

**San Bernardino Community College District  
Regular Meeting of the Board of Trustees  
114 S. Del Rosa Drive, San Bernardino, CA 92408  
Thursday, November 14, 2013 – 4:00 p.m. – Board Room**

- 1. CALL TO ORDER – PLEDGE OF ALLEGIANCE**
- 2. ANNOUNCEMENT OF CLOSED SESSION ITEMS**
  - a. Conference with Labor Negotiators  
Government Code 54957.6  
Agency Negotiators: Bruce Baron and Jack Miyamoto  
CTA  
CSEA  
Management/Supervisors  
Confidential Employees
  - b. Employee Discipline/Dismissal/Release  
Government Code 54956.9
  - c. Public Employee Performance Evaluation  
Government Code 54957  
Title: Chancellor
- 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. LEED Certified Plaque for CHC Aquatic Center  
Geoff Bachanas, Project Manager Kitchell/BRj
  - b. Local Hires and Local Businesses on District Capital Improvement and Construction Projects – see attached separate agenda
  - c. Informational Presentation on Intersession Extension Pilot Program - Eloy Oakley
  - d. Crafton Hills College Student Presentation - *What the College Honors Institute Has Meant to Me* - LaDra Grissom; Rose Guzenski; Alice Miank; Chantaa Elliot; Sharifa Kato; and Amanda Tennant.
- 8. APPROVAL OF MINUTES**
  - a. October 29, 2013 (p.1)
- 9. REPORTS**
  - a. Board Members
  - b. Student Trustees
  - c. Chancellor
  - d. SBVC
    - i. President
    - ii. Academic Senate

- iii. Classified Senate
  - iv. Associates Students
- e. CHC
  - i. President
  - ii. Academic Senate
  - iii. Classified Senate
  - iv. Associates Students
- f. CTA
- g. CSEA

**10. PUBLIC COMMENT**

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 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**

- i. Consideration of Approval of Curriculum – SBVC (p.4)

**b. HUMAN RESOURCES**

- i. Consideration of Acceptance of Classified Resignation (p.9)
- ii. Consideration of Approval of Academic Employees (p.10)
- iii. Consideration of Approval of Adjunct & Substitute Academic Employees (p.11)
- iv. Consideration of Approval of Classified Employee Promotion (p.13)
- v. Consideration of Approval of Classified Employees (p.14)
- vi. Consideration of Approval of Contract Extension for Temporary Academic Instructor (p.16)
- vii. Consideration of Approval of District Volunteers (p.17)
- viii. Consideration of Approval of Doctorate Stipend for Management Employee (p.21)
- ix. Consideration of Approval of Faculty Chair Stipends (p.22)
- x. Consideration of Approval of Fiscal Services Reclassification of Employee (p.23)
- xi. Consideration of Approval of Head & Assistant Coach Stipends (p.24)
- xii. Consideration of Approval of Increase in Classified Employee Contracts (p.25)

- xiii. Consideration of Approval of Interim Management Appointment (p.26)
- xiv. Consideration of Approval of Management Appointment (p.27)
- xv. Consideration of Approval of New Classified Confidential Job Descriptions (p.28)
- xvi. Consideration of Approval of New Classified Job Description (p.35)
- xvii. Consideration of Approval of Non-Instructional Pay for Academic Employees (p.38)
- xviii. Consideration of Approval of Retreat Rights for Management Employee (p.42)
- xix. Consideration of Approval of Revised Classified Confidential Job Description (p.43)
- xx. Consideration of Approval of Revision to Salary Placement for Classified Employee (p.48)
- xxi. Consideration of Approval of Short-Term, Substitute & Professional Expert Employees (p.49)
- xxii. Consideration of Approval to Adopt Resolution to Recognize November as National Native American Heritage Month (p.53)
- xxiii. Consideration of Presentation of SBCCD CTA NEA Proposal to the District & Public Hearing (p.55)

**c. FISCAL SERVICES**

- i. Consideration of Approval of Conference Attendance (p.57)
- ii. Consideration of Approval of District/College Expenses (p.62)
- iii. Consideration of Approval of Donation from Apex (p.69)
- iv. Consideration of Approval of Donation from Glenn Drewes (p.70)
- v. Consideration of Approval of Donation from Southwest Laboratories (p.71)
- vi. Consideration of Approval of Professional Services Contracts (p.72)
- vii. Consideration of Approval of Routine Contracts (p.78)

**12. ACTION AGENDA**

**a. INSTRUCTIONAL/STUDENT SERVICES**

**b. HUMAN RESOURCES**

- i. Consideration of Acceptance of Academic Retirement (p.102)
- ii. Consideration of Approval of Board Meeting Dates 2014 (p.103)

**c. FISCAL SERVICES**

- i. Consideration of Approval of Amendment 001 - HMC Architects - Misc Bond Projects (p.105)
- ii. Consideration of Approval of Amendment 001 - HMC Architects - New Crafton Center (p.111)
- iii. Consideration of Approval of Amendment 003 - HMC Architects - Gym-Athletics & Field (p.116)
- iv. Consideration of Approval of Amendment 005 - Leighton Consulting (p.120)
- v. Consideration of Approval of Amendment 009 - DLR Group WWCOT (p.124)
- vi. Consideration of Approval of Policy to Create Opportunities for Local Hires and Local Businesses on District Capital Improvement and Construction Projects (p.128)
- vii. Consideration of Approval of Budget Adjustments (p.131)
- viii. Consideration of Approval of Lease Leaseback Method (p.145)

