1,786,932.40	88.8
TOTAL:	1000-5999	38,311,609.00	5,291,596.08	5,291,596.08	13.8	2,329,916.42	30,690,096.50	80.1
TOTAL:	1000-6999	38,587,650.00	5,327,456.99	5,327,456.99	13.8	2,393,554.96	30,866,638.05	79.9
TOTAL:	1000-7999	38,587,650.00	5,327,456.99	5,327,456.99	13.8	2,393,554.96	30,866,638.05	79.9
TOTAL EXPENSES	(1000 - 7999)	38,587,650.00	5,327,456.99	5,327,456.99	13.8	2,393,554.96	30,866,638.05	79.9

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	0.00	0.00	.0	0.00	26,573.00	100.0
TOTAL: 8000	26,573.00	0.00	0.00	.0	0.00	26,573.00	100.0
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	0.00	0.00	.0	0.00	26,573.00	100.0
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	565.00	565.00	2.8	0.00	19,502.00	97.1
8600.00 STATE REVENUES	554,913.00	6,118.00	6,118.00	1.1	0.00	548,795.00	98.8
8800.00 LOCAL REVENUES	530,769.00	400,562.15	400,562.15	75.4	0.00	130,206.85	24.5
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	418,124.75	418,124.75	37.4	0.00	698,500.85	62.5
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	243,050.54	243,050.54	11.5	0.00	1,858,475.46	88.4
1400.00 NON-INSTRUCTION HOURLY CERT.	139,713.00	16,910.24	16,910.24	12.1	0.00	122,802.76	87.8
TOTAL: 1000	9,277,945.40	1,116,461.26	1,116,461.26	12.0	0.00	8,161,484.14	87.9
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	36,041.15	36,041.15	38.3	0.00	57,978.85	61.6
2400.00 INST AIDS-HOURLY- DIR. INSTRUC	360,659.00	17,044.00	17,044.00	4.7	0.00	343,615.00	95.2
TOTAL: 2000	4,366,822.00	682,400.58	682,400.58	15.6	0.00	3,684,421.42	84.3
3100.00 CERTIFICATED RETIREMENT	515,151.39	82,361.09	82,361.09	15.9	0.00	432,790.30	84.0
3200.00 CLASSIFIED RETIREMENT	533,848.00	80,150.00	80,150.00	15.0	0.00	453,698.00	84.9
3300.00 OASDHI/FICA	484,124.00	69,235.93	69,235.93	14.3	0.00	414,888.07	85.6
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	897.03	897.03	12.4	0.00	6,332.97	87.5
3600.00 WORKERS COMPENSATION INSURANCE	261,276.00	38,507.11	38,507.11	14.7	0.00	222,768.89	85.2
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	594,375.47	594,375.47	14.6	0.00	3,475,025.92	85.3
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	6,580.00	134.95	134.95	2.0	305.00	6,140.05	93.3
4300.00 INSTRUCTIONAL SUPPLIES	51,741.00	12,106.54	12,106.54	23.3	7,432.87	32,201.59	62.2
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	18,521.26	18,521.26	11.9	84,503.24	52,439.50	33.7
TOTAL: 4000	220,610.00	30,762.75	30,762.75	13.9	92,241.11	97,606.14	44.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	55,297.00	162.00-	162.00-	.0	26,753.00	28,706.00	100.0
5200.00 TRAVEL & CONFERENCE EXPENSES	61,088.00	3,911.76	3,911.76	6.4	8,063.11	49,113.13	80.3
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	43,190.00	28,148.02	28,148.02	65.1	2,887.93	12,154.05	28.1
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	722,737.00	121,616.06	121,616.06	16.8	582,670.94	18,450.00	2.5
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	425,971.00	84,350.45	84,350.45	19.8	222,449.00	119,171.55	27.9
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	5,500.00	0.00	0.00	.0	5,500.00	0.00	.0
5800.00 OTHER OPERATING EXP-DIST. USE	187,725.00	2,060.50	2,060.50	1.0	12,122.01	173,542.49	92.4
TOTAL: 5000	1,501,508.00	239,924.79	239,924.79	15.9	860,445.99	401,137.22	26.7
TOTAL: 1000-5999	19,436,286.79	2,663,924.85	2,663,924.85	13.7	952,687.10	15,819,674.84	81.3
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	1,125.09	1,125.09	11.2	8,874.91	0.00	.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	48,866.00	3,188.62	3,188.62	6.5	4,945.82	40,731.56	83.3
TOTAL: 6000	59,466.00	4,313.71	4,313.71	7.2	13,820.73	41,331.56	69.5
TOTAL: 1000-6999	19,495,752.79	2,668,238.56	2,668,238.56	13.6	966,507.83	15,861,006.40	81.3

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	1,116,625.60	418,124.75	418,124.75	37.4	0.00	698,500.85	62.5
TOTAL:	1000-5999	19,436,286.79	2,663,924.85	2,663,924.85	13.7	952,687.10	15,819,674.84	81.3
TOTAL:	1000-6999	19,495,752.79	2,668,238.56	2,668,238.56	13.6	966,507.83	15,861,006.40	81.3
TOTAL:	1000-7999	19,495,752.79	2,668,238.56	2,668,238.56	13.6	966,507.83	15,861,006.40	81.3
TOTAL EXPENSES	(1000 - 7999)	19,495,752.79	2,668,238.56	2,668,238.56	13.6	966,507.83	15,861,006.40	81.3

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	0.00	0.00	.0	0.00	3,000.00	100.0
TOTAL: 8000	3,000.00	0.00	0.00	.0	0.00	3,000.00	100.0
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	0.00	0.00	.0	0.00	3,000.00	100.0
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: Jose F. Torres, Director of Fiscal Services
DATE: October 10, 2013
SUBJECT: General Fund Cash Flow Analysis

RECOMMENDATION

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

OVERVIEW

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. Monitoring the amount of cash available to meet the District's financial obligations is the core responsibility of the Fiscal Services Department. Attached is the General Fund monthly cash flow analysis for the District.

ANALYSIS

The General Fund cash balance as of June 30, 2014 is estimated to be \$2,530,084.00.

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

	ACTUALS		PROJECTIONS										TOTAL	
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		ACCRUALS
Beginning Cash Balance	19,523	34,567	23,350	11,781	11,206	10,140	14,952	12,202	11,934	9,642	14,486	11,754		
Receipts														
Federal	11		201	-69	682	732	3	24	896	467	1,014	2,040		6,002
State	4,255	4,449	6,095	7,840	5,223	5,159	4,831	4,205	4,267	6,012	3,395	3,331		59,059
State Deferrals	15,124												8,023	23,148
Local	765	3	317	9	1,932	6,792	495	3,239	227	6,792	1,191	762		22,524
Temporary Borrowings														
Inc Transfer & Sale of Assets		16					8							23
Accounts Receivable/Accruals	468	346												815
Total Receipts	20,623	4,814	6,613	7,779	7,836	12,683	5,336	7,469	5,390	13,271	5,601	6,133	8,023	111,570
Disbursements														
Academic Salaries	-4	1,131	2,822	2,948	2,963	3,005	3,078	2,753	2,969	3,016	3,009	4,171		31,862
Classified Salaries	1,400	1,510	1,771	1,906	2,042	2,096	1,903	1,700	1,678	1,874	1,638	1,921		21,440
Benefits	651	1,103	1,395	1,422	1,414	1,440	1,411	1,367	1,354	1,393	1,337	2,165		16,452
Supplies & Materials	5	79	72	143	127	100	156	102	170	179	215	625		1,973
Other Operating Exp	171	1,234	2,014	1,628	1,437	1,073	1,375	1,462	1,277	1,691	1,866	5,209		20,438
Capital Outlay	33	32	31	78	115	90	68	275	94	115	116	466		1,512
Other Outgo		50	76	229	804	69	94	79	140	158	151	800		2,649
Loan Repayment			10,000											10,000
Accounts Payable/Accruals	3,322	10,891												14,213
Total Disbursements	5,579	16,031	18,182	8,354	8,902	7,871	8,085	7,737	7,682	8,427	8,333	15,357		120,540
Increase / (Decrease) in Cash Balance	15,044	-11,217	-11,569	-574	-1,066	4,812	-2,749	-268	-2,292	4,844	-2,732	-9,224		
Ending Cash Balance	34,567	23,350	11,781	11,206	10,140	14,952	12,202	11,934	9,642	14,486	11,754	2,530		

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: October 10, 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 -\$8,543.00 which is -0.017% 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 \$1,846,749.25 which is only 3.71% 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

October 10, 2013

(Including any contract amendments and change orders on the 10/10/13 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	\$ 563,697.76	\$ -	\$ 18,836,425.26	3.08%
SBVC-San Bernardino Valley College	\$ 32,007,721.44	\$ 758,310.00	\$ (8,543.00)	\$ 32,757,488.44	2.34%
TOTAL for CHANGE ORDERS	\$ 50,280,448.94	\$ 1,322,007.76	\$ (8,543.00)	\$ 51,593,913.70	2.61%

CHANGE SUMMARY by PROJECT

(Including any contract amendments and change orders on the 10/10/13 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	\$ -	\$ 563,697.76	\$ -	\$ 18,836,425.26	3.08%

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
PAL PROJECT

October 10, 2013

(Including any contract amendments and change orders on the 10/10/13 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

October 10, 2013

(Including any contract amendments and change orders on the 10/10/13 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

October 10, 2013

(Including any contract amendments and change orders on the 10/10/13 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

October 10, 2013

(Including any contract amendments and change orders on the 10/10/13 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

October 10, 2013

(Including any contract amendments and change orders on the 10/10/13 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

October 10, 2013

(Including any contract amendments and change orders on the 10/10/13 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

October 10, 2013

(Including any contract amendments and change orders on the 10/10/13 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>OE 1 Roof Pkg.</i>							
Best Contracting Services	\$ 278,450.00	\$ -	\$ -	\$ (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 10/10
 /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

October 10, 2013

(Including any contract amendments and change orders on the 10/10/13 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

October 10, 2013

(Including any contract amendments and change orders on the 10/10/13 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

October 10, 2013

(Including any contract amendments and change orders on the 10/10/13 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	\$ -	\$ 63,383.00	\$ -	\$ 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)	\$ (8,543.00)	\$ 2,630,299.00	0.00%
Auditorium	\$ 6,800,000.00	\$ -	\$ -	\$ -	\$ -	\$ 6,800,000.00	0.00%
	\$ 31,877,237.95	\$ 130,483.49	\$ -	\$ 758,310.00	\$ (8,543.00)	\$ 32,757,488.44	2.34%

NO NEW CHANGE ORDERS

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
CENTRAL PLANT

October 10, 2013

(Including any contract amendments and change orders on the 10/10/13 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	\$ -	\$ 63,383.00	\$ -	\$ 11,941,404.49	0.53%

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
HVAC

October 10, 2013

(Including any contract amendments and change orders on the 10/10/13 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

October 10, 2013

(Including any contract amendments and change orders on the 10/10/13 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**

October 10, 2013

(Including any contract amendments and change orders on the 10/10/13 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

**CHANGE SUMMARY by PROJECT
SITE SIGNAGE/ADA**

(Including any contract amendments and change orders on the 10/12/13 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	\$ -	\$ -	\$ -	\$ (8,543.00)	\$ 78,644.00	-9.80%
TOTAL	\$ 2,622,963.00	\$ 34,333.00	\$ -	\$ (18,454.00)	\$ (8,543.00)	\$ 2,630,299.00	-1.02%

NO NEW CHANGE ORDERS

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
 Auditorium

October 10, 2013

(Including any contract amendments and change orders on the 10/10/13 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: Steven J. Sutorus, Business Manager
DATE: October 10, 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 141379 – 141783 are attached for review, except those reviewed through the contract agenda items. 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
141691	REVOLVING CASH	Athletic Entry Fee	\$ 100.00
141692	REVOLVING CASH	Athletic Entry Fee	\$ 150.00
141631	PEPSI- COLA	CDC Food Supplies	\$ 2,243.00
141384	GUADIANA, LORENA	Conference	\$ 1,100.00
141385	WURTZ, KEITH	Conference	\$ 1,100.00
141390	MORENO, MARIANA	Conference	\$ 75.00
141391	MARTINEZ, MICHELLE	Conference	\$ 75.00
141392	MCATEE,ROBERT	Conference	\$ 75.00
141393	DIAL, TROY LYNN	Conference	\$ 75.00
141394	GIST, JOHN	Conference	\$ 75.00
141395	CUMMINGS, LOU'RIE	Conference	\$ 75.00
141396	VASQUEZ, VIOLETA	Conference	\$ 75.00
141397	WILSON, DEBBIE	Conference	\$ 75.00
141398	XAYAPHANTHONG, SOUTS	Conference	\$ 75.00
141399	PHILLIPS, JASMINE	Conference	\$ 75.00
141400	SINGH, MANIKA	Conference	\$ 75.00
141401	MORENO, MARIANA	Conference	\$ 170.00
141402	MARTINEZ, MICHELLE	Conference	\$ 170.00
141403	MCATEE,ROBERT	Conference	\$ 170.00
141404	DIAL, TROY LYNN	Conference	\$ 170.00
141405	GIST, JOHN	Conference	\$ 170.00
141406	CUMMINGS, LOU'RIE	Conference	\$ 170.00
141407	VASQUEZ, VIOLETA	Conference	\$ 170.00
141408	WILSON, DEBBIE	Conference	\$ 170.00
141409	XAYAPHANTHONG, SOUTS	Conference	\$ 170.00
141410	PHILLIPS, JASMINE	Conference	\$ 170.00
141411	SINGH, MANIKA	Conference	\$ 170.00
141414	ALLEN, DENISE	Conference	\$ 913.87
141417	ZUNIE, JOSHUA	Conference	\$ 2,850.00
141421	WOO, JOANN	Conference	\$ 1,315.00
141386	BRADLEY, CRISTINA	Conference	\$ 125.14
141387	CCCAOE	Conference	\$ 395.00
141388	LEVESQUE, ROBERT	Conference	\$ 538.05
141389	LEVESQUE, ROBERT	Conference	\$ 129.45
141412	GASCA, SUSAN	Conference	\$ 700.00
141413	WINGSON, KIMBERLY	Conference	\$ 700.00
141415	CCCCIO	Conference	\$ 375.00
141416	KINDE, HARAGWEN A	Conference	\$ 619.00
141418	FISHER, GLORIA	Conference	\$ 732.83
141419	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 1,495.75
141420	FOUNDATION FOR CALIFORNIA COMM	Conference	\$ 125.00
141422	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 442.00
141493	ELLUCIAN INC	Conference	\$ 2,000.00
141494	HYATT REGENCY RESTON	Conference	\$ 1,008.00