- ix. Consideration of Approval of Measure M Change Orders & Amendments (p.146)
- x. Consideration of Approval of Revised Measure M Implementation Plan (p.162)
- xi. Consideration of Approval of SBCCD EOP (p.202)
- xii. Consideration of Approval of Surplus Items (p.203)
- xiii. Consideration of Approval to Award Bid - The O.K. Earl Corporation (p.207)
- xiv. Consideration of Approval to Revise Authorized Signature List (p.214)

**13. INFORMATION ITEMS**

- a. Budget Report (p.218)
- b. General Fund Cash Flow Analysis (p.253)
- c. Measure M Change Summary (p.255)
- d. Measure M Program Implementation Plan (p.375)
- e. MOUs CSEA Reclassification Moratorium & Senior Programmer Analyst Salary Adjustment (p.315)
- f. Purchase Order Report (p.318)
- g. Quarterly Investment Report (p.326)
- h. Enhancement of Applause Awards (p.328)
- i. Applause Cards (p.331)

**14. ADJOURN** – The organizational meeting of the Board of Trustees will be Thursday, December 12, 2013 in the District Office Board Room.

**San Bernardino Community College District  
Special Meeting of the Board of Trustees  
114 S. Del Rosa Drive, San Bernardino, CA 92408  
Tuesday, October 29, 2013 – 4:00 p.m. – Board Room**

**1. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

President Singer called the meeting to order at 4:01 p.m.  
Trustee Zoumbos led the Pledge of Allegiance

Members Present:

Donald Singer, President  
John Longville, Vice President  
Donna Ferracone, Clerk  
Gloria Macias Harrison  
Dr. Kathleen Henry  
Joseph Williams  
Nickolas W. Zoumbos

Members Absent:

Yasmeen Flores, Student Trustee, CHC  
Rosalinda Sosa-Sanchez, Student Trustee, SBVC

Administrators Present:

Bruce Baron, Chancellor  
Dr. Jack Miyamoto, Human Resources Consultant  
Dr. Gloria Fisher, Interim President, SBVC

Administrators Absent:

Timothy L. Oliver, Interim Vice Chancellor Fiscal Services  
Dr. Cheryl Marshall, President, CHC

**2. PUBLIC COMMENT**

None

**3. APPROVAL OF MINUTES**

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

To approve the Minutes of October 10, 2013 with the change to reflect Donald Singer being absent at this meeting.

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

**4. CONSENT AGENDA**

a. Consideration of Approval to Move Staff Reports

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

To approve moving staff reports on the agenda to item #9, following Chancellor's Report.

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

**5. INSTITUTIONAL PRESENTATIONS**

- a. Redistricting Partners, CCLC  
Chancellor Baron introduced the Redistricting Partners consultants from CCLC. Two public hearings have taken us, go through the process, answer questions, and up to the board to determine if they want to take action on districting.

Brian Martin gave a presentation on why we (Redistricting Partners) are here, why we are going through redistricting, and answer questions that have come up on the different plans.

There was discussion on the three plans. Trustee Williams asked for clarification on how he was included in District 4 on Plan 2 since the University of Redlands is not shown. It could be a typographical error. In two of the three plans Trustee Williams and Singer are in the same district. It would have been helpful to the Trustees to see maps with main streets in the different cities and requested for major streets to be noted on the maps. Singer encouraged the board to move to districting before next year (election year). He feels the law demands it and if we don't move to districts, we would open ourselves up to lawsuits. Trustee Ferracone agreed and feels we need to do what is legally mandated and the board should make a decision on a plan. Trustee Zoumbos asked when new districts would be implemented. It would be initiated by the CCLC. The CCLC will file with the County as board terms end. Ferracone is for Plan 3 because there would be mountain representation. Henry is for Plan 2 because there would be little impact on dividing the cities. Singer agreed with Ferracone with Plan 3. Williams is for Plan 1 because he felt it kept the cities in tact where our service areas are represented.

**6. ACTION ITEM**

- a. Consideration of Approval of Redistricting

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

To approve the adoption of Redistricting Plan 3.

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

Trustee Williams did not understand the process and did not realize there would be a vote at the meeting. Trustee Williams did not feel that redistricting being a two-year ongoing process should be a driving factor. Trustee Longville supported a motion to hold off one more month to allow for more input. Trustee Zoumbos and Ferracone felt the vote should stand.

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

To reconsider the approval to adopt of Redistricting Plan 3 and to vote on a plan at the December 12, 2013 Board meeting.

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

[Student Trustee, Sosa-Sanchez joined the meeting at this time.]

7. **ADJOURN**

President Singer adjourned at 4:50 p.m.

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Gloria Fisher, Interim President, SBVC  
PREPARED BY: Dr. Haragewen Kinde, Vice President, Instruction SBVC  
DATE: November 14, 2013  
SUBJECT: Consideration of Approval of Curriculum - SBVC

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

These courses have been approved by the Curriculum Committee of the Academic Senate and will be included in the 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  
November 14, 2013**

**NEW COURSE**

**Course ID:** KIN 202  
**Course Title:** History of Physical Education and Sport in the United States  
**Units:** 3  
**Lecture:** 3 contact hour(s) per week  
 48 - 54 contact hours per semester

**Prerequisite:** None

**Catalog Description:** This course is designed to explore the evolution of sport and physical activity. Topics include historical and philosophical influences from ancient societies through the present.

**Schedule Description:** This course is designed to explore the evolution of sport and physical activity. Topics include historical and philosophical influences from ancient societies through the present.

**Rationale:** Increase course offerings for kinesiology majors. This course articulates to Cal Poly Pomona.

**Effective:** FA14

**MODIFY COURSE**

COURSE ID	COURSE TITLE
AUTO 064	AUTOMOTIVE ELECTRICAL: BATTERY, STARTING AND CHARGING SYSTEMS

**Course Title:** AUTO/TRUCK ELECTRICAL SYSTEMS

**Units:** 4

**Lecture:** 3 contact hour(s) per week  
 48 - 54 contact hours per semester

**Catalog Description:** This course covers basic electrical theory, use of meters, test equipment, wiring diagrams, diagnosis and repair/replacement of major electrical components of automobiles and trucks. Emphasis is placed on diagnosis of starting systems, charging systems, and electrical circuits such as lights and batteries. This course is also offered as DIESEL 064.

**Schedule Description:** This course covers basic electrical theory, use of meters, test equipment, wiring diagrams, diagnosis and repair/replacement of major electrical components of automobiles and trucks. This course is also offered as DIESEL 064.

**Cross-List:** DIESEL 064 (formerly DIESEL 019)

**Rationale:** The course has the same content as the Diesel 064 course; reduction of units due to reduction of lab hours.

**Effective:** FA14

Curriculum Meetings: 09-23-13; 10-07-13  
 Conjoint Meeting: 10-21-13  
 Board of Trustees Meeting: November 14, 2013  
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<b>MODIFY COURSE</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>DIESEL 019</b>	HEAVY-DUTY TRUCK ELECTRICAL SYSTEMS

**Course ID:** DIESEL 064

**Course Title:** AUTO/TRUCK ELECTRICAL SYSTEMS

**Catalog Description:** This course covers basic electrical theory, use of meters, test equipment, wiring diagrams, diagnosis and repair/replacement of major electrical components of automobiles and trucks. Emphasis is placed on diagnosis of starting systems, charging systems, and electrical circuits such as lights and batteries. This course is also offered as AUTO 064. (Formerly DIESEL 019)

**Schedule Description:** This course covers basic electrical theory, use of meters, test equipment, wiring diagrams, diagnosis and repair/replacement of major electrical components of automobiles and trucks. This course is also offered as AUTO 064. (Formerly DIESEL 019)

**Cross-List:** AUTO 064

**Rationale:** The course has the same content as the AUTO 064 course.

**Effective:** FA14

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>PSYCH 102</b>	PERSONAL AND SOCIAL ADJUSTMENT

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

**Catalog Description:** This course provides students with an applied focus on how psychology is used in everyday life and is related to other social sciences. This course examines a variety of psychological and theoretical perspectives and how these ideas are applied across a person's life taking into account the influence of factors such as culture, gender, ethnicity, historical cohort, and socio-economic status. A broad understanding of how scientists, clinicians, and practitioners study and apply psychology is emphasized.

**Schedule Description:** This course provides students with an understanding of how scientists, clinicians, and practitioners study and apply psychology to everyday life. Research and theory from psychology and other disciplines are applied to many factors such as culture, gender, ethnicity, etc. across a person's life.

**Rationale:** This update of the course will maintain consistency with State guidelines for the course.

**Effective:** FA14

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>PSYCH 105</b>	STATISTICS FOR THE BEHAVIORAL SCIENCES

**Catalog Description:** This class focuses on statistics as applied to the social sciences and includes such topics as measurement, frequency distributions, measures of central tendency, measures of variability, the normal distribution curve, correlation, sampling, statistical inference, hypothesis testing and an introduction to analysis of variance.

**Schedule Description:** This class focuses on statistics as applied to the social sciences and includes such topics as measurement, frequency distributions, correlation, sampling, statistical inference, and hypothesis testing.

**Rationale:** Content review.

**Effective:** FA14

Curriculum Meetings: 09-23-13; 10-07-13

Conjoint Meeting: 10-21-13

Board of Trustees Meeting: November 14, 2013

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<b>MODIFY COURSE</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>THART 139</b>	FUNDAMENTALS OF COSTUME DESIGN

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

**Catalog Description:** Students will study costume history, design, and basic construction techniques as an introduction to basic theatrical costuming. Fabrics and their various uses will be investigated.

**Schedule Description:** Students will study costume history, design, and basic construction techniques as an introduction to basic theatrical costuming. Fabrics and their various uses will be investigated.