PO No.	Vendor Name	Purchase Order Description	Amount
141495	TRAN, MIKE	Conference	\$ 971.00
141496	COUCH, KEN	Conference	\$ 1,500.00
141497	COUCH, KEN	Conference	\$ 1,550.00
141499	COUCH, KEN	Conference	\$ 1,795.00
141503	WARREN-MARLATT, REBECCA	Conference	\$ 432.00
141501	HOLLAND, BENJAMIN	Conference	\$ 1,500.00
141502	HOLLAND, BENJAMIN	Conference	\$ 1,795.00
141506	CABRALES, JOE	Conference	\$ 236.95
141504	HACU	Conference	\$ 650.00
141505	CABRALES, JOE	Conference	\$ 1,850.00
141531	HILTON HOTEL - SAN BERNARDINO	Conference	\$ 650.00
141528	HUSTON, CELIA	Conference	\$ 73.70
141529	PIRES, ROMANA	Conference	\$ 73.70
141530	COTA, MARCO	Conference	\$ 73.70
141532	ERIKA'S KITCHEN	Conference	\$ 500.00
141540	CHANG, ANDREW	Conference	\$ 170.00
141541	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 829.00
141543	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 419.83
141542	WISEGARVER, LILLIAN	Conference	\$ 1,500.00
141537	FLORES, YASMEEN	Conference	\$ 60.05
141539	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 487.30
141544	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 158.95
141538	KINDE, HARAGWEN A	Conference	\$ 299.98
141565	CHAVIRA, REJOICE C	Conference	\$ 761.30
141594	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 849.00
141595	SIMS, JEREMY	Conference	\$ 150.00
141596	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 700.00
141597	SIMS, JEREMY	Conference	\$ 100.00
141568	MACELMA, ARTEMUS	Conference	\$ 220.00
141569	SMITH, TERRIA OZIE	Conference	\$ 450.00
141570	BLANQUET, FRANCISCO	Conference	\$ 2,200.00
141566	TORRES, JOSE	Conference	\$ 1,174.00
141567	OLIVER, TIM	Conference	\$ 1,193.00
141625	CALIFORNIA COMMUNITY COLLEGES	Conference	\$ 225.00
141626	LEAGUE FOR INNOVATION	Conference	\$ 2,400.00
141627	REECE, BRYAN	Conference	\$ 800.00
141629	CHILDERS, KAREN	Conference	\$ 550.00
141630	ANDREWS, BREANNA	Conference	\$ 500.00
141624	GREGORY, LESLIE	Conference	\$ 52.45
141628	PETINAK, CRAIG	Conference	\$ 950.00
141659	MARSHALL, CHERYL A	Conference	\$ 1,432.00
141661	MARSHALL, CHERYL A	Conference	\$ 1,142.00
141660	SMITH, TERRIA	Conference	\$ 228.12
141664	PEREZ, AMALIA	Conference	\$ 661.44

PO No.	Vendor Name	Purchase Order Description	Amount
141662	WELLS, CAROL	Conference	\$ 565.11
141663	MAURIZI, TAMARA	Conference	\$ 434.89
141665	HACU	Conference	\$ 299.00
141672	CHAVIRA, REJOICE C	Conference	\$ 227.30
141673	CHAVIRA, REJOICE C	Conference	\$ 600.00
141674	MARRUJO, MONIQUE	Conference	\$ 600.00
141685	HOGREFE JR, RICHARD K	Conference	\$ 1,250.00
141686	PETERSON, KAREN	Conference	\$ 1,250.00
141687	ANDREWS, BREANNA	Conference	\$ 1,250.00
141688	BROWN, ROBERT	Conference	\$ 1,250.00
141689	NATIONAL COLLEGIATE	Conference	\$ 1,500.00
141690	FLOERKE, JENNIFER	Conference	\$ 2,300.00
141694	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 806.60
141695	OLIVER, TIM	Conference	\$ 325.00
141696	CALIFORNIA COMMUNITY COLLEGES	Conference	\$ 100.00
141697	DIAZ, MARIA ELENA	Conference	\$ 654.00
141718	ZINN, WENDY	Conference	\$ 550.00
141720	COMMUNITY COLLEGE LEAGUE	Conference	\$ 575.00
141722	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 358.16
141723	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 692.73
141719	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 1,445.00
141721	FISHER, GLORIA	Conference	\$ 845.00
141739	TRUSSELL, DEANNA	Conference	\$ 81.75
141740	ROWLEY, KATHLEEN	Conference	\$ 325.00
141758	GROSS, DAWN	Conference	\$ 1,775.00
141750	ROSSIER SCHOOL OF EDUCATION	Conference	\$ 1,995.00
141751	NCSPOD	Conference	\$ 2,180.00
141749	HILTON HOTEL - SAN BERNARDINO	Conference	\$ 871.20
141761	BLANQUET, FRANCISCO	Conference	\$ 500.00
141762	MACELMA, ARTEMUS	Conference	\$ 150.00
141752	CCCAOE	Conference	\$ 395.00
141753	BRADLEY, CRISTINA	Conference	\$ 163.23
141754	BRAGGINS, ALAN	Conference	\$ 150.00
141755	BRAGGINS, ALAN	Conference	\$ 560.00
141756	CCCAOE	Conference	\$ 395.00
141759	COMMUNITY COLLEGE LEAGUE	Conference	\$ 575.00
141760	COMMUNITY COLLEGE LEAGUE	Conference	\$ 575.00
141757	GRANT PROFESSIONALS ASSOC	Conference	\$ 675.00
141623	BEAUMONT CHAMBER OF COMMERCE	Dues & Memberships	\$ 60.00
141652	HIGHLAND AREA CHAMBER OF	Dues & Memberships	\$ 305.00
141653	COUNCIL FOR HIGHER EDUCATION	Dues & Memberships	\$ 550.00
141654	NATIVE AMERICAN JOURNALISTS	Dues & Memberships	\$ 300.00
141655	UNIVERSITY LICENSEE GROUP	Dues & Memberships	\$ 250.00
141508	RP GROUP, THE	Dues & Memberships	\$ 350.00

PO No.	Vendor Name	Purchase Order Description	Amount
141507	SCIAC	Dues & Memberships	\$ 75.00
141491	STAPLES	Equipment	\$ 291.59
141490	STAPLES	Equipment	\$ 418.59
141593	BSN COLLEGIATE PACIFIC	Equipment	\$ 723.52
141620	WARD'S NATURAL SCIENCE EST INC	Equipment	\$ 969.06
141621	PASCO SCIENTIFIC	Equipment	\$ 602.64
141622	US BANK CORPORATE PMT SYSTEMS	Equipment	\$ 930.95
141648	DESERT BUSINESS INTERIORS	Equipment	\$ 3,856.79
141649	HOGENTOGLER & CO INC	Equipment	\$ 1,996.49
141650	AVI SPL	Equipment	\$ 1,791.20
141651	GRAINGER INC, W W	Equipment	\$ 620.44
141684	HAWORTH	Equipment	\$ 1,964.94
141699	HARLOW'S KITCHEN CONCEPTS	Equipment	\$ 702.54
141700	ALLIED REFRIGERATION INC	Equipment	\$ 5,826.69
141710	AMERICAN HARLEQUIN CORPORATION	Equipment	\$ 4,552.50
141712	CHEMPAK	Equipment	\$ 1,514.31
141726	AIRGAS USA LLC	Equipment	\$ 1,485.39
141742	SNAP-ON INDUSTRIAL	Equipment	\$ 8,310.60
141425	PASCO SCIENTIFIC	Instructional Supplies	\$ 2,730.24
141426	CHC BOOKSTORE	Instructional Supplies	\$ 100.00
141427	AMERICAN 3 B SCIENTIFIC	Instructional Supplies	\$ 79.80
141428	ARBOR SCIENTIFIC	Instructional Supplies	\$ 30.28
141429	BASIC LAB SUPPLIES	Instructional Supplies	\$ 50.45
141430	MOUSER ELECTRONICS	Instructional Supplies	\$ 156.80
141431	SARGENT-WELCH SCIENTIFIC	Instructional Supplies	\$ 141.58
141432	LETHAN CORP	Instructional Supplies	\$ 413.15
141433	INDUSTRIAL FIBER OPTICS INC	Instructional Supplies	\$ 138.12
141424	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$ 1,911.77
141489	DICK BLICK	Instructional Supplies	\$ 305.03
141487	SIGMA-ALDRICH INC	Instructional Supplies	\$ 126.60
141488	FISHER SCIENTIFIC	Instructional Supplies	\$ 668.33
141509	AMAZON.COM	Instructional Supplies	\$ 60.57
141510	WILMAD LAB GLASS	Instructional Supplies	\$ 495.34
141534	AMAZON.COM	Instructional Supplies	\$ 951.70
141535	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$ 1,026.99
141545	AIRGAS USA LLC	Instructional Supplies	\$ 1,024.65
141575	NILES BIOLOGICAL INC	Instructional Supplies	\$ 69.00
141576	CARDIOLOGY SHOP	Instructional Supplies	\$ 198.03
141577	HARDY DIAGNOSTICS	Instructional Supplies	\$ 24.08
141578	AMAZON.COM	Instructional Supplies	\$ 124.37
141598	AVI SPL	Instructional Supplies	\$ 131.45
141580	PIONEER DRAMA SERVICE	Instructional Supplies	\$ 133.35
141574	PIONEER MANUFACTURING COMPANY	Instructional Supplies	\$ 558.90
141579	ARROWHEAD REGIONAL MEDICAL CTR	Instructional Supplies	\$ 4,000.00

PO No.	Vendor Name	Purchase Order Description	Amount
141588	PATTON SALES CORP	Instructional Supplies	\$ 1,026.00
141589	SBVC BOOKSTORE	Instructional Supplies	\$ 200.00
141618	FLINN SCIENTIFIC INC	Instructional Supplies	\$ 1,339.03
141619	PASCO SCIENTIFIC	Instructional Supplies	\$ 1,219.64
141617	EDVOTEK INC	Instructional Supplies	\$ 189.60
141645	MARLIN P JONES & ASSOC INC	Instructional Supplies	\$ 35.71
141646	GRAINGER INC, W W	Instructional Supplies	\$ 545.14
141647	AIRGAS USA LLC	Instructional Supplies	\$ 252.49
141701	RUNNING CENTER	Instructional Supplies	\$ 652.50
141702	MEDCO SPORTS MEDICINE	Instructional Supplies	\$ 197.48
141743	HARBOR FREIGHT TOOLS CO	Instructional Supplies	\$ 600.00
141767	AMAZON.COM	Instructional Supplies	\$ 240.02
141769	HANSEN, ROSEMARIE	Instructional Supplies	\$ 48.24
141770	COSTCO	Instructional Supplies	\$ 744.95
141768	GENUINE AUTO PARTS	Instructional Supplies	\$ 116.33
141434	A & A COPY MACHINE INC	IT Equipment	\$ 10,642.50
141484	DELL COMPUTER COMPANY	IT Equipment	\$ 2,334.27
141485	DELL COMPUTER COMPANY	IT Equipment	\$ 362.22
141486	DELL COMPUTER COMPANY	IT Equipment	\$ 2,580.57
141546	SYMMETRY DATA INC	IT Equipment	\$ 19,461.80
141581	APPLE COMPUTER INC	IT Equipment	\$ 790.56
141644	LIFETIME MEMORY PRODUCTS	IT Equipment	\$ 809.20
141727	AMAZON.COM	IT Equipment	\$ 704.59
141771	DELL COMPUTER COMPANY	IT Equipment	\$ 1,290.28
141435	PRUDENTIAL OVERALL SUPPLY INC	Laundry	\$ 1,500.00
141436	SAM'S QUALITY CLEANERS	Laundry	\$ 1,400.00
141683	BAKER & TAYLOR	Library Books Expansion	\$ 2,000.00
141548	US BANK CORPORATE PMT SYSTEMS	Magazines & Subscriptions	\$ 504.00
141615	YUCAIPA & CALIMESA NEWS-MIRROR	Magazines & Subscriptions	\$ 29.95
141671	NATIVE PEOPLES MAGAZINE	Magazines & Subscriptions	\$ 19.95
141704	LESLIES POOLMART INC	Maintenance Supplies	\$ 2,000.00
141703	CAREY BUILDING SUPPLIES	Maintenance Supplies	\$ 100.00
141705	WHEELER, KAILA	Mileage Reimburesment	\$ 17.76
141440	ISAAC, MATTHEW K	Mileage Reimburesment	\$ 300.00
141441	BRADLEY, CRISTINA	Mileage Reimburesment	\$ 600.00
141744	BROWN, CAROL	Mileage Reimburesment	\$ 200.00
141457	ZINN, WENDY	Mileage Reimburesment	\$ 2,500.00
141780	DELGADO, ARLENE	Mileage Reimburesment	\$ 200.00
141610	STAPLES	Non-Instructional Supplies	\$ 321.31
141682	ANIXTER WC BUSINESS DEV	Non-Instructional Supplies	\$ 2,160.04
141729	DICK BLICK	Non-Instructional Supplies	\$ 309.07
141549	BADGE EXPRESS	Non-Instructional Supplies	\$ 42.55
141599	SPICERS PAPER INC	Non-Instructional Supplies	\$ 638.82
141449	SPICERS PAPER INC	Non-Instructional Supplies	\$ 3,340.98

PO No.	Vendor Name	Purchase Order Description	Amount
141444	REVOLVING CASH	Non-Instructional Supplies	\$ 80.14
141445	STAPLES	Non-Instructional Supplies	\$ 678.55
141452	STAPLES	Non-Instructional Supplies	\$ 84.04
141451	STAPLES	Non-Instructional Supplies	\$ 83.51
141446	HOME DEPOT, THE	Non-Instructional Supplies	\$ 500.00
141447	HARBOR FREIGHT TOOLS CO	Non-Instructional Supplies	\$ 500.00
141448	COLTON TRUCK SUPPLY	Non-Instructional Supplies	\$ 220.19
141450	STAPLES	Non-Instructional Supplies	\$ 138.15
141483	STAPLES	Non-Instructional Supplies	\$ 122.62
141467	STAPLES	Non-Instructional Supplies	\$ 349.72
141481	STAPLES	Non-Instructional Supplies	\$ 287.36
141482	STAPLES	Non-Instructional Supplies	\$ 512.77
141513	STAPLES	Non-Instructional Supplies	\$ 86.98
141524	I C COMPOUND CO	Non-Instructional Supplies	\$ 196.59
141521	STAPLES	Non-Instructional Supplies	\$ 60.76
141526	STAPLES	Non-Instructional Supplies	\$ 215.32
141527	INMARK	Non-Instructional Supplies	\$ 21.75
141522	STAPLES	Non-Instructional Supplies	\$ 410.21
141523	STAPLES	Non-Instructional Supplies	\$ 110.35
141525	STAPLES	Non-Instructional Supplies	\$ 63.97
141552	DELL COMPUTER COMPANY	Non-Instructional Supplies	\$ 70.95
141533	AMAZON.COM	Non-Instructional Supplies	\$ 120.85
141553	AMAZON.COM	Non-Instructional Supplies	\$ 13.22
141554	WALKER, JAMES	Non-Instructional Supplies	\$ 5.35
141550	STAPLES	Non-Instructional Supplies	\$ 1,367.69
141551	STAPLES	Non-Instructional Supplies	\$ 123.20
141583	STAPLES	Non-Instructional Supplies	\$ 155.81
141591	STAPLES	Non-Instructional Supplies	\$ 127.63
141587	STAPLES	Non-Instructional Supplies	\$ 138.35
141590	STAPLES	Non-Instructional Supplies	\$ 2,789.15
141606	AMAZON.COM	Non-Instructional Supplies	\$ 382.77
141608	STAPLES	Non-Instructional Supplies	\$ 131.20
141609	STAPLES	Non-Instructional Supplies	\$ 89.18
141607	AMAZON.COM	Non-Instructional Supplies	\$ 47.19
141637	REECE, BRYAN	Non-Instructional Supplies	\$ 92.85
141641	STAPLES	Non-Instructional Supplies	\$ 495.10
141642	STAPLES	Non-Instructional Supplies	\$ 228.21
141640	BROADCAST SUPPLY WORLDWIDE	Non-Instructional Supplies	\$ 174.48
141636	SYSCO RIVERSIDE INC	Non-Instructional Supplies	\$ 5,000.00
141638	SBVC BOOKSTORE	Non-Instructional Supplies	\$ 1,500.00
141639	CORTEZ ORNAMENTAL IRON	Non-Instructional Supplies	\$ 210.00
141670	AMAZON.COM	Non-Instructional Supplies	\$ 197.94
141681	SCANTRON CORPORATION	Non-Instructional Supplies	\$ 1,186.00
141680	STAPLES	Non-Instructional Supplies	\$ 82.86