**Rationale:** Content review.

**Effective:** FA14

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>THART 160x4</b>	THEATRE CRAFTS

**Course Title:** TECHNICAL THEATRE IN PRODUCTION

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

**Catalog Description:** Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews.

**Schedule Description:** Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews.

**Rationale:** Content review.

**Effective:** FA14

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>THART 165</b>	STAGE MAKEUP

**Lecture:** 1 contact hour(s) per week  
16 - 18 contact hours per semester

**Laboratory:** 6 contact hour(s) per week  
96 - 108 contact hours per semester

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

**Catalog Description:** This course is an introduction to the theory, design, and application of makeup for the stage.

**Schedule Description:** This course is an introduction to the theory, design, and application of makeup for the stage.

**Rationale:** Content review.

**Effective:** FA14

Curriculum Meetings: 09-23-13; 10-07-13

Conjoint Meeting: 10-21-13

Board of Trustees Meeting: November 14, 2013

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## MODIFY COURSE

COURSE ID	COURSE TITLE
THART 166	IMPROVISATIONAL ACTING

**Lecture:** 2 contact hour(s) per week  
32 - 36 contact hours per semester

**Laboratory:** 3 contact hour(s) per week  
48 - 54 contact hours per semester

**Catalog Description:** This is a course of instruction in the art of improvisational acting to include theatrical presentation, history of the form, dramatic structure, elements of comedy, audition and rehearsal techniques, collaboration with other performers, and interaction with the audience.

**Schedule Description:** This is a course of instruction in the art of improvisational acting to include theatrical presentation, history of the form, dramatic structure, elements of comedy, audition and rehearsal techniques, collaboration with other performers, and interaction with the audience.

**Rationale:** Content review.

**Effective:** FA14

## DISTRIBUTED EDUCATION

PSYCH 102

### 100% ONLINE

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

**Effective:** FA14

## DELETE COURSE

ACAD 600Ax4  
ACAD 600Bx4  
ACAD 600Cx4  
ACAD 600Dx4  
ACAD 600Ex4  
ACAD 600Fx4  
ACAD 600Gx4  
ACAD 600Hx4

**Rationale:** Courses are no longer offered.

**Effective:** FA14

Curriculum Meetings: 09-23-13; 10-07-13

Conjoint Meeting: 10-21-13

Board of Trustees Meeting: November 14, 2013

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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: November 14, 2013

SUBJECT: Consideration of Acceptance of Classified Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Ashley Lucht, Human Resources Generalist, District.

OVERVIEW

Ashley Lucht, Human Resources Generalist, submitted her letter of resignation effective October 29, 2013. Her last day of employment with the District was October 28, 2013.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron  
Chancellor  
REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant  
PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant  
DATE: November 14, 2013  
SUBJECT: Consideration of Approval of Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the academic appointment of Davena Burns-Peters, Instructor, ASL, SBVC.

OVERVIEW

Davena Burns-Peters, Instructor, ASL, 177-service day position, effective January 9, 2014. Salary placement to be determined upon verification of education and experience. Replacement for Bert Reins.

ANALYSIS

All requirements for employment 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. Gloria Fisher, Interim President, SBVC  
DATE: November 14, 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  
November 14, 2013

NAME	DISCIPLINE
<b>Alvarez, Marco</b>	Chemistry
<b>Andersen, Anne</b>	Reading
<b>Bicksler, Bonnie</b>	Reading
<b>Cacho, Bryce</b>	Welding
<b>Daniel-Berhe, Sequare</b>	Electricity
<b>Egger, Gerald</b>	Culinary Arts
<b>Frankini, Armida</b>	Chemistry
<b>Rad, Khosrow</b>	Electricity
<b>Reyes, Daniel</b>	Culinary Arts
<b>Valentine, Debra Leigh</b>	Human Services



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: November 14, 2013  
SUBJECT: Consideration of Approval of Classified Employee Promotion

RECOMMENDATION

It is recommended that the Board of Trustees approve the promotion of Nicole Rodriquez, Administrative Secretary, Resource Development, CHC.

OVERVIEW

Nicole Rodriquez, Secretary I, CHC, Range 29, Step E, \$3,263 per month to Administrative Secretary, Resource Development, CHC, Classified Salary Schedule, Range 37, Step B, \$3,432.00 per month, full-time, 12 month position effective November 15, 2013. Replacement for Laura Cross.

ANALYSIS

The employee went through the recruitment process and is being recommended to the position of Administrative Secretary, CHC.

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: November 14, 2013  
SUBJECT: Consideration of Approval of Classified Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Laurie Sullivan, Interpreting Services Specialist, SBVC, Cyndie St Jean, Administrative Assistant II, Confidential, President's Office, CHC, and Cynthia Gunderson, Account Clerk II, President's Office, CHC.

OVERVIEW

The classified employees on the following list are submitted for approval.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

## **Classified Employees**

Laurie Sullivan, Interpreting Services Specialist, SBVC, Classified Salary Schedule, Range 41, Step A, \$3,609.00 per month, full-time, 12 months, effective December 2, 2013. Replacement for Diana Holmes.

Cyndie St Jean, Administrative Assistant II, Confidential, President's Office, CHC, Confidential Salary Schedule, Range 4, Step A, \$4,797.00 per month, full-time, 12 months, effective November 15, 2013. Replacement for Cheryl Cox.

Cynthia Gunderson, Account Clerk II, President's Office, CHC, Classified Salary Schedule Range 30, Step A, \$1,306.00 per month, 47.5 of full-time, 19 hours per week, 12 months, effective November 15, 2013. New Position.