PO No.	Vendor Name	Purchase Order Description	Amount
141706	STAPLES	Non-Instructional Supplies	\$ 120.38
141734	UNISOURCE PAPER	Non-Instructional Supplies	\$ 505.61
141733	STAPLES	Non-Instructional Supplies	\$ 126.71
141736	STAPLES	Non-Instructional Supplies	\$ 144.74
141730	STAPLES	Non-Instructional Supplies	\$ 489.08
141731	SBVC BOOKSTORE	Non-Instructional Supplies	\$ 100.00
141732	BADGE EXPRESS	Non-Instructional Supplies	\$ 40.77
141735	STAPLES	Non-Instructional Supplies	\$ 76.59
141737	STAPLES	Non-Instructional Supplies	\$ 207.06
141775	AWARDS & SPECIALTIES	Non-Instructional Supplies	\$ 27.36
141777	HANIGAN COMPANY, THE	Non-Instructional Supplies	\$ 681.04
141776	GRAINGER INC, W W	Non-Instructional Supplies	\$ 278.02
141555	STAPLES	Non-Instructional Supplies	\$ 82.02
141453	REVOLVING CASH	Officials	\$ 800.00
141468	REVOLVING CASH	Officials	\$ 1,946.00
141469	REVOLVING CASH	Officials	\$ 1,900.00
141519	REVOLVING CASH	Officials	\$ 2,358.00
141520	REVOLVING CASH	Officials	\$ 2,620.00
141518	REVOLVING CASH	Operational Expenses & Fees	\$ 2,464.00
141455	DA VINCI PAINT CO INC	Operational Expenses & Fees	\$ 4,422.60
141454	STATER BROS MARKETS	Operational Expenses & Fees	\$ 350.00
141470	RILEYS FARM	Operational Expenses & Fees	\$ 1,200.00
141471	REVOLVING CASH	Operational Expenses & Fees	\$ 1,848.00
141472	REVOLVING CASH	Operational Expenses & Fees	\$ 1,635.00
141473	REVOLVING CASH	Operational Expenses & Fees	\$ 3,160.00
141474	NELSON, WILLENE D	Operational Expenses & Fees	\$ 200.00
141516	UNIVERSITY OF NEW MEXICO	Operational Expenses & Fees	\$ 425.00
141517	MARTIN/F WEBER CO	Operational Expenses & Fees	\$ 677.97
141556	US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	\$ 97.43
141557	SAN DIEGO ZOO	Operational Expenses & Fees	\$ 330.00
141668	COUNTY OF SAN BERNARDINO	Operational Expenses & Fees	\$ 123.00
141669	SBVC SUN ROOM	Operational Expenses & Fees	\$ 178.20
141707	SBVC FOOD SERVICES	Operational Expenses & Fees	\$ 107.48
141679	GOVERNMENT FINANCE OFFICERS	Operational Expenses & Fees	\$ 550.00
141779	REVOLVING CASH	Operational Expenses & Fees	\$ 648.00
141585	ORIGINAL TACO GIRLS, THE	Operational Expenses & Fees	\$ 275.00
141475	SBVC BOOKSTORE	Other Student Aid	\$ 3,000.00
141584	KINDERCARE LEARNING CENTERS	Other Student Aid	\$ 2,500.00
141604	JIMENEZ FAMILY CHILD CARE	Other Student Aid	\$ 3,000.00
141605	JOHNSON FAMILY CHILD CARE	Other Student Aid	\$ 5,000.00
141634	JENSEN, JULIE	Other Student Aid	\$ 1,500.00
141635	THOMAS, GWENDOLYN	Other Student Aid	\$ 2,000.00
141476	VERIZON CALIFORNIA	Phone Utilities	\$ 840.00
141478	VERIZON CALIFORNIA	Phone Utilities	\$ 198.00

PO No.	Vendor Name	Purchase Order Description	Amount
141479	VERIZON CALIFORNIA	Phone Utilities	\$ 600.00
141480	VERIZON CALIFORNIA	Phone Utilities	\$ 250.00
141708	VERIZON WIRELESS	Phone Utilities	\$ 400.00
141458	VERIZON WIRELESS	Phone Utilities	\$ 500.00
141603	AMERICAN PUBLIC TELEVISION	Postage & Freight	\$ 260.60
141745	MIX 3 PRODUCTIONS, THE	Postage & Freight	\$ 76.67
141602	SBCCD PRINTING SERVICES	Printing SBCCD	\$ 42.28
141676	SBCCD PRINTING SERVICES	Printing SBCCD	\$ 300.00
141459	US BANK CORPORATE PMT SYSTEMS	Reference Books	\$ 500.00
141460	AMAZON.COM	Reference Books	\$ 67.48
141515	NATIONAL ACADEMIES PRESS,THE	Reference Books	\$ 61.95
141600	AMAZON.COM	Reference Books	\$ 260.50
141738	US BANK CORPORATE PMT SYSTEMS	Reference Books	\$ 74.55
141781	US BANK CORPORATE PMT SYSTEMS	Refreshments	\$ 27.58
141461	US BANK CORPORATE PMT SYSTEMS	Refreshments	\$ 39.98
141558	REVOLVING CASH	Refreshments	\$ 200.00
141746	SBVC SUN ROOM	Refreshments	\$ 388.80
141747	SBVC SUN ROOM	Refreshments	\$ 1,206.14
141477	SPEYER, DAVID J	Repairs & Maintenance	\$ 648.00
141514	RDM ELECTRIC CO INC	Repairs & Maintenance	\$ 2,500.00
141601	KEVIN MAHKORN	Repairs & Maintenance	\$ 1,050.57
141379	FAIRVIEW FORD	Repairs & Maintenance	\$ 108.00
141783	CDW GOVERNMENT INC	Software	\$ 298.09
141463	RAYNE WATER CONDITIONING	Water Treatment	\$ 1,566.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: October 10, 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

Name	Department	Details of the Service (why individual was recognized)	Recognized By (list name if provided)
Kelly Goodrich	Fiscal Services	For going above and beyond	Virginia Diggle
Susan Ryckevic	Fiscal Services	For going above and beyond	Virginia Diggle

SBVC

Name	Department	Details of the Service (why individual was recognized)	Recognized By (list name if provided)
Baber, Corrina	Instruction Office	Commitment to SBVC curriculum and team work.	Employee
Danley, Jay	Speech	Commitment to SBVC graduation speaker.	Employee
Johnson, Janet	Administrative Services	Helping the Campus Police office on their Security Report and Documents.	Police Chief Galvez
Kelly-Silagy, Deana	Counseling	Helpful in helping student decide what educational course to take as a veteran.	Student
Knight, Denise	Child Development	Dedication to student success.	Dr. Haragewen A. Kinde
Mattson, Suzie	Speech	Commitment to SBVC and community. Successful Debate Tournament	Employee
Stark, Scott	Administrative Services	For always being helpful and giving service with a smile.	Shari Blackwell
Williams, Nicole	Instruction Office	Commitment to SBVC curriculum and team work.	Employee

CHC

Name	Department	Details of the Service (why individual was	Recognized By (list name if provided)
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		recognized)	
Boatman, John	Grounds	I was thinking this morning how glad I am that I work on such a beautiful campus. I've heard many people compliment our campus, but never has the next sentence been, "We really have a great Grounds Department" and I want to change that.	Nicole Rodriquez
Carrillo, Antonio	Grounds	I was thinking this morning how glad I am that I work on such a beautiful campus. I've heard many people compliment our campus, but never has the next sentence been, "We really have a great Grounds Department" and I want to change that.	Nicole Rodriquez
Cook, Larry	Grounds	I was thinking this morning how glad I am that I work on such a beautiful campus. I've heard many people compliment our campus, but never has the next sentence been, "We really have a great Grounds Department" and I want to change that.	Nicole Rodriquez
Davila, Javier	Grounds	I was thinking this morning how glad I am that I work on such a beautiful campus. I've heard many people compliment our campus, but never has the next sentence been, "We really have	Nicole Rodriquez

		a great Grounds Department” and I want to change that.	
Donaldson, Dawn	Library	For working so hard to get the existing periodicals entered into our new library catalog so students are able to utilize them for research.	Elizabeth Mealey
Kirkhart, Patrick	Grounds	I was thinking this morning how glad I am that I work on such a beautiful campus. I’ve heard many people compliment our campus, but never has the next sentence been, “We really have a great Grounds Department” and I want to change that.	Nicole Rodriquez
Kirkhart, Richard	Grounds	I was thinking this morning how glad I am that I work on such a beautiful campus. I've heard many people compliment our campus, but never has the next sentence been, “We really have a great Grounds Department” and I want to change that.	Nicole Rodriquez
Muskavitch, John	Financial Aid	On August 30 th Mr. Muskavitch stayed after the office closed and allowed me to use his personal office computer and paid \$27.50 with his personal Visa card toward my registration. Thank you John!	Wendy Francis
Piggott, Gloria	Printing Services	Over the past six months, Gloria has helped with the	Michelle Riggs

		design and production of invitations, programs, inserts, flyers, posters, and much more. I truly appreciate her talent, her quick response time, and her fantastic attitude. We are very fortunate to have Gloria.	
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Pierre Galvez, Chief of Police
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: October 10, 2013
SUBJECT: 2013 Annual Security Report

RECOMMENDATION

This item is for information only. No action is required.

OVERVIEW

The 2013 annual security report contains crime statistics for Crafton Hills College, San Bernardino Valley College and EDCT. This report was prepared by the SBCCD Police Department management and distributed electronically to the students and employees on September 24, 2013. Paper copies are available at various locations throughout the District. This report is mandated by Federal Law to be published by institutions of higher learning by October 1st of each year.

ANALYSIS

In 1990, the U.S. Congress enacted the "Crime Awareness and Campus Security Act of 1990," which requires colleges and universities to disclose information about crime on and around their campuses. This law was renamed in 1992 to the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." The information in this report is available to all campus community members and the public. This report provides statistical, policy, and procedural information required by law.

The San Bernardino Community College District Police Department prepared this report in cooperation with college offices and surrounding police agencies of our campuses.

BOARD IMPERATIVE

Institutional Effectiveness

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT



2013 ANNUAL SECURITY REPORT

**CRAFTON HILLS COLLEGE
ECONOMIC DEVELOPMENT CORPORATE TRAINING CENTER
SAN BERNARDINO VALLEY COLLEGE**

Jeanne Clery Disclosure of Campus
Security Policy and Crimes Statistics Act

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Welcome to the San Bernardino Community College District (SBCCD). We hope that your time on our campuses will be pleasant, rewarding and safe. The security of our students, faculty, staff and District property are our primary concerns. That is why the SBCCD has a full time police department. The SBCCD Police Department is committed to crime prevention and campus safety. We are also dedicated to providing a safe and secure environment for our District community.

Our colleges are located in Yucaipa (Crafton Hills College) and San Bernardino (Economic Development Corporate Training Center and Valley College). While on or off our campuses, we encourage you to be cognizant of your surroundings, always lock your car and report any suspicious or criminal activity immediately to the SBCCD Police Department. In the case of an emergency, call **911**.

We invite you to read this report carefully and become a partner in your own safety. It is through the cooperation of everyone in the District that we can ensure a safe and pleasant learning /working environment.

San Bernardino Community College District Board of Trustees

Dr. Donald L. Singer President	John Longville Vice President	Donna Ferracone Clerk
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Joseph Williams Trustee	Yasmeen Flores CHC Student Trustee	Rosalinda Sosa Sanchez SBVC Student Trustee
	Bruce Baron Chancellor	



Jeanne Clery

**Jeanne Ann Clery
Annual Security Report**

In 1990, the U.S. Congress enacted the "Crime Awareness and Campus Security Act of 1990," which requires colleges and universities to disclose information about crime on and around their campuses. This law was renamed in 1992 to the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act". Recent revisions to the Higher Education Opportunity Act and California Education Code, section 67380, now mandate we inform members of the college community about institutional policies concerning campus security (Including: Community College District Police’s law enforcement authority, crime reporting policies, alcohol and drug use, crime prevention, sexual assault and other matters of related importance).

This report, known as the Annual Crime Awareness and Security Report (ASR), contains statistics for the previous three years concerning crimes that occurred on our campuses; in certain off-campus buildings or property owned or controlled by the San Bernardino Community College District and on public property within or immediately adjacent to the campuses.

Notice of the availability of this report is made prior to October 1st of each year. The District, via “Blackboard Connect” sends an e-mail to all enrolled students, faculty and staff when the ASR is ready. Paper copies of the ASR are available at the San Bernardino Community College District Police Department’s Valley and CHC stations. This report is also available online and can be accessed at the SBCCD PD’s website <http://sbccd.org/police>. All current and prospective employees/students may also view the ASR from the District’s homepage at <https://sbccd.org>.

The San Bernardino Community College District Police Department prepared this report in cooperation with college officials and surrounding police agencies. All information is reviewed and verified by SBCCD PD’s administration.

Clery Act Requirements

The Clery Act includes the following substantive requirements:

1. Compilations and Disclosure of Campus Crime Statistics

The act requires each institution to disclose annual crime statistics and specific disciplinary actions for the current and two (2) previous calendar years, presenting them according to specific categories including “on-campus, on-campus residential halls, non-campus buildings or property, and public property adjacent to the school.”

2. Disclosure of Campus Safety Policies

Each institution must describe:

- Campus policies for reporting criminal activity or other emergencies.
- Policies for the maintenance and access to the campus.
- The authority and responsibilities of the law enforcement/public safety agency including crime reporting.
- Type and frequency of public safety and crime prevention programs.
- Statement of alcohol and drug policies including education programs.
- Statement of policy concerning campus programs to prevent sexual assaults and procedures to be followed when an assault occurs.
- Statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained.
- Statement of policy regarding emergency notification, response and evacuation procedures.
- Availability of the ASR

3. Timely/Emergency Warning Requirements

The college must report to the campus community crimes representing a threat to students and employees in a manner that is timely.

4. Disclosure of Crime Log Information

The SBCCD PD must maintain, and make available for inspection by the public during normal business hours, a crime log for the most recent sixty (60) day period. Crime logs more than sixty

(60) days old must be available for public inspection upon two (2) days notice, and must be retained for seven (7) years.

5. ASR Deadline

By October 1st of each year, The San Bernardino Community College District is mandated to publish and distribute an Annual Security Report for all current/prospective students and current/prospective employees to view.

Click here to view the U.S. Department of Education Crime Report for The San Bernardino Community College District <http://ope.ed.gov/security>

San Bernardino Community College District Police Department Mission Statement

The San Bernardino Community College District Police Department, in concert with the Board of Trustees, is committed to providing a safe and secure learning and working environment for all students and employees. This will be accomplished through a cooperative and coordinated effort involving all departments and the college employees, law enforcement agencies and the community.



Enforcement Authority/Other Police Agencies

San Bernardino Community College District Police Officers are vested with full law enforcement powers of arrest and meet or exceed training requirements mandated by the California Commission on Peace Officers Standards and Training. They also receive training designed to meet the needs of the college community. As peace officers, their police authority extends throughout the state. The District Police Department is dedicated to providing a safe, healthy campus environment for students, employees, and the public. The San Bernardino Community College District Police Department operates 24 hours a day, seven days a week.

It is the policy of the SBCCD Police Department to comply with applicable federal, state and local laws. In keeping with this requirement, a memorandum of understanding (MOU) has been crafted with the San Bernardino Police Department and San Bernardino County Sheriff's Department to meet the requirements of the Kristen Smart Campus Safety Act of 1998. This MOU clarifies the aforementioned agencies' operational responsibilities for investigating Part 1 violent crimes occurring on campus. The San Bernardino Community College District Police Department remains the primary law enforcement agency for all campuses and will investigate all other crimes occurring on or near the campus communities. The SBCCD PD has a strong working relationship with the San Bernardino Police Department, Colton Police Department, Yucaipa Police Department, CAL-Fire, San Bernardino Fire Department, State Parole, County Probation and Fish and Game.

Daily Crime Log

The San Bernardino Community College District Police Department maintains a log of all alleged crimes and incidents reported to the District Police Department. The log is available for viewing during regular business hours, upon request, at the SBCCD PD's Valley and CHC stations; or visit:

<http://sbccd.org/CrimeLog>

Reporting Crimes & Other Emergencies

San Bernardino Community College District encourages all students and staff to immediately report all emergencies by calling **911**. Non-emergencies can be reported to the San Bernardino Community College District Police Department by dialing **(909) 384-4491** (SBVC and EDCT campuses) and **(909) 389-3275** (CHC campus).

The San Bernardino Community College District Police Department's offices are open for business Monday - Friday 8:00am – 5:00pm (except for holidays and District breaks). During normal business hours, we have our own dispatching services. From 10:00pm -8:00am (during the week) and on weekends, calls for service are reassigned to the San Bernardino County Sheriff's Department; who dispatch our officers to calls. Students are encouraged to report any hazards they observe with the campus environment(s) to the San Bernardino Community College District Police Department. Criminal actions and other non-emergencies occurring on campus should be reported immediately to Campus Police; utilizing the above referenced numbers. Our Valley Campus also has "blue-light" emergency phones in parking lots 3, 7 and 9 that can be utilized for reporting both criminal and emergency situations. In the event a student or staff member calls **911** from any District phone line, our department is immediately notified, via e-mail, that the call was placed and where it was placed from. When this happens, we immediately dispatch an officer to that location.

If a District community member does not feel comfortable with reporting an incident to police, or just wishes to remain anonymous, a confidential "We TIP" line is available at 1-800-78-CRIME. This service is also available at <http://wetip.com/>. As well, counselors and medical practitioners are encouraged to inform the persons being counseled or treated medically of procedures to report crimes on a voluntary, confidential basis if and when the counselor or treatment professional deems appropriate.

It is imperative that all crimes / threats occurring on or around our campuses are reported to District Police, by some means, so we can determine the necessary action to take. Expedient reporting is also important for the implementation of timely warnings and annual crime statistic mandates.

Campus Security Authorities (CSAs)

Campus Security Authorities are defined as "An official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial procedures." Individuals may be designated as CSAs by an institution if their official job responsibilities involve significant interaction with students and/or campus activities.

It is the responsibility of CSAs to report all information received, that allege Clery Act crimes, to the SBCCD PD.

Although we encourage our District community to report all campus related crimes / hazards directly to The SBCCD PD, we know this is not always feasible. Circumstances may dictate a report being made directly to CSAs, or, a community member may just feel more comfortable reporting an incident to a designated CSA. When CSAs receive a report of criminal activity or hazards/emergencies, they relay said information directly to District Police.

Ultimately, it is a priority of The SBCCD PD to obtain reported information of criminal / hazardous activity so we can address it and insure the safety of our District community. That is a main reason why CSAs were developed; to act as an additional reporting resource for students and the college community.

As mentioned, it is vital to report any observed or perceived criminal / hazardous situations on our campuses. If you do not feel comfortable contacting District Police, please utilize the below contact information for the SBCCD's CSAs. And remember, when in doubt; **REPORT**.

CAMPUS SECURITY AUTHORITIES

Title	CHC	EDCT	SBVC
President	909/389-3200	909/382-4034	909/384-8298
Vice President Instruction	909/389-3202	N/A	909/384-8570
Student Discipline	909/389-3355	909/382-4034	909/384-8282
Vice President Admin Service	909/389-3210	N/A	909/384-8958
Athletic Director/Chair	909/389-3205	N/A	909/384-8640
Head Football Coach	N/A	N/A	909/384-8569
Head Baseball Coach	N/A	N/A	909/384-8643
Head Basketball Coach (men)	N/A	N/A	909/384-8510
Head Basketball Coach (women)	N/A	N/A	909/384-8509
Dean of Criminal Justice	N/A	N/A	909/384-8249
Vice President Student Services	909/389-3355	N/A	909/384-8992
Dean of Enrollment	909/389-3368	N/A	909/384-8568
Counseling Director	909/389-3327	N/A	990/384-8630
CDC Director	909/389-3401	N/A	909/384-8900
Student Health Coordinator	909/389-3271	N/A	909/384-8575

Crime Prevention and Security Awareness

The SBCCD Police Department's primary responsibility is the safety and security of all members of the District. The Department makes every effort to inform students and staff of criminal activity, or any other concern, which may be of an immediate threat to the safety and security of the District. A Crime Prevention workshop will be offered once in the spring, and fall, to students and staff. It is the responsibility of every member of the campus community to act in ways that promote the safety of self, others, and the protection of District property.

The San Bernardino Community College District Police participates in both student and staff related functions (Student Government Meetings, College Club events, District Safety Meetings, etc.). We also publish and distribute a weekly newsletter, "Police Beat," which provides contemporaneous information on current crimes, crime trends and preventative information for safeguarding ones person/property.

The following presentations are available to the campus community of the San Bernardino Community College District at http://www.sbccd.org/District_Police_Department/Safety_Resources

Video Presentations

- College Site-Specific Active Shooter Training
- Lockdown Active Shooter Training.
- Sexual Assault and Campus Safety Awareness
- Evacuation Chair Demonstration Video

Workshop Presentations

- Dealing with Irate/Difficult People
- Sexual Assault Awareness
- Campus Safety Awareness
- Active Shooter Training
- New Student Campus Safety and Information Orientation
- Irate People
- Orientation for on campus safety for students

To request a presentation please email the department at, campuspolicetraining@sbccd.org

For further information on crime prevention please visit our web page at: <http://sbccd.org/CrimePrevention>

Access to and Security of Campus Facilities

The SBCCD has three (3) campuses located within the county of San Bernardino. Valley College and the EDCT are both located in separate parts of the city of San Bernardino; while our Crafton Hills College is located in the city of Yucaipa. Valley College and the EDCT are located in urban areas, easily accessible to the public by foot or vehicle. Crafton Hills College is secluded on a hillside, in a more rural area; which can be accessed by foot, but is more practically accessed by vehicle. None of our campuses have student housing facilities.

All of our facilities are patrolled 24 hours a day, seven days a week, by SBCCD Police. State laws, applicable city / federal codes, and District Policies are enforced. Our sworn personnel are responsible for reporting and investigating crimes, issuing citations, responding to medical emergencies, traffic accidents /hazards, reports of fire, as well as other incidents that require police assistance.

During regular business hours our department deploys non-sworn campus security personnel (CSO's) at all campuses. The CSO's responsibilities include; parking enforcement, escorts, locking / unlocking classrooms and buildings, report taking of minor occurrences and crime / hazard reporting.

Most campus educational facilities are open to the public during operational hours. Certain facilities, offices and other areas of campus are restricted for staff / faculty. The non-restricted areas of our campuses are opened in the morning by SBCCD PD personnel and are subsequently secured at night by the custodial department.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The Maintenance and Operations Department (M&O) oversees our campuses' facilities and landscaping issues. They regularly inspect campus facilities for safety hazards and make necessary repairs as needed. When personnel from the SBCCD PD observe unsafe conditions or malfunctions, we take the appropriate action(s) necessary to make the situation safe until Maintenance and Operations arrive. Lighting improvements are constantly being evaluated and are reported to our Maintenance and Operations Department for corrective action.

The District community is encouraged to report any safety concerns they have with our campus facilities to either M&O at 909-384-8965 (Valley College) 909-389-3380 (CHC) or to District Police.

Timely Warning Notices

The purpose of this policy is to outline procedures that the SBCCD Police will use to notify campus community members in the event of certain crimes, threats or emergencies associated with the campus. The Clery Act requires us to alert the campus community to certain crimes/incidents in a manner that is timely and will aid in the prevention of similar crimes. Although Clery doesn't define "timely," because the intent of a warning regarding a criminal incident(s) is to enable people to protect themselves this means that a warning should be issued as soon as the pertinent information is available.

To help prevent crimes or serious incidents, the SBCCD Police will issue a Campus Safety Alert, or Notice, in a timely manner to notify community members about certain crimes/incidents in and around our community that potentially constitute an ongoing or continuing threat. For the purposes of this policy, "timely manner" generally means as soon as the pertinent information has been brought to the attention of the SBCCD Police Department or has been brought to the attention of a "campus security authority" as defined in the Clery Act. All Title IV institutions, without exception, are subject to the timely warning regulation. We are required to disclose our policy statement in the Annual Security Report.

Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the SBCCD Police so the Department can make a determination regarding issuing an alert. Depending on the particular circumstances of the crime or other incident, specifically in those situations that could pose an immediate threat to members of the campus community, a timely warning

will be issued. SBCCD police department will issue the Alert after the circumstances have been discussed with the President(s) or designee(s) and Chancellor. This policy complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Distribution of Campus Safety Alerts

The Department distributes Campus Safety/Crime Alerts in various ways. Once the SBCCD Police Department determines that an alert will be issued, the department e-mails the announcement and posts it on its Web site (www.sbccd.org). The Department also posts alerts on bulletin boards throughout common areas of our campuses.

This policy is reviewed annually. The SBCCD Police is responsible for implementing this policy.

Crime Alerts (Timely Warnings)

- A. In compliance with the Higher Education Act (20 U.S.C. 1092(f)) the San Bernardino Community College District Police Department will adhere to the following procedures in relation to timely warnings.

In the event that a:

- a. Murder
 - b. Sex Offense; forcible or non-forcible
 - c. Robbery
 - d. Aggravated Assault
 - e. Burglary
 - f. Motor Vehicle Theft
 - g. Manslaughter or
 - h. Arson
- B. A Crime Alert will be issued for the above incidents occurring within a close proximity of campus property. The determination on whether an incident is a threat is based upon the following:
1. The incident is one of the above categories.
 2. The incident occurred in an area for which SBCCD PD must report statistics or at a location where SBCCD PD is the primary police responder.
 3. The suspect(s) are unknown.

If all of the above statements can be answered “yes” then a Crime Alert shall be issued. In addition, a crime alert may be issued for any crime or event when there is a compelling need to get information out to the students and staff.

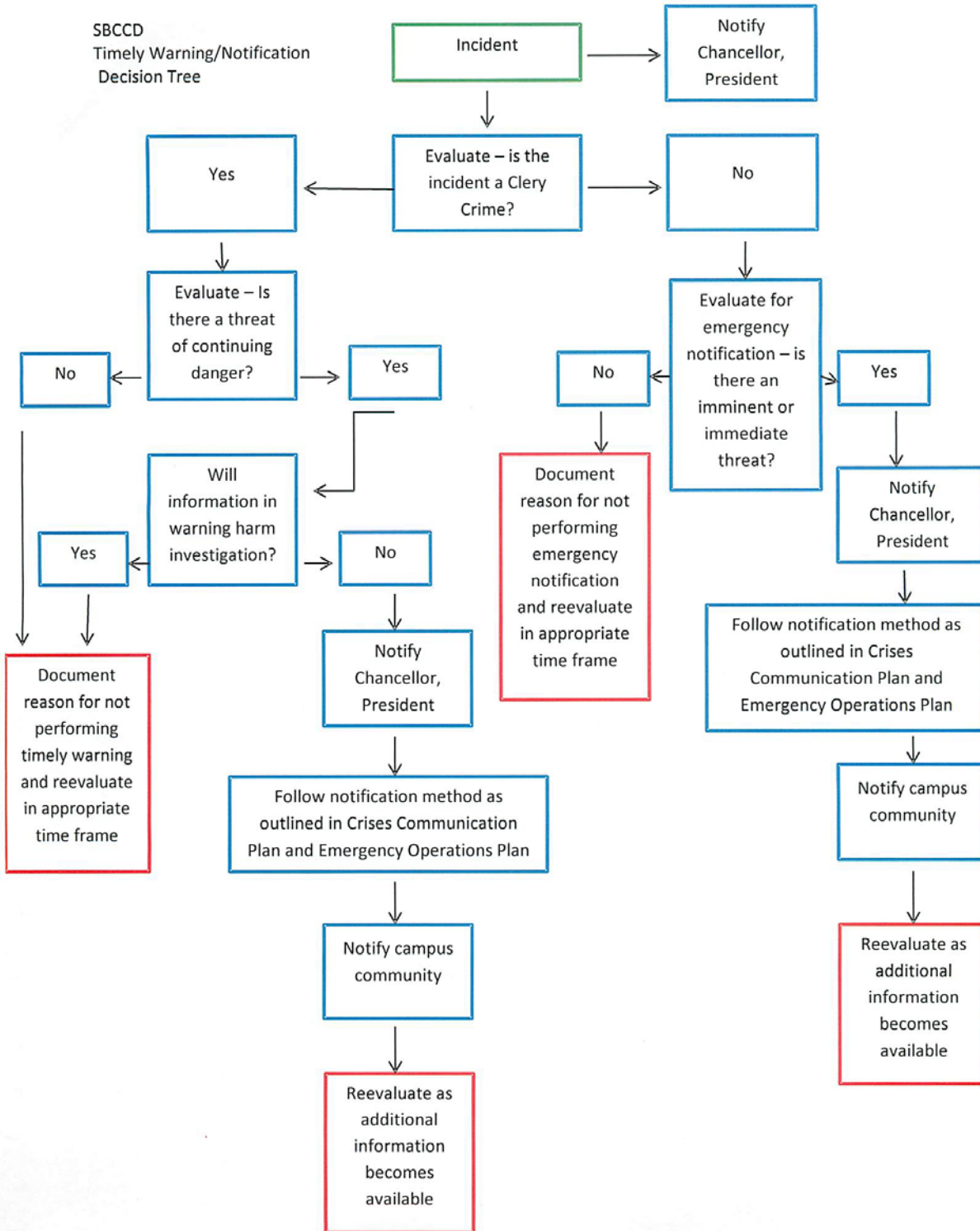
Guidelines

- A. Crime Alerts should contain as much of the following information as possible:
 - 1. Date, time, location (general or specific) and summarized event description.
 - 2. Suspect description and/or vehicle description
 - 3. Any special instructions that may be needed
- B. Crime Alerts will be issued in a timely manner after the specific event. If there is a delayed report of the incident by the victim then the time and date the victim reported the incident may also be included in the report.
- C. Provided the above guidelines are met, nothing should be included in the Crime Alert that would hinder an ongoing police investigation.
- D. The Crime Alert will not identify the victim by name or address. The general description of the location may be given such as, but not limited to geographic location, etc.
- E. In the event that a Crime Alert is determined to be the result of a false report, a second alert will be sent retracting the original Crime Alert. An explanation of why it is being retracted may also be included.
- F. After an alert has been issued, any new updated information in regards to that alert will be included in the Daily Crime Log additional comments section.
- G. The Chief of Police or designee of the San Bernardino Community College District Police Department is responsible for the issuance of Crime Alerts.