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: November 14, 2013  
SUBJECT: Consideration of Approval of Contract Extension for Temporary  
Academic Instructor

RECOMMENDATION

It is recommended that the Board of Trustees approve the contract extension for Kenneth Lawler, temporary academic instructor, PE/Assistant Football Coach, SBVC

OVERVIEW

Kenneth Lawler, Temporary Instructor, PE/Assistant Football Coach, SBVC, temporary contract extended through May 23, 2014. Salary placement at Column C, Step 8, \$51,593.92, Faculty Salary Schedule, for 157 days of service. Replacement for Patrick Meech.

ANALYSIS

On September 12, 2013, the Board of Trustees approved Kenneth Lawler as a Temporary Instructor, PE/Assistant Football Coach, SBVC, effective September 13, 2013 through December 20, 2013. It is necessary to extend his contract through May 23, 2014, until this 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. Cheryl Marshall, President, CHC  
Dr. Gloria Fisher, Interim President, SBVC

DATE: November 14, 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  
November 14, 2013**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>DATE</b>
<b>Agingu, Anthony A.</b>	Student Services/DSP&S	11/15/2013-12/31/2013
<b>Camarena, Eziquio</b>	President's Office/Police Academies	11/15/2013-12/31/2013
<b>Canedo, Mario</b>	President's Office/Police Academies	11/15/2013-12/31/2013
<b>Carranza, Cory</b>	President's Office/Police Academies	11/15/2013-12/31/2013
<b>Caudle, Dustin</b>	President's Office/Police Academies	11/15/2013-12/31/2013
<b>Cordova, Chris</b>	President's Office/Police Academies	11/15/2013-12/31/2013
<b>Essimbi, Louise Muriel</b>	Student Services/DSP&S	11/15/2013-12/31/2013
<b>Garcia, Andy</b>	President's Office/Police Academies	11/15/2013-12/31/2013
<b>James, Cynthia</b>	Social Sciences/Child Development	11/15/2013-12/31/2013
<b>Jiminez, Patricia</b>	Social Sciences/Child Development	11/15/2013-12/31/2013
<b>Jones, Anthony T.</b>	Social Sciences/Athletics	11/15/2013-12/31/2013
<b>Lam,Chak Shing Adrian</b>	Student Services/DSP&S	11/15/2013-12/31/2013
<b>Lawler, Mary C.</b>	Social Sciences/Athletics	11/15/2013-12/31/2013
<b>Mamari, May</b>	Science/Chemistry	11/15/2013-12/31/2013
<b>Mora, Stephanie</b>	Science/Chemistry	11/15/2013-12/31/2013
<b>Perez, Gabriela</b>	Social Sciences/Child Development	11/15/2013-12/31/2013
<b>Peterson, Aida</b>	Social Sciences/Child Development	11/15/2013-12/31/2013
<b>Pollakoff, Ron</b>	Social Sciences/Athletics	11/15/2013-12/31/2013
<b>Sandoval, Araceli</b>	President's Office/Police Academies	11/15/2013-12/31/2013
<b>Sekhon, Amrit</b>	Science/Chemistry	11/15/2013-12/31/2013
<b>Sinclair, Brianna</b>	President's Office/Police Academies	11/15/2013-12/31/2013
<b>Villa, Darlese R.</b>	Social Sciences/Athletics	11/15/2013-12/31/2013
<b>Williams, Rebecca</b>	Student Services/DSP&S	11/15/2013-12/31/2013
<b>You, Jihee</b>	Science/Chemistry	11/15/2013-12/31/2013

San Bernardino Valley College  
 Volunteers  
 Academic Year 2013-2014  
 November 14, 2013

NAME	ASSIGNMENT	DATE
<b>Aboytes, Eulalia</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Alvarez, Nayeli</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Arciero, Noel</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Attaway, Linda</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Banks, Princess</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Burts, Tatiana</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Carreras, Beverly</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Colonga, Adelina</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Del Toro, Janette</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Duncan, Corina</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Epson, Shatoya</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Fernandez, Fryda</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Fernandez, Nancy</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Galicia, Maria</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Garcia, Crystal</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Guerra, Monica</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Gutierrez, Elvira</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Hernandez, Hector</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Islas, Cosme</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Juarez, Christine</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Kuck, Kenneth</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Lee, Takara</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Little, Heather</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Mandene, Fatima</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Miranda, Mercedes</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Moses, Rosa</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Pino, Michelle</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Rodriguez, Irma</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Rodriguez, Carla</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Sanchez, Evelyn</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Santillian, Donnamarie</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Schnabel, Tiffanie</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Thompson, Janice</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Vega, Vivian</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Wyles, Rachel</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Yarber, Danai</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013
<b>Ybarra, Veronica</b>	Social Sciences/Child Development Center	11/06/2013-12/31/2013