Procedures

- A. The Chief of the San Bernardino Community College District Police Department or his designee is responsible for drafting and issuing Crime Alerts. If the Chief of Police or his designee is unavailable then the following procedure should be used to issue a Crime Alert.
- B. The Sergeant or designee on duty will complete a draft Crime Alert using previous alerts as templates.
- C. Once drafted, the sergeant will seek approval to issue the Crime Alert from the Police Chief.
- D. The procedure for issuing Crime Alerts is as follows:
 - 1. Print a copy of the Crime Alert for distribution on campus
 - 2. Distribute to all applicable campus community members, via Blackboard Connect.
- E. The Chief of the San Bernardino Community College District Police Department or his designee should be contacted to determine the appropriate person to complete the issuance of the Crime Alert to the San Bernardino Community College District Police Department list server accounts and to the website.

Notification Tree



Emergency Response and Evacuation Procedures

The San Bernardino Community College District Police Department has an Emergency Operations Plan that is responsible for the overall direction and planning for emergency situations on each campus or those that occur in the local or regional area affecting the campuses. To see the Emergency Operations Plan visit <http://sbccd.org/eop>. The San Bernardino Community College District Police has developed a comprehensive, all-hazards, Emergency Response Plan that outlines steps the San Bernardino Community College District Police will take to prevent and mitigate, prepare for, respond to, and recover from a full range of likely hazards the San Bernardino Community College District may face.

To ensure that these plans remain current and actionable, the San Bernardino Community College District will conduct an emergency management exercise, at a minimum of twice a year. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The San Bernardino Community College District Police will conduct after-action reviews of all emergency management exercises.

Disaster Management

Should an emergency or other major disaster strike the campus, the need for coordinated efforts of the entire college community will be necessary.

In an emergency, a number of pre-planned actions will take place. The Emergency Operations Team, made up of key managers/supervisors, will meet in a pre-determined location.

Emergency Operations Center (EOC) members will serve in designated emergency management positions designed to conform to the State “Standardized Emergency Management System and the National Incident Management System” (SEMS/NIMS).

These members will provide leadership and policy guidance, gather intelligence on the emergency, and develop plans of action to best address the emergency. The entire team will act for the College, providing resources and support, timely situation analysis, and needs assessment.

The College(s) administration will provide for the staff and/or students in an emergency. Through the coordination of the EOC, the members of the College community will provide a skilled pool of professionals to deal with a myriad of technical, medical, logistical, and human relations problems certain to arise in a major disaster.

Additional information can be obtained by visiting <http://sbccd.org/eop>.

Emergency Notifications

When the SBCCD police department receives and confirms information that there is an emergency (or dangerous) situation, which poses an immediate threat to some or all of the members of the community, the District will and without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The mobilization of the District's management team and/or the activation of the Emergency Operations Center and emergency operations plan will commence. Below are some examples of significant emergencies or dangerous situations:

- Outbreak of meningitis or other serious illness.
- Extreme weather conditions.
- Earthquake.
- Gas leak.
- Terrorist incident.
- Armed intruder.
- Bomb threat.
- Civil unrest or rioting.
- Explosion.
- Nearby chemical or hazardous spill.

The District has a mass emergency communication system (Blackboard Connect) that can send messages to all faculty, staff and students. The Blackboard Connect system allows SBCCD administration or emergency response personnel the ability to send time-sensitive information about unforeseen events and emergencies using voice, email and text messaging. Additional notifications will be sent updating information on the emergency until its conclusion. The SBCCD Police will generally send the message however; numerous other District management personnel have been trained to send notices. Outside communities surrounding the campus(s) will also receive the notifications.

The District's management team consists of the Chancellor, Vice Chancellors, Presidents, Vice Presidents, Police Chief and other senior management personnel. The team is responsible for the management of the emergency and coordination response. To update your information for notices, go to Web Advisor @ <http://www.valleycollege.edu/> and click on the "Quick Login" tab. If you have any problems or need assistance with Web Advisor call 1-877-241-1756.

Emergency Evacuation Procedures

Faculty/staff will be called upon to be leaders in any evacuation scenario. Members will be used not only in operational leadership roles, but their technical expertise will be invaluable in roles where that expertise is needed. Each instructor should be responsible for the direct supervision of their class and will do the following:

Direct the evacuation of staff and/or students to designated Evacuation sites.

Immediately shut down all equipment in use.

Take personal items with you.

Shut all doors behind you as you leave.

Proceed as quickly as possible, in an orderly manner, to the nearest evacuation site.

Accompany and assist handicapped personnel, staff and/or students, and visitors who appear to be in need of direction or assistance.

Once outside, move away from the structures and go to the designated Evacuation site.

Keep roadways free for emergency vehicles.

Seek medical attention for injured staff and/or students.

Help individuals with disabilities evacuate by quickly assigning a “buddy” to lead them to the closest safe evacuation site.

If an elevator is not available, or if it is unsafe to use them, direct wheelchair users to the top of the nearest staircase, or the nearest designated area, for rescue assistance. Thereafter, immediately notify a supervisor, Building Captain, or Emergency Personnel of the individual’s whereabouts.

Emergency Evacuation Drills

Evacuation drills are coordinated by the campus Administrators, District Police and the Environmental Health and Safety Administrator twice a year for all sites. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and what can be expected in the event of an emergency evacuation. Drills may be announced or unannounced and after action assessments are conducted to evaluate the exercise. All evacuation drills will be documented and retained.

Weapons Policy

Firearms or other weapons shall be prohibited on any college or District property or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency; SBCCD Board Policy 3530 and 5500.

Smoking

Smoking of any form of tobacco or non-tobacco products is prohibited on District grounds, in all District vehicles, at any activity or athletic event and on all property owned, leased or rented by or from the District, unless a tobacco use area has been designated. SBCCD Board Policy 3570 allows for the establishment of procedures to comply with California Code of Regulations Government Code section 7597. Smoking shall be permitted only in designated areas. Violators of this section may be punished by a minimum fine of \$50.00. Enforcement shall be the responsibility of the District Police Department.

Alcohol & Drug Policy

The possession or consumption of alcoholic beverages and other illegal drugs prior to, or during, any District sponsored activity, on or off our campuses, by any person attending, regardless of age, is forbidden by State law. The Federal government has mandated that as of October 1, 1990, there will be no drug usage by students, staff, or faculty on college campuses anywhere in the United States.

San Bernardino Community College District makes every effort to provide drug-free campuses. Assistance is available for those who seek help for themselves or others who may be addicted to substances. Please contact Student Health Services at ext. 4495 (SBVC) or 3272 (CHC) for confidential services and information. SBCCD Board Policy 3550 prohibits the possession, use or distribution of illicit drugs and alcohol on college property, during any College-sponsored field trips, activities or workshops, by students and employees. (Please refer to that policy for details including sanctions).

Pursuant to SBCCD Board Policy 3560, The Chancellor is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

Commonly Used and Abused Substances

Drugs commonly used and abused include: alcohol, marijuana, cocaine, amphetamines, methamphetamine (crystal meth), prescription drugs (such as Vicodin, Oxycodone, Xanax and Anabolic Steroids). While some of these substances are legal, they all may result in serious health problems; such as addiction and sometimes death. Illicit substance use can also result in financial and legal challenges.

The effects of alcohol are primarily determined by the amount of alcohol that has been consumed and can include:

- Euphoria
- Excitement
- Confusion

- Stupor
- Coma
- Death

Additional information can be found at www.niaaa.nih.gov/FAQs.

Marijuana (pot, grass, weed, Bud)

Effects of marijuana can include:

- impaired short-term memory and concentration
- distorted perception and judgment
- diminished motor skills
- accelerated heart rate and increased blood pressure
- apathy

Additional information can be found at www.nida.nih.gov/infofacts/marijuana.

Cocaine (coke, rock, toot, blow, snow)

Effects of cocaine can include:

- accelerated heart rate and increased blood pressure
- dilated pupils
- seizures and strokes
- nasal damage requiring medical or surgical intervention

Additional information can be found at www.emedicinehealth.com/cocaine_abuse/article_em.htm.

Methamphetamines (crystal, crack, crank)

Effects of methamphetamines can include:

- loss of appetite
- delusions, hallucinations, psychosis
- psychological and physical dependence

Additional information can be found at www.streetdrugs.org/methamphetamine2.htm.

Steroids

Effects of steroid use can include:

- Excessive acne and feminine breast growth in men
- Increased blood pressure
- Testicular shrinking, decreased sperm count, and infertility
- Dramatic mood swings, depression, paranoia

Additional information can be found at www.usdoj.gov/ndic/pubs5/5448.
www.steroidabuse.org

Opioids (Heroin, Vicodin, Norco and Oxycodone)

Effects of opioids use can include:

- Decreased pulse
- Drowsiness
- Constricted pupils
- Delirium

Referrals and Resources

On Campus

Student Health Services - (909) 384-4495 SBVC (909) 389-3272 CHC

Student Health Services provides first-aid, health education, nursing advice, and brief mental health counseling and crisis intervention services. Immunizations, routine health exams, and screening for vision, hearing and blood pressure are also offered. Nurse Practitioners are available for consultation, medical examination, treatment, and referral. Health exams including Pap smear, STD screening, pregnancy tests, birth control, and general medical consultation are available. There is no charge for office visits, however, there is a nominal fee charged for medication, lab work and immunizations. Student Health Services are funded by student health fees. Call (909) 384-4495 for further information.

Off Campus

- **Center of Substance Abuse** (24-hour hotline for drug abuse) (800) 662-4357
Provide treatment referrals for individuals in their respective area/county
- **National Council on Alcoholism** (909) 629-4084
- **Alcoholics Anonymous** (909) 825-4700
Provide services related to alcoholics anonymous organizations including AA meetings, literature and referrals
- **Al-Anon** (909) 824-1516
Provide support to the families and friends of alcoholic and drug attacks. Provide AA meeting referrals.
- **National Council on Alcoholism** (909) 629-4084
Provide alcohol and drug outpatient treatment such as individual and group sessions and random drug testing.
- **American Lung Association** 1-800-LUNGUSA (1-800-586-4872)
Provide assistance in preventing lung disease and promoting lung health

- **Inland Behavioral and Health Services, Inc** 909-881-6146
Provide individual and family counseling and substance abuse programs
- **San Bernardino County Department of Public Health** 800-782-4264 www.sbcounty.gov/dph
Provide services that promote the health, safety, well being, and quality of life of its residents according to the County Charter, general laws, and the will of the people it serves such as:
Alcohol & Drug Abuse Prevention Program (ADAPP)

Other Programs & Services

Child and Family Health Services (800) 722-3777

Clinic Operations Services (800) 722-4777

Communicable Disease Section (800) 722-3777

Coordinated Asthma Referral and Education (CARE) Program (800) 782-4264

Environmental Health Services (800) 442-2283

Healthy Family/Kids (866) 294-4347

HIV/AIDS Program (800) 722-4794

Housing Authority (909) 890-9533

Maternal, Child and Adolescent Health (909) 383-3033

Nutrition Program (800) 435-7565

Ryan White Program (800) 722-4777

Tobacco Use Reduction Now (TURN) Program (800) 637-6653

Traffic SAFE Program (800) 782-4246

Women, Infants, and Children (WIC) (800) 472-2321

San Bernardino Sexual Assault Services (909) 885-8884

San Bernardino Community College District Sexual Assault Policy

The San Bernardino Community College District recognizes that sexual assault is a serious issue and will not tolerate actions of sexual assault/harassment on campus. The San Bernardino Community College District is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. Sexual offenses are condemned, sexual offenders will not be tolerated, and victim/survivors will be supported.

Sexual assault includes: the attempt or act of rape (sexual intercourse without consent, by a stranger, an acquaintance or an intimate partner); forced sodomy (anal sex); forced oral copulation; or the forced penetration by a foreign object either animate, such as a finger, or inanimate. Non-penetration sexual assault includes the act of touching an unwilling person's intimate parts such as genitalia, anus, groin, breast, or buttocks, or the clothing covering these parts, or forcing an unwilling person to touch another's intimate parts.

The above sexual acts constitute sexual assault when they are committed against a person's will as evidenced by refusal of consent or through the use of force, threat, manipulation, or intimidation, or against a person who, by virtue of mental incapacity or physical helplessness, is unable to give or withhold consent. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant's responsibility for the sexual assault.

The San Bernardino Community College District Police will investigate all allegations of sexual assault and take appropriate disciplinary, criminal, or legal action. As soon as possible, the victim survivor of a sexual assault should report the incident to the District Police, or any Campus Security Authority. Employees of the District will assist the student in notifying authorities if the student requests assistance.

Sexual Assault Investigative Guarantee

If you have been sexually assaulted, you have the right to report the assault to the police department. As an encouragement to report, the District Police Department is committed to the following ten guarantees.

- **WE WILL** meet with you privately and you may be accompanied by a personal advocate.
- **WE WILL** provide a female officer to conduct the initial interview, if requested, and if one is available.
- **WE WILL** fully investigate your case, regardless of the gender, race, ethnicity, sexual orientation, Age, national origin, religion or disability of the parties involved.
- **WE WILL** not pre-judge you or your actions. Assault victims are not responsible for the criminal actions of others.
- **WE WILL** treat you and your case with courtesy, sensitivity, and understanding.
- **WE WILL** assist you in arranging for your medical needs and/or hospital treatment.
- **WE WILL** provide you with advocate and counseling referral information.
- **WE WILL** not release your name to the public or to the press upon request.

- **WE WILL** discuss and explain the criminal justice process. You will be kept informed as to the progress of the investigation.
- **WE WILL** be available to answer your questions as the investigation and prosecution unfolds.
- **WE WILL** assist you in the student conduct process and notify you of the outcome.
- **WE WILL** assist you in, and work with the college, if a classroom change is needed.

San Bernardino Community College District Standards of Student Conduct Policy 5500 states disciplinary action may be imposed on recognized individual students, student organizations and/or any San Bernardino Community College District faculty or staff responsible for a sexual assault. San Bernardino Community College District disciplinary procedures depend on the outcome of the disciplinary hearing and may range from suspension to expulsion. The institution will, upon written request, disclose to the alleged victim survivor of a crime of violence, or a non-forcible sex offense, the results of any discipline proceeding by such institution against a student or staff member who is the alleged perpetrator of such a crime or offense. Violators are subject to San Bernardino Community College District disciplinary actions, criminal prosecution, fine and imprisonment. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome. *Student sexual assault victims also have the option of changing their academic schedule after an alleged sexual assault, if such changes are reasonably available.*

Any San Bernardino Community College District student or employee who is suspected of sexual misconduct is subject to both criminal prosecution and disciplinary action under campus policies. Campus disciplinary action can be initiated even if criminal charges are not pursued.

Any San Bernardino Community College District employee accused of sexual misconduct is subject to the applicable provisions and disciplinary action in accordance with District Policies and Procedures. Sanctions for sexual misconduct include, but are not limited to, warning(s), censure, demotion, suspension, or termination of employment.

Sexual Assault Prevention Programs

There are courses in understanding violent offenders in the Corrections program. This course is a study of the violent crimes of felony assault, robbery, rape, the various types of homicide, and the characteristics of both the offender and the victim. Students should check the Schedule of Classes each semester to determine when these classes are offered. The San Bernardino Community College District Police Department also offers the following sexual assault presentations once during the spring and fall semesters and upon request.

Video Presentations

- Sexual Assault and Campus Safety Awareness

Workshop Presentations

- Sexual Assault Awareness
- Campus Safety Awareness

Literature on sexual assault education and risk reduction is available at the police department and @ <http://sbccd.org/SexualAssault>

If You Are A Victim Of Sexual Assault: GET to a safe place, CONTACT the San Bernardino Community College District Police (909) 384-4491 or call your local authorities by dialing 911. DO NOT shower, bathe, douche, change or destroy clothing. DO NOT straighten up the area of the crime. SEEK medical attention SEEK emotional support from local Rape Crisis Center at (909) 885-8884.

The College will change a victim's academic situation after an alleged sex offense and of the options for those changes, if those changes are requested by the victim and are reasonably available. Victims of sexual assault may report the crime to any San Bernardino Community College District faculty, staff, or administrator, but the San Bernardino Community College District Police Department should be notified as soon as possible. Victims or witnesses to crimes should follow the basic policy for reporting crimes.

Title IX notice of non-discrimination

The San Bernardino Community College District does not discriminate on the basis of sex, gender or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the District (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sexual discrimination, which includes sexual harassment and violence:

- **Sexual Discrimination** means an adverse act of sexual discrimination (including sexual harassment and sexual violence) that is perpetrated against an individual on a basis prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 (Title IX); California Education Code §66250 et seq. and/or California Government Code §11135.
- **Sexual Harassment** is unwelcome conduct of a sexual nature that includes, but is not limited to, sexual violence, sexual advances, requests for sexual favors, indecent exposure and other verbal, nonverbal or physical unwelcome conduct of a sexual nature, where such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the individual, and is in fact considered by the individual, as limiting the individual's ability to participate in or benefit from the services, activities or opportunities offered by the District. Sexual harassment also includes gender-based harassment, which may include acts of verbal, non-verbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
- **Sexual Violence** means physical sexual acts (such as unwelcome sexual touching, sexual assault, sexual battery and rape) perpetrated against an individual without consent or against an individual who is incapable of giving consent due to that individual's use of drugs or alcohol, or disability.

Who to Contact If You Have Complaints, Questions or Concerns

Title IX requires the District to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. Your campus Title IX Coordinator is available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the District's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters. *If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.*

Campus Title IX Coordinators

CHC

Vice President of Student Services
(909) 389-3355

EDCT

Executive Director
(909)382-4034

SBVC

Vice President of Student Services

District Police

(909) 384-4491

U.S. Department of Education, Office for Civil Rights

- (800) 421-3481 or ocr@ed.gov
- If you wish to fill out a complaint form online with the OCR, you may do so at:
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

Title IX requires that the SBCCD adopt and publish complaint procedures that provide for prompt and equitable resolution of sex discrimination complaints, including sexual harassment and violence. Below is a link to the board policy on discrimination and diversity.

<http://sbccd.org/DiversityBP>

<http://sbccd.org/NonDiscriminationBP>

Except in the case of a privilege recognized under California law (examples of which include Evidence Code §§1014 (psychotherapist-patient); 1035.8 (sexual assault counselor-victim); and 1037.5 (domestic violence counselor-victim)), any member of the District community who knows of or has reason to know of sexual discrimination allegations shall promptly inform the campus Title IX Coordinator.

Regardless of whether an alleged victim of sexual discrimination ultimately files a complaint, if the campus knows or has reason to know about possible sexual discrimination, harassment or violence, it must review the matter to determine if an investigation is warranted. The campus must then take appropriate steps to eliminate any sexual discrimination/harassment, prevent its recurrence and remedy its effects.

Registered Sex Offender Information

More than 50 years ago California began requiring dangerous sex offenders to register with their local law enforcement agency, allowing local law enforcement the ability to keep track of convicted sex offenders in their community (*Note: Registration can be a lifetime requirement.*)

In May 1996, the California Legislature increased the public's access to sex offender information with the passage of Megan's Law. Megan's Law was named after 7-year-old New Jersey girl (Megan Kanka) who was raped and murdered by a known child molester who had moved across the street from Megan's family without their knowledge. In the wake of Megan's murder, California increased the public's access to sex offender information with the enactment of (then) section 290.4 of the California Penal Code.

In October 2000, the Federal Campus Sex Crimes Prevention Act 20 U.S.C. § 1092(f) (1) (I) amended Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994. The Campus Sex Crimes Prevention Act required sex offenders who are required to register under state law to also provide notice of their enrollment or employment at any institution of higher learning in the state where he/she resides starting in October 2002. Institutions of higher learning were thereafter also required to provide a statement in their Jeanne Clery Annual Security Report detailing where members of their campus community can obtain information concerning registered sex offenders.

In 2001, the California Legislature amended its registered sex offender laws to satisfy federal law requirements. On October 28, 2002, sex offenders who resided on campus were required to register with campus law enforcement. This new law also expanded the registration requirements for all campus affiliated sex offenders to register with the campus police department. [290.01(a) (1) PC]

Every person who is required to register in California as a sex offender and who:

- A. is enrolled as a student at college including, or
- B. is a full/part time employee at college (with/out compensation), or
- C. carries on a vocation at college for more than 14 days, or for an aggregate period exceeding 30 (total) days in a calendar year, shall register with the District Police Department.

In October 2003 an amendment was added to Penal Code Section 290.01(d) (1) (A), which provides that the campus police department (may) in certain instances release registered sex offender information (all categories) to members of the campus community.

In 2004, the California Legislature further amended its registered sex offender laws and directed the California Department of Justice to make available to the public (by July 1, 2005) via the Internet, specific information about certain sex offenders.

Sex Offender Informational Data (Public access)

On or before July 1, 2010, the California Department of Justice expanded their website to make available certain registered sex offender locator information at: www.ag.ca.gov [290.46(a) (2) (A) PC]

Note: The Department of Justice does not make available sex offender registration information specific to any College or District.

Sex Offender Information (Campus community access)

Campus affiliated registered sex offender information is available for inspection by members of the campus community at the San Bernardino Community College District Police Department during normal business hours, please call (909) 384-4491 for more information.

The District Police Department may also release sex offender information relating to campus affiliated sex offenders to members of the campus community who: [290.01(d) (4) (A) PC]

- are member(s) of the campus community
- are not themselves a registered sex offender
- understands that the release of registered sex offender information is for the purpose of allowing members of the campus community to protect themselves and their children from sex offenders
- understands that it is illegal to use the sex offender registration information to harass, discriminate, commit a crime against any person who has been identified as a sex offender
- are willing to sign a “Registered Sex Offender View Form”

Registered sex offender information available for public viewing:

- name and known aliases
- age, DOB, gender, race
- physical description (including scars, marks, tattoos)
- photograph, (if available)
- crimes that were the basis for the registration requirement
- date of registration or re-registration

The disclosure of any sex registrant information to a campus affiliate shall only be to allow members of the campus community to protect themselves and their children from sex offenders and that he/she understands that it is unlawful to use the information obtained pursuant to this subdivision to commit a crime against any registrant or to engage in illegal discrimination or harassment of any registrant. [290.01(d) (4) (A) PC]

Campus Law Enforcement Disclosure

The San Bernardino Community College District may proactively release any portion of the following information to the campus community concerning the presence of a high-risk sex offender who are in the campus community. The District Police Department may reactively release any portion of the following information when necessary to ensure the public safety based upon information available to the entity concerning a registered sex offender. [290.45(a) PC]

- name and known aliases
- DOB, gender and race
- physical description, including scars, marks and tattoos
- photograph, (if available)
- crimes that were the basis for the registration requirement
- residence address (must be verified by law enforcement prior to release)
- type of victim targeted by the offender
- relevant parole or probation conditions
- dates of crimes resulting in classification
- date of release from confinement
- offender's employment, vocation or student status with college

The San Bernardino Community College District release sex offender information to persons and campus entities for the purpose of disclosing the information to additional persons if we (District Police Department) can determine that the scope of any further disclosure meets the conditions set forth in Penal Code Section 290.45(c)(1).

SBCCD Sex Offender Registration Requirements

Every person who is required to register in California as a sex offender and who:

- is enrolled as any San Bernardino Community College District student (including Extension classes), or
- is a full/part time employee at San Bernardino Community College District w/out compensation, including volunteer, or
- Carries on a vocation at San Bernardino Community College District for more than 14 days, or for an aggregate period exceeding 30 (total) days in a calendar year, shall register with the campus police department.

A campus affiliated sex offender shall notify the District Police Department within five working days of ceasing to be enrolled or employed, ceases to carry on a vocation at San Bernardino Community College District or change of address. [290.01(a) (1) PC]

Registration of sex offenders shall be conducted at the District Police Department. Persons required to register shall do so in person Monday - Friday (excluding holidays) during normal business hours.

Hate Violence

San Bernardino Community College District's Community places a great emphasis on the value of diversity, assessing one's culture and the celebration of difference. However, the reality is that anyone at any time can be the target of a hate crime or a bias motivated incident. Unlike other crimes that target individuals, hate crimes and bias motivated incidents negatively impact the entire San Bernardino Community College District community. While the college campus is not immune to such opportunistic acts, the low number of reported occurrences provides an antidotal glimpse that we have made great strides toward the creation of a campus environment that is more tolerant of individuals, groups, cultures, values and ideas.

Reporting Hate Violence

Reporting hate violence is a crucial component in the development of a more tolerant society and a hate free campus environment. If you have been the target of a hate crime or hate bias motivated incident, you are encouraged to report the occurrence to the District Police Department or to any designated Campus Security Authority.

Workplace Violence

San Bernardino Community College District is committed to creating and maintaining an environment that is free from workplace violence. The District has zero tolerance for violent acts, or threats of violence, against any member of the campus community or property. The campus has zero tolerance for and prohibits violence or threats of violence occurring off the District premises by an employee or person acting in the capacity of a representative or agent of the District if such violence or threat of violence affects the legitimate interests of the District. SBCCD Board Policy 3510.

Identity Theft

DON'T give out personal information (name, address, social security number) to anyone you don't know or for any purpose you don't fully understand.

DO store personal records, credit cards, new and cancelled checks, in a secure and safe place, where they cannot be accessed by others.

DON'T sign initiatives or other petitions unless you are fully knowledgeable about them, *and* the signature gatherer. Your name and address may become easily accessible, and could even be illegally sold for profit!

DO shred any documents containing personal or financial information before discarding, such as credit card bills or banking statements.

DON'T leave personal outgoing mail unguarded at your home mailbox. It can easily be stolen and your identity compromised.

DO place your mail only in U.S. Postal Services mailboxes.

DON'T trust phone solicitations, or give out personal or financial information over the phone.

DO carefully protect PIN numbers and passwords; never share them.

DON'T open unsolicited emails, or emails from unknown sources; and if you do so mistakenly, never reply, forward, or open attachments.

Parking Enforcement

The SBCCD PD works diligently to protect all of us while on campus. Parking permits are required on all District property; Monday-Friday 7am -4:30pm. We enforce parking regulations to ensure fair and adequate accommodations for our visitors, students, faculty and staff. The California Vehicle code is enforced on all district property. Students are subject to citation for all applicable moving violations. Parking specific regulation for The District are covered under board policy 6570; which can be accessed @ <http://sbccd.org/ParkingAP>

Violation and Payment Information

If you do not wish to contest your citation you can pay by the following options; on-line or by mail to the below address. To pay on-line, please see below web address (site specific).

In office payments will only accept cash, debit card, cashier's check, money order or credit cards with Visa/Master Card logo.

https://www.paymycite.com/sbvc	https://www.paymycite.com/chc
For questions please call (888) 919-5529	For questions please call (888) 300-9915

Request to Appeal (level 1)

Submittal of a citation appeal/administrative review does not mean that the parking citation will be dismissed. Citation appeals must be submitted within 21 calendar days from the date of the citation or within 14 calendar days from the date of the “Notice of Delinquent Parking Citation” that is mailed to the registered owner. Late submittals will not be accepted and the fine must be paid with any applicable late fees. The Level 1 appeal can be made on-line.

Please complete one form for each parking citation. Citation appeal/administrative review forms can be completed online or call the Toll Free number (888) 919-5529. Appeal Forms are available at the below listed locations. Please allow 2 to 4 weeks for the citation appeal/ administrative review process to complete.

You will receive the results via US Mail at the address you provide on the form. If you do not receive a Citation Review Results letter after 6 weeks, please call the campus location where you received your citation. SBCCD is not responsible for US Mail deemed undeliverable due to incorrect or incomplete addresses.

If the citation has been upheld, the citation penalty amount is due within 21 calendar days from the date of the “Results” letter. If you are not satisfied with the review results, you may request an administrative hearing (Level 2). This request must be made within 21 calendar days from the mailing date of the citation review internal results letter. The penalty amount shall be deposited within this time frame or a hearing will not be scheduled.

Administrative Hearing (Level 2)

All administrative hearings are conducted and reviewed by a qualified hearing examiner. All qualified hearing examiners are independent mediators and are not employees of the SBCCD.

If you wish to contest the citation review results, you may request an administrative hearing within 21 calendar days from the date of the appeal/administrative review letter.

Administrative hearing requests may be made in person, in writing or by telephone. It is not required but you may meet with the hearing officer at a scheduled conference. If you choose to only submit a written declaration, the hearing officer will still conduct a review of your appeal based on the information you provide.

The following requirements must be met before a request is officially recognized. As the requester, you must fulfill the following within 21 calendar days of the mailing date of the appeal/administrative review (Level 1) results letter.

- Request an administrative hearing.
- Complete and return the appropriate administrative hearing forms.
- Deposit the amount of the parking penalty on-line or in person.

SBCCD Police or designee will notify you verbally or via US Mail of the date and time of the scheduled administrative hearing.

SBCCD is not responsible for US Mail deemed undeliverable due to incorrect or incomplete addresses.

Administrative hearings will be scheduled within 90 calendar days from the date of the request.

SBCCD Police will notify you via US Mail of the results of the administrative hearing. If you are dissatisfied with the results of the administrative hearing, you may appeal to the Superior Court within 30 calendar days of the notice date of the notification letter.

If you have not received the notification letter of the administrative hearing in a timely manner after the date of the hearing or review, please contact SBCCD Police.

Superior Court (Level 3)

The final level of appeal is handled by the Superior Court of San Bernardino, Central Division. You have thirty (30) calendar days from the date your 2nd level appeal was mailed to file for a “citation review” in the Superior Court. There is a \$25.00 filing fee the court retains for the review process; regardless of the outcome. The decision of the court is binding. You can obtain the necessary paper work, and pay the filing fee for review, at the below address:

San Bernardino County Superior Court District
Central Division
Second Floor, County Courthouse
351 North Arrowhead Avenue
San Bernardino, CA 92415

Crime Definitions

Per the *Clery Act*, the SBCCD PD must classify crimes based on the Federal Bureau of Investigation’s (FBI’s) *Uniform Crime Reporting Handbook (UCR)*. For sex offenses only, use definitions from the FBI’s *National Incident-Based Reporting System (NIBRS)* edition of the *UCR*. Classify hate crimes according to the FBI’s *Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection*. Although the law states that institutions must use the *UCR* for defining and classifying crimes, it doesn’t require *Clery Act* crime reporting to meet *all UCR* standards.

UCR crime definitions appear in italics. Some of the text that is provided to help you classify criminal incidents is taken directly from FBI materials and some has been condensed or paraphrased. Some crime examples are taken or adapted from FBI materials, and others were created for this document based on questions educational communities have asked of law enforcement over the years.

Murder

The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter

The killing of another through gross negligence.

Forcible sex offenses

The carnal knowledge of a person, forcibly and/or against that person's will; or to forcibly or against the person's will, where the victim is incapable of giving consent.

Sodomy

Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another person. Any sexual penetration, however slight, is sufficient to complete the crime of sodomy.

Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Hate Crime

A crime, usually violent, motivated by prejudice or intolerance made by the perpetrator toward a member of any Race, Gender, Religion, Sexual Orientation, ethnicity and Disability.

Aggravated Assault (ADW)

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.

Burglary

The unlawful entry of a structure to commit a felony or theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

Motor Vehicle Theft

Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.