**Crafton Hills College  
Volunteers  
Academic Year 2013-2014  
November 14, 2013**

NAME	ASSIGNMENT	DATE
<b>Fox, Joshua</b>	Fire Technology	10/11/2013-12/31/2013
<b>Fresco, Natalia</b>	Tutoring Center	10/15/2013-12/31/2013
<b>Hower, Hayden</b>	Fire Technology	10/11/2013-11/30/2013
<b>King, Sara</b>	Tutoring Center	09/09/2013-12/31/2013
<b>Micallef, Bradley</b>	Fire Technology	11/15/2013-12/31/2013
<b>Sager, Stephanie</b>	Health & Wellness	09/27/2013-12/31/2013
<b>Sanchez, Robert</b>	Fire Technology	10/11/2013-11/30/2013
<b>Strade, Michael</b>	Tutoring Center	09/10/2013-12/31/2013
<b>Tagalog, Carlos</b>	Tutoring Center	09/09/2013-12/31/2013
<b>Tennant, Amanda</b>	Chemistry	10/17/2013-12/31/2013
<b>Vadnagara, Aashay</b>	Tutoring Center	10/28/2013-12/31/2013
<b>Yett, Dianne</b>	Tutoring Center	09/09/2013-12/31/2013

**District  
Volunteers  
November 14, 2013**

NAME	ASSIGNMENT	DATE
<b>Guy, Kyle</b>	KVCR	11/15/2013-12/31/2013
<b>Torres, Alicia</b>	KVCR	11/15/2013-12/31/2013
<b>Tavares, Javier</b>	KVCR-TV/FM	11/15/2013-12/31/2013



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant

DATE: November 14, 2013

SUBJECT: Consideration of Approval of Doctorate Stipend for Management  
Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve doctorate stipend for Rebeccah Warren-Marlatt, Vice President, Student Services, CHC.

OVERVIEW

Rebeccah Warren-Marlatt, Vice President, Student Services, CHC, \$95.00 per month doctorate stipend retroactive to September 1, 2013.

ANALYSIS

Rebeccah Warren-Marlatt recently obtained her doctorate degree in Leadership for Educational Justice from the University of Redlands and is entitled to the doctorate stipend.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in 2013-2014 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant  
PREPARED BY: Dr. Gloria M. Fisher  
Interim President, SBVC  
DATE: November 14, 2013  
SUBJECT: Consideration of Approval of Faculty Chair Stipends

RECOMMENDATION

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

OVERVIEW

Kathy Adams and Denise Knight were approved on June 13, 2013 to receive co-faculty chair stipends for the Child Development Department of \$3,000 each. Subsequently, Kathy Adams was approved for a leave of absence on August 8, 2013. Therefore, Denise Knight will serve as faculty chair of the Child Development Center and receive the full stipend of \$6,000 effective October 1, 2013.

Todd Heibel was approved on June 13, 2013 to receive a faculty chair stipend for the Geology, Oceanography & Water Supply Technology Departments of \$5,000. Todd Heibel and Melita Caldwell-Betties will serve as co-faculty chairs of the departments and receive a stipend of \$2500 each effective January 2014.

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  
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant

DATE: November 14, 2013

SUBJECT: Consideration of Approval of Fiscal Services Reclassification of Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve Susan Ryckevic, Budget Analyst, Fiscal Services, District.

OVERVIEW

Susan Ryckevic, Senior Accountant District, Classified Salary Schedule, Range 44, Step E, \$4,723 per month to Budget Analyst, District, Classified Salary Schedule, Range 54, Step A, \$4,974 per month, full-time, 12 month position, effective July 1, 2013.

ANALYSIS

On July 11, 2013, the Budget Analyst job description was approved as part of the Fiscal Services Reorganization Plan. This plan addressed the administrative need and represented the best approach to providing services while saving funds for the District. It is now necessary to move the appropriate employee into the appropriate position which is more properly matched to actual duties performed.

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. Gloria Fisher  
Interim President, SBVC  
DATE: November 14, 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 following individuals will serve as head and assistant coaches for the Fall 2013 season.

Brewer, Quincy	Men's Basketball, Head Coach	\$6,764.00
Claredon, Jasmene	Women's Basketball, Assistant Coach	\$4,683.00
Crebbin, Susan	Women's Basketball, Head Coach	\$6,764.00
Rawlston, Charles	Men's Basketball, Assistant Coach	\$4,683.00

ANALYSIS

Coaches are routinely hired for sports teams.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Cheryl A. Marshall  
President, CHC

DATE: November 14, 2013

SUBJECT: Consideration of Approval of Increase in Classified Employee  
Contracts

RECOMMENDATION

It is recommended that the Board of Trustees approve the increase in classified employee contracts.

OVERVIEW

Christina Johle, Alisa Holtegaard, and Stephanie Carlson, Child Development Teachers, CHC, contract days for the 2012-2013 academic year ended on June 18, 2013. The employees worked additional work days beyond their work calendar for 2012-2013. It is requested they be paid for additional days worked at the following rates: Christina Johle, \$21.58; Alisa Holtegaard, \$18.65; Stephanie Carlson, \$18.65.

ANALYSIS

Students enrolled at the Child Care Center were in attendance on June 19 and 20, 2013. The additional days allowed the Child Development Teachers to clean and organize their room for the summer months.

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: November 14, 2013  
SUBJECT: Consideration of Approval of Interim Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the interim management appointment of Daniel Caines, Interim Tool Room Supervisor, SBVC.