Arson

Any willful or malicious burning, or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Crime Statistic Data

The following crime statistic data has been reported using the Uniform Crime Reporting procedures as set forth by the Federal Bureau of Investigation and the California Department of Justice. Crime statistics disclosed are those that occurred on property owned and controlled by the San Bernardino Community College District and public property contiguous/adjacent to the San Bernardino Community College District Campuses. SBCCD police staff reviews the UCR annually for updates in reporting.

CHC CRIME STATISTICS FOR 2010 2011 2012

CRIMINAL OFFENSES - ON CAMPUS		2010	2011	2012
MURDER/NON-NEGLIGENT MANSLAUGHTER		0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0
SEX OFFENSES - FORCIBLE		2	1	0
SEX OFFENSES - NON-FORCIBLE		0	0	0
	INCEST	0	0	0
	STATUTORY RAPE	0	0	0
ROBBERY		0	0	0
AGGRAVATED ASSAULT		0	0	0
BURGLARY		*1	2	0
MOTOR VEHICLES THEFT		0	1	0
ARSON		0	0	0
CRIMINAL OFFENSES - NON CAMPUS				
MURDER/NON-NEGLIGENT MANSLAUGHTER		0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0
SEX OFFENSES - FORCIBLE		0	0	0
SEX OFFENSES - NON-FORCIBLE		0	0	0
	INCEST	0	0	0
	STATUTORY RAPE	0	0	0
ROBBERY		0	0	0
AGGRAVATED ASSAULT		0	0	0
BURGLARY		0	0	0
MOTOR VEHICLES THEFT		0	0	0
ARSON		0	0	0
CRIMINAL OFFENSES - PUBLIC PROPERTY				
MURDER/NON-NEGLIGENT MANSLAUGHTER		0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0
SEX OFFENSES - FORCIBLE		0	0	0
SEX OFFENSES - NON-FORCIBLE		0	0	0
	INCEST	0	0	0
	STATUTORY RAPE	0	0	0
ROBBERY		0	0	0
AGGRAVATED ASSAULT		0	0	0
BURGLARY		0	0	0
MOTOR VEHICLES THEFT		0	0	0
ARSON		0	0	0
HATE CRIMES - ON CAMPUS				
MURDER/NON-NEGLIGENT MANSLAUGHTER		0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0
SEX OFFENSES - FORCIBLE		0	0	0
SEX OFFENSES - NON-FORCIBLE		0	0	0

	INCEST	0	0	0
	STATUTORY RAPE	0	0	0
ROBBERY		0	0	0
AGGRAVATED ASSAULT		0	0	0
BURGLARY		0	0	0
MOTOR VEHICLES THEFT		0	0	0
ARSON		0	0	0
SIMPLE ASSAULT		0	0	0
LARCENY-THEFT		0	0	0
INTIMIDATION		0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY		0	0	0
HATE CRIMES - NON CAMPUS				
MURDER/NON-NEGLIGENT MANSLAUGHTER		0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0
SEX OFFENSES - FORCIBLE		0	0	0
SEX OFFENSES - NON-FORCIBLE		0	0	0
	INCEST	0	0	0
	STATUTORY RAPE	0	0	0
ROBBERY		0	0	0
AGGRAVATED ASSAULT		0	0	0
BURGLARY		0	0	0
MOTOR VEHICLES THEFT		0	0	0
ARSON		0	0	0
HATE CRIMES - PUBLIC PROPERTY				
MURDER/NON-NEGLIGENT MANSLAUGHTER		0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0
SEX OFFENSES - FORCIBLE		0	0	0
SEX OFFENSES - NON-FORCIBLE		0	0	0
	INCEST	0	0	0
	STATUTORY RAPE	0	0	0
ROBBERY		0	0	0
AGGRAVATED ASSAULT		0	0	0
BURGLARY		0	0	0
MOTOR VEHICLES THEFT		0	0	0
ARSON		0	0	0
ARREST - ON CAMPUS				
	WEAPONS CARRYING, POSSESSING, ETC...	2	0	0
	DRUG ABUSE VIOLATIONS	1	9	6
	LIQUOR LAW VIOLATIONS	3	0	2
ARREST - NON CAMPUS				
	WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
	DRUG ABUSE VIOLATIONS	0	0	0
	LIQUOR LAW VIOLATIONS	0	0	0
ARREST - PUBLIC PROPERTY				
	WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
	DRUG ABUSE VIOLATIONS	0	0	0
	LIQUOR LAW VIOLATIONS	0	0	0
DISCIPLINARY ACTIONS - ON CAMPUS				
	WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
	DRUG ABUSE VIOLATIONS	1	4	0
	LIQUOR LAW VIOLATIONS	1	0	0
DISCIPLINARY ACTIONS - NON CAMPUS				
	WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
	DRUG ABUSE VIOLATIONS	0	0	0
	LIQUOR LAW VIOLATIONS	0	0	0
DISCIPLINARY ACTIONS - PUBLIC PROPERTY				
	WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
	DRUG ABUSE VIOLATIONS	0	0	0
	LIQUOR LAW VIOLATIONS	0	0	0

EDCT CRIME STATISTICS FOR 2010 2011 2012

CRIMINAL OFFENSES - ON CAMPUS		2010	2011	2012
MURDER/NON-NEGLIGENT MANSLAUGHTER		0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0
SEX OFFENSES - FORCIBLE		0	0	0
SEX OFFENSES - NON-FORCIBLE		0	0	0
	INCEST	0	0	0
	STATUTORY RAPE	0	0	0
ROBBERY		0	0	0
AGGRAVATED ASSAULT		0	0	0
BURGLARY		0	0	0
MOTOR VEHICLES THEFT		0	0	0
ARSON		0	0	0
CRIMINAL OFFENSES - NON CAMPUS		0	0	0
MURDER/NON-NEGLIGENT MANSLAUGHTER		0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0
SEX OFFENSES - FORCIBLE		0	0	0
SEX OFFENSES - NON-FORCIBLE		0	0	0
	INCEST	0	0	0
	STATUTORY RAPE	0	0	0
ROBBERY		0	0	0
AGGRAVATED ASSAULT		0	0	0
BURGLARY		0	0	0
MOTOR VEHICLES THEFT		0	0	0
ARSON		0	0	0
CRIMINAL OFFENSES - PUBLIC PROPERTY		0	0	0
MURDER/NON-NEGLIGENT MANSLAUGHTER		0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0
SEX OFFENSES - FORCIBLE		0	0	0
SEX OFFENSES - NON-FORCIBLE		0	0	0
	INCEST	0	0	0
	STATUTORY RAPE	0	0	0
ROBBERY		0	0	0
AGGRAVATED ASSAULT		0	0	0
BURGLARY		0	0	0
MOTOR VEHICLES THEFT		0	0	0
ARSON		0	0	0
HATE CRIMES - ON CAMPUS		0	0	0
MURDER/NON-NEGLIGENT MANSLAUGHTER		0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0
SEX OFFENSES - FORCIBLE		0	0	0
SEX OFFENSES - NON-FORCIBLE		0	0	0
	INCEST	0	0	0
	STATUTORY RAPE	0	0	0
ROBBERY		0	0	0
AGGRAVATED ASSAULT		0	0	0
BURGLARY		0	0	0
MOTOR VEHICLES THEFT		0	0	0
ARSON		0	0	0
SIMPLE ASSAULT		0	0	0
LARCENY-THEFT		0	0	0
INTIMIDATION		0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY		0	0	0
HATE CRIMES - NON CAMPUS		0	0	0
MURDER/NON-NEGLIGENT MANSLAUGHTER		0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0
SEX OFFENSES - FORCIBLE		0	0	0
SEX OFFENSES - NON-FORCIBLE		0	0	0
	INCEST	0	0	0
	STATUTORY RAPE	0	0	0
ROBBERY		0	0	0
AGGRAVATED ASSAULT		0	0	0
BURGLARY		0	0	0
MOTOR VEHICLES THEFT		0	0	0
ARSON		0	0	0
HATE CRIMES - PUBLIC PROPERTY		0	0	0
MURDER/NON-NEGLIGENT MANSLAUGHTER		0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0
SEX OFFENSES - FORCIBLE		0	0	0
SEX OFFENSES - NON-FORCIBLE		0	0	0

	INCEST	0	0	0
	STATUTORY RAPE	0	0	0
ROBBERY		0	0	0
AGGRAVATED ASSAULT		0	0	0
BURGLARY		0	0	0
MOTOR VEHICLES THEFT		0	0	0
ARSON		0	0	0
ARREST - ON CAMPUS		0	0	0
	WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
	DRUG ABUSE VIOLATIONS	0	0	0
	LIQUOR LAW VIOLATIONS	0	0	0
ARREST - NON CAMPUS		0	0	0
	WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
	DRUG ABUSE VIOLATIONS	0	0	0
	LIQUOR LAW VIOLATIONS	0	0	0
ARREST - PUBLIC PROPERTY		0	0	0
	WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
	DRUG ABUSE VIOLATIONS	0	0	0
	LIQUOR LAW VIOLATIONS	0	0	0
DISCIPLINARY ACTIONS - ON CAMPUS		0	0	0
	WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
	DRUG ABUSE VIOLATIONS	0	0	0
	LIQUOR LAW VIOLATIONS	0	0	0
DISCIPLINARY ACTIONS - NON CAMPUS		0	0	0
	WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
	DRUG ABUSE VIOLATIONS	0	0	0
	LIQUOR LAW VIOLATIONS	0	0	0
DISCIPLINARY ACTIONS - PUBLIC PROPERTY		0	0	0
	WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
	DRUG ABUSE VIOLATIONS	0	0	0
	LIQUOR LAW VIOLATIONS	0	0	0

SBVC CRIME STATISTICS FOR 2010 2011 2012

CRIMINAL OFFENSES - ON CAMPUS		2010	2011	2012
MURDER/NON-NEGLIGENT MANSLAUGHTER		0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0
SEX OFFENSES - FORCIBLE		*1	0	3
SEX OFFENSES - NON-FORCIBLE		0	0	0
	INCEST	0	0	0
	STATUTORY RAPE	0	0	0
ROBBERY		3	5	1
AGGRAVATED ASSAULT		1	0	3
BURGLARY		*5	2	3
MOTOR VEHICLES THEFT		*23	3	31
ARSON		0	0	1
CRIMINAL OFFENSES - NON CAMPUS				
MURDER/NON-NEGLIGENT MANSLAUGHTER		0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0
SEX OFFENSES - FORCIBLE		0	0	0
SEX OFFENSES - NON-FORCIBLE		0	0	0
	INCEST	0	0	0
	STATUTORY RAPE	0	0	0
ROBBERY		0	0	0
AGGRAVATED ASSAULT		0	0	0
BURGLARY		0	0	0
MOTOR VEHICLES THEFT		0	0	0
ARSON		0	0	0
CRIMINAL OFFENSES - PUBLIC PROPERTY				
MURDER/NON-NEGLIGENT MANSLAUGHTER		0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0
SEX OFFENSES - FORCIBLE		0	0	0
SEX OFFENSES - NON-FORCIBLE		0	0	0
	INCEST	0	0	0
	STATUTORY RAPE	0	0	0
ROBBERY		0	1	0
AGGRAVATED ASSAULT		0	0	0
BURGLARY		0	0	0
MOTOR VEHICLES THEFT		*1	3	13

ARSON		0	0	0
HATE CRIMES - ON CAMPUS				
MURDER/NON-NEGLIGENT MANSLAUGHTER		0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0
SEX OFFENSES - FORCIBLE		0	0	0
SEX OFFENSES - NON-FORCIBLE		0	0	0
	INCEST	0	0	0
	STATUTORY RAPE	0	0	0
ROBBERY		0	0	0
AGGRAVATED ASSAULT		0	0	0
BURGLARY		0	0	0
MOTOR VEHICLES THEFT		0	0	0
ARSON		0	0	0
SIMPLE ASSAULT		*1	0	0
LARCENY-THEFT		0	0	0
INTIMIDATION		0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY		0	0	0
HATE CRIMES - NON CAMPUS				
MURDER/NON-NEGLIGENT MANSLAUGHTER		0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0
SEX OFFENSES - FORCIBLE		0	0	0
SEX OFFENSES - NON-FORCIBLE		0	0	0
	INCEST	0	0	0
	STATUTORY RAPE	0	0	0
ROBBERY		0	0	0
AGGRAVATED ASSAULT		0	0	0
BURGLARY		0	0	0
MOTOR VEHICLES THEFT		0	0	0
ARSON		0	0	0
HATE CRIMES - PUBLIC PROPERTY				
MURDER/NON-NEGLIGENT MANSLAUGHTER		0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0
SEX OFFENSES - FORCIBLE		0	0	0
SEX OFFENSES - NON-FORCIBLE		0	0	0
	INCEST	0	0	0
	STATUTORY RAPE	0	0	0
ROBBERY		0	0	0
AGGRAVATED ASSAULT		0	0	0
BURGLARY		0	0	0
MOTOR VEHICLES THEFT		0	0	0
ARSON		0	0	0
ARREST - ON CAMPUS				
	WEAPONS CARRYING, POSSESSING, ETC...	11	3	0
	DRUG ABUSE VIOLATIONS	*13	21	7
	LIQUOR LAW VIOLATIONS	*8	4	3
ARREST - NON CAMPUS				
	WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
	DRUG ABUSE VIOLATIONS	0	0	0
	LIQUOR LAW VIOLATIONS	0	0	0
ARREST - PUBLIC PROPERTY				
	WEAPONS CARRYING, POSS. ETC	0	0	0
	DRUG ABUSE VIOLATIONS	*1	8	2
	LIQUOR LAW VIOLATIONS	*1	1	1
DISCIPLINARY ACTIONS - ON CAMPUS				
	WEAPONS CARRYING, POSSESSING, ETC...	5	2	0
	DRUG ABUSE VIOLATIONS	2	10	0
	LIQUOR LAW VIOLATIONS	1	2	0
DISCIPLINARY ACTIONS - NON CAMPUS				
	WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
	DRUG ABUSE VIOLATIONS	0	0	0
	LIQUOR LAW VIOLATIONS	0	0	0
DISCIPLINARY ACTIONS - PUBLIC PROPERTY				
	WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
	DRUG ABUSE VIOLATIONS	0	0	0
	LIQUOR LAW VIOLATIONS	0	0	0

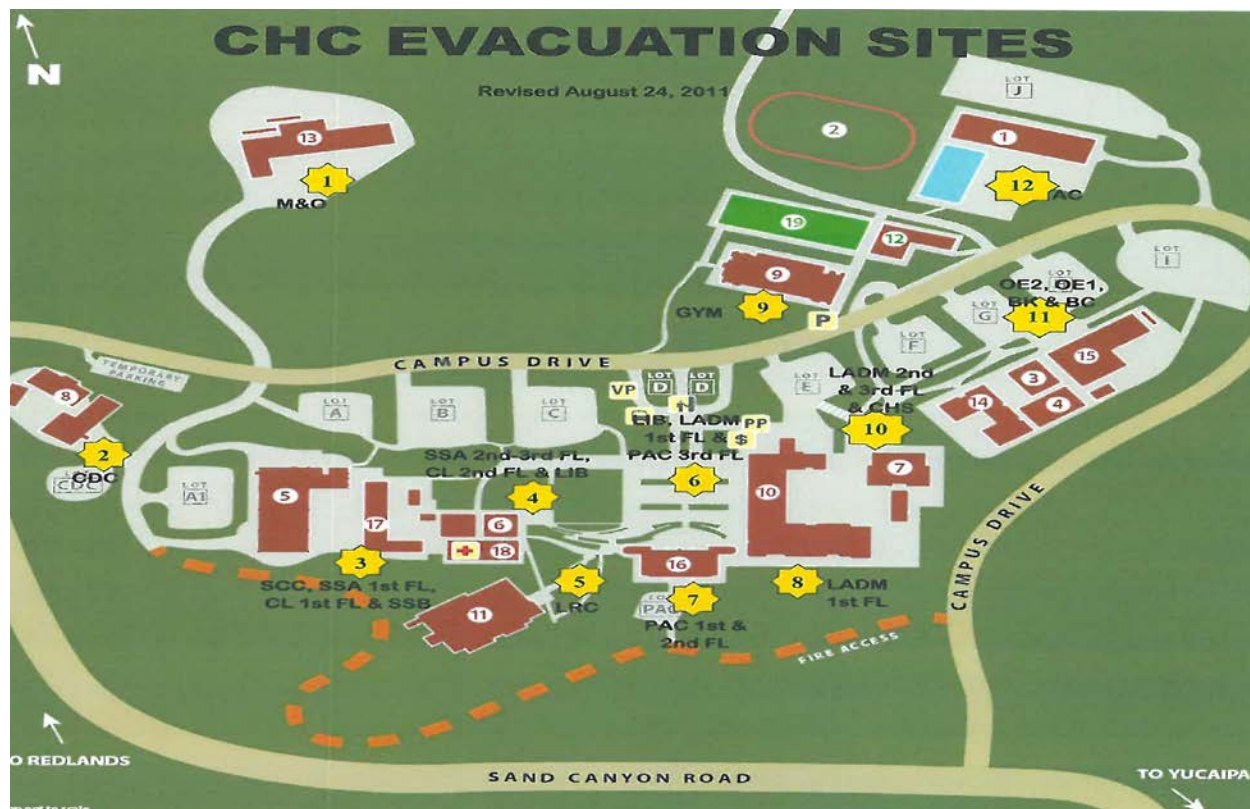
The above asterisks next to certain categories denote changes made in the number of crimes reported for the respective category.

Of the stolen vehicles that were reported as “on campus” at San Bernardino Valley College 19 of the 31 vehicle thefts occurred in the Pro Swap Meet Parking Lot. This location is considered to be on campus during the week.

The 3 aggravated assaults that were reported on the San Bernardino Valley College campus occurred at the Pro Swap Meet Parking Lot.

CAMPUS MAPS

The following pages contain maps of SBCCD’s three campuses:



- ATM**
- Bus Stop**
- Nurse's Station**
- Police/Security**
- Visitor Parking**

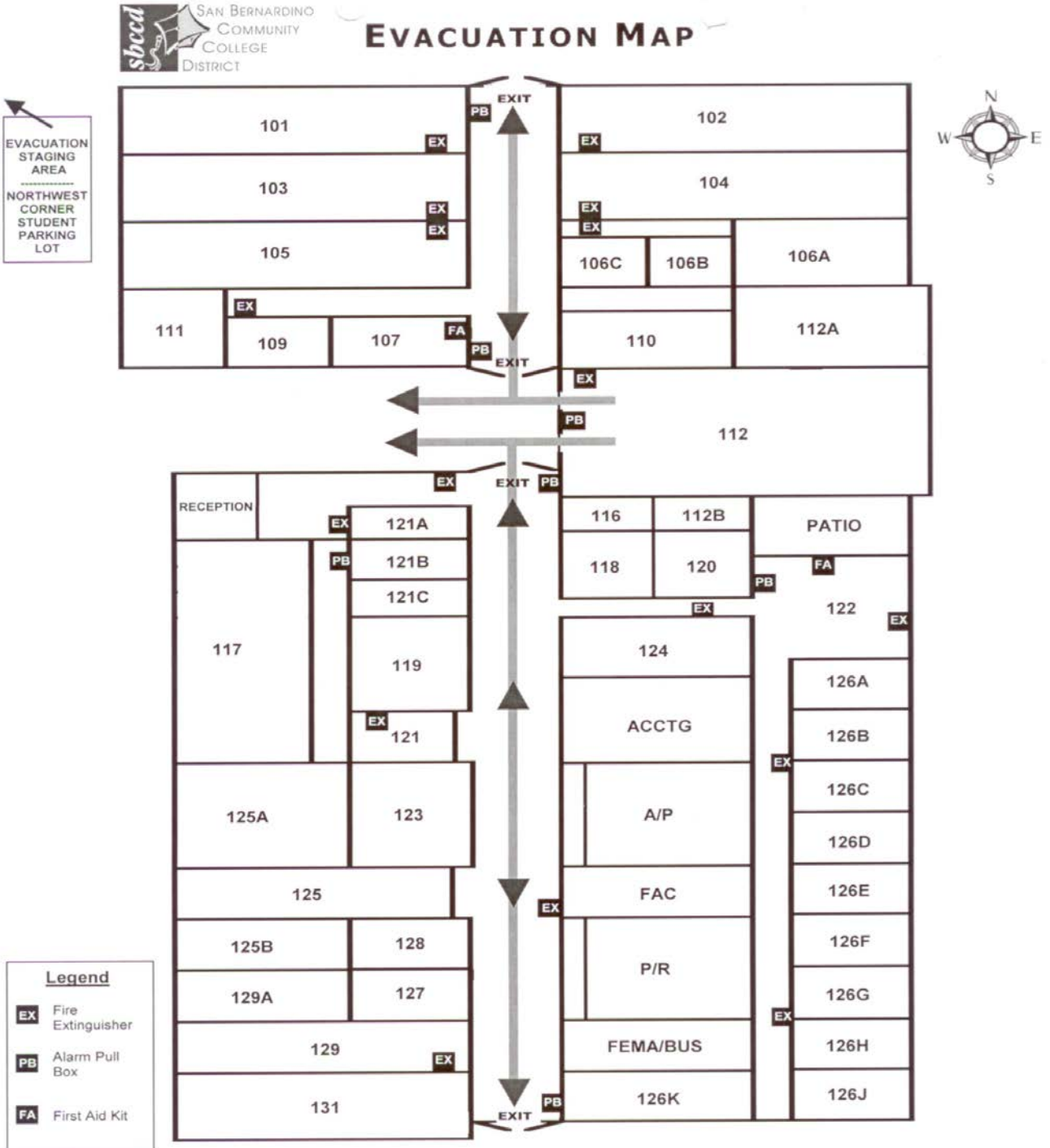
Parking Permits (Daily)
 Parking permits/decals are required to park in all parking lots and on all college streets.
 Daily parking permits available in all lots.
 Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

Smoking Areas
 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)

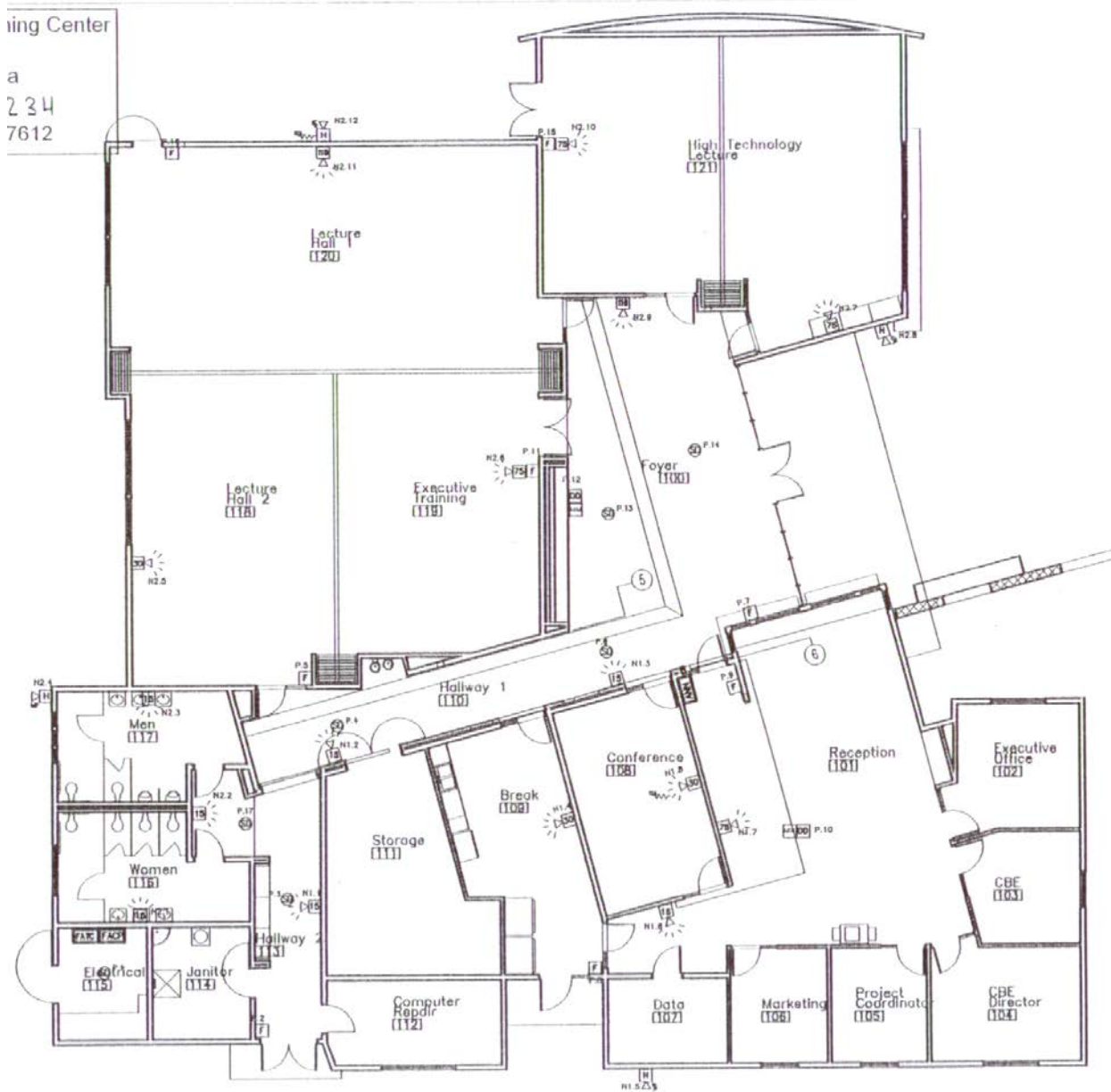
District Police (909) 389-3275

1 AQUATIC CENTER AC	11 LEARNING RESOURCE CENTER LRC
2 ATHLETIC FIELD AF	Copy Center
3 BC CLASSROOM BUILDING BC	Multi-purpose Room
4 BOOKSTORE BK	Teaching Center
5 STUDENT CENTER/CAFETERIA SCC	Tutoring Center
Student Senate	
6 CL CLASSROOM BUILDING CL	12 MATH & SCIENCE ANNEX MSA
Financial Aid	
7 CHEMISTRY/HEALTH SCIENCES CHS	13 MAINTENANCE & OPERATIONS/ SHIPPING & RECEIVING
8 CHILD DEVELOPMENT CENTER CDC	14 OCCUPATION EDUCATION 1 OE1
9 GYMNASIUM G	15 OCCUPATION EDUCATION 2 OE2
POLICE	16 PERFORMING ARTS CENTER PAC
10 LABORATORY/ADMINISTRATION LADM	17 STUDENT SERVICES A SSA
Campus Business Office	Admissions & Records
Parking Permits (Semester/Annual)	EOPS
	18 STUDENT SERVICES B SSB
	Counseling
	Health & Wellness Center
	Disabled Student Services
	19 TENNIS COURTS TC-CRTS

San Bernardino Community College District Office



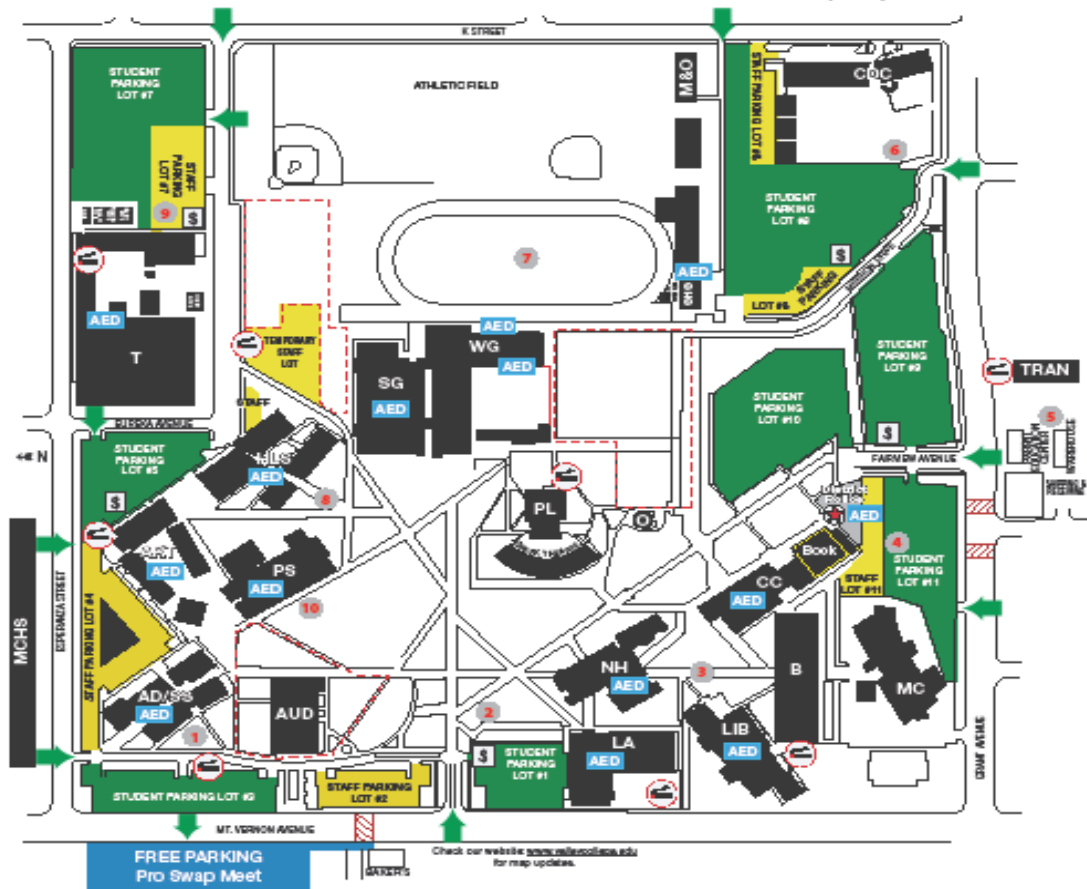
Applied Technology Transfer Center



EMERGENCY EVACUATION SITES

San Bernardino Valley College

701 South Mount Vernon • 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
- 10 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 #0570; Government Code #17567)
- Evacuation Sites

Building Symbols

AD/SS..... Administration/Student Service (Note: AD rooms are located in AD/SS)	MC..... Media/Communications
ART..... Art Center	MCHS..... Middle College High School
AUD..... Auditorium	M&O..... Maintenance & Operations
B..... Business	O..... Observatory
BOOK..... Bookstore	PL..... Planetarium
CC..... Campus Center	PS..... Physical Sciences
CDC..... Child Development Center	SG..... Snyder Gym
HLS..... Health & Life Science	SHS..... Student Health Services
LA..... Liberal Arts	T..... Technical
LIB..... Library	TRAN..... Transportation Center
	WG..... Woman'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 SBCCCD parking permit/decals.

Revised 3-13