OVERVIEW

Daniel Caines, Interim Tool Room Supervisor, SBVC, Management Salary Schedule Range 1, Step A, \$3,475.00 per month, full-time, 12 month position, effective December 2, 2013 through June 30, 2013, or until position is filled on a permanent basis. Replacement for Gary Holman.

ANALYSIS

Due to the retirement of the Tool Room Supervisor, it is necessary to appoint an individual to serve on an interim basis until the position is 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: November 14, 2013  
SUBJECT: Consideration of Approval of Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Marc Donnhauser, Project Director, HSI STEM PASS GO, SBVC.

OVERVIEW

Marc Donnhauser, Project Director, HSI STEM PASS GO, SBVC, 12-month position, Management Salary Schedule Range 15, Step A, \$6,880 per month, effective December 2, 2013. New position.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

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: November 14, 2013

SUBJECT: Consideration of Approval of New Classified Confidential Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the new classified confidential job descriptions for Recruitment Specialist and Benefits Specialist.

OVERVIEW

The Recruitment Specialist is responsible for assessing and responding to recruitment and employment requirements and meeting District needs by developing position announcements, establishing recruiting strategies and interviewing applicants for positions.

The Benefits Specialist performs a variety of specialized and technical work in the administration of various health and welfare benefits; coordinates the District's workers compensation program including maintenance of files, records and reports for claims; and performs a variety of specialized human resource functions supporting the assigned area of responsibility.

ANALYSIS

The new classified confidential job descriptions are essential to the overall operation of the Human Resources Department and will provide the needed support to the recruitment and benefits function for the District. Both positions are placed at Range 2, \$3943-\$4792 per month on the Confidential Salary Schedule.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**RECRUITMENT SPECIALIST**

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

**SUMMARY DESCRIPTION**

Under direction of the Vice Chancellor, Human Resources, the Recruitment Specialist performs a variety of specialized and technical work in support of human resources function and activities in the area of recruitment, selection, employee processing and related services and activities supporting the assigned area of responsibility. This position is responsible for assessing and responding to recruitment and employment requirements and meeting District needs by developing position announcements, establishing recruiting strategies and interviewing applicants for positions.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Perform a variety of duties related to the recruitment of general and specific positions; recruit locally, statewide and nationwide utilizing a variety of sources including newspapers, flyers, journals, e-mail and web pages; represent the District to professional organizations, other academic institutions, and agencies in various industries for recruitment purposes.
2. Develop position announcements, establish recruiting strategies, screen and interview applicants for position.
3. Perform search and selection committee work involving committee composition, training and serving; assist hiring manager with assembling a committee with the correct representation, training on process, equal opportunity; assist in question development and reference checking.
4. Monitors and maintains HR technology systems and software, and generates related reports as required. Prepare and maintain a variety of files, records and reports.
5. Conduct applicant processing and reporting, establish standards for required documentation for legal and reporting purposes, and maintaining applicant databases.
6. Appoint and train employees to serve as committee representatives. Serve as an equal opportunity representative on key search and selection committees. Develop and coordinate equal opportunity training.
7. Assist the Generalist in designing recruitment strategies to assure diverse applicant pools. Respond to and facilitate resolution to diversity concerns of search and selection committees. Communicate with various departments within the District regarding staffing, employment, and equal opportunity issues as needed; research and respond to various employment issues.
8. Coordinate and ensure completion of appropriate onboarding activities such as orientation and new hire processing.

9. Assist in the development of diversity strategic planning for the District.
10. Serve as an information resource for reports, historical information, procedures, policies, and options and possibilities for staffing.
11. Assist with classification and compensation functions and responsibilities, including classification reviews, salary surveys, development of job descriptions and related duties.
12. Perform special recruitment projects; develop solutions and establish timelines, costs, and staffing needs for projects.
13. Updates and maintains information the District's computerized payroll system; generates reports and respond to requests for information as requested.
14. Interprets, explains, and presents District health and welfare policies and procedures to employees, management, outside agencies, and the public.
15. Creates and maintains human resources office records and files, including confidential personnel files and records, purges files in accordance with the District regulations.
16. Monitors and audits accuracy of transactions in HRIS systems to ensure proper interface with benefits and payroll functions.
17. Performs related duties as required.

### **QUALIFICATIONS**

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

#### **Knowledge of:**

Principles and practices of public human resources administration.  
 Methods, terminology and procedures used in employment administration.  
 Methods, analysis and techniques of recruitment and employment.  
 Classification and compensation practices.  
 District organization, operations, policies, and objectives.  
 Oral and written communication skills.  
 Interpersonal skills using tact, patience, and courtesy.  
 Principles and practices of training.  
 Office procedures, methods, and equipment including computers and applicable software applications.  
 Principles and practices of statistical and administrative research and report preparation.  
 Principles and procedures of record keeping.  
 Principles of business letter writing.  
 Principles and practices of customer service.  
 English usage, grammar, spelling, punctuation, and vocabulary.  
 Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Codes.

#### **Ability to:**

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.  
 Plan and organize work to meet changing priorities and deadlines.  
 Interpret and apply a variety of human resource rules, laws, and policies.  
 Implement and maintain standard filing systems.

Implement and maintain procedural manuals for effective operation of benefits administration functions.

Compile detailed information and prepare clear and concise reports.

Exercise independent judgment, discretion and initiative in recognizing scope of authority.

Operate a computer using word processing, applicant tracking and spreadsheet software applications.

Maintain confidential records and reports.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.

Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations.

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 in public administration, human resources, business administration or a related field.

#### **Experience:**

Two (2) years of experience that includes duties related to recruitment and selection.

#### **Preferred Experience:**

Experience in a public agency preferably in the California Community College system.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

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

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

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

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

Board Approved: November 14, 2013

Range: 2

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**BENEFITS SPECIALIST**

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

**SUMMARY DESCRIPTION**

Under direction of the Vice Chancellor, Human Resources, the Benefits Specialist performs a variety of specialized and technical work in the administration of various health and welfare benefits; coordinates the District's workers compensation program including maintenance of files, records and reports for claims; and performs a variety of specialized human resource functions supporting the assigned area of responsibility.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Administers the District's health and welfare benefit program including health, life, dental, disability, retirement, COBRA, unemployment insurance, employee assistance, flexible spending accounts, deferred compensation and retirement; reviews, recommends and administers benefit contracts and consultants providing benefit advice to District.
2. Oversees preparation of benefit information and related materials; develops benefit related policies and procedures; serves as staff liaison to employee advisory committees regarding benefit programs; conducts open enrollment procedures.
3. Submits employee retirement enrollment changes to carriers in a timely manner; assists employees with all concerns related to their health and welfare plans.
4. Coordinates the District's workers compensation benefit programs; processes workers compensation claims; administers policies and procedures for all reportable workers compensation injury claims.
5. Coordinates processing of short-term/long-term disability claims, return to work and modified work programs; processes reasonable accommodations requests.
6. Administers employee leave program; monitors employee's leaves including Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA); coordinates with payroll staff to properly account for employee leave; maintains records related to eligibility and compliance with established rules and regulations.
7. Facilitates interactive processes to determine if accommodation is needed based on ADA and FEHA; coordinates accommodations in conjunction with vendors, employees and management staff to ensure compliance.
8. Administers and creates a policies and procedures manual for First Aid claims; processes weekly transaction requests, settlement request and special invoices.
9. Updates and maintains information the District's computerized payroll system; generates reports and respond to requests for information as requested.
10. Interprets, explains, and presents District health and welfare policies and procedures to employees, management, outside agencies, and the public.
11. Creates and maintains human resources office records and files, including confidential personnel files and records, purges files in accordance with the District regulations.

12. Monitors and audits accuracy of transactions in HRIS systems to ensure proper interface with benefits and payroll functions.
13. Performs related duties as required.

## **QUALIFICATIONS**

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

### **Knowledge of:**

- Principles and practices of public human resources administration.
- Methods, terminology and procedures used in benefits administration.
- Workers' compensation law and procedural requirements as they relate to claims processing and management.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of statistical and administrative research and report preparation.
- Principles and procedures of record keeping.
- Principles of business letter writing.
- Principles and practices of customer service.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Codes.

### **Ability to:**

- Perform a variety of specialized and technical work in the administration of various health and welfare benefits.
- Coordinate the District's workers compensation benefit program.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Plan and organize work to meet changing priorities and deadlines.
- Interpret and apply a variety of human resource rules, laws, and policies.
- Implement and maintain standard filing systems.
- Implement and maintain procedural manuals for effective operation of benefits administration functions.
- Compile detailed information and prepare clear and concise reports.
- Exercise independent judgment, discretion and initiative in recognizing scope of authority.
- Operate a computer using word processing, applicant tracking and spreadsheet software applications.
- Maintain confidential records and reports.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations.
- 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 in public administration, human resources, business administration or a related field.

**Experience:**

Two (2) years of experience that includes duties related to benefits administration and workers' compensation.

**Experience:**

Experience in a public agency preferably in the California Community College system.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

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

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

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

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

Board Approved: November 14, 2013

Range: 2

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: November 14, 2013

SUBJECT: Consideration of Approval of New Classified Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the new classified job description for Warehouse Operations Worker.

OVERVIEW

The Warehouse Operations Worker job description receives, inspects, inventories, asset control, stores, issues, delivers materials, furniture, supplies and tracks deliveries; and coordinates priority packages, supplies, and deliveries;.

ANALYSIS

The new classified position, Warehouse Operations Worker provides dual functionality in both the warehouse and operations in support of the facilities department needs and requirements.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**WAREHOUSE OPERATIONS WORKER**

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

**SUMMARY DESCRIPTION**

Under general supervision, receives, inspects, inventories, asset control, stores, issues and delivers materials, furniture, supplies, and tracks deliveries as necessary; coordinates event set ups and take downs; coordinates high priority packages/supplies/deliveries; assists and supports the facilities department.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Receives and delivers materials, equipment, furniture, and supplies to/from departments and maintains current and accurate shipping receiving records. Notifies appropriate departments of shipment arrival. Follows-up as necessary with missing, lost, or incomplete orders.
2. Inputs and maintains proper asset inventory, and completes surplus of equipment in accordance with District procedures and software; identify excess unserviceable items and perform proper disposal.
3. Loads and operate District vehicles, operate a fork lift, pallet jacks, and utility carts.
4. Responsible for sorting distributing mail and packages to the mailroom and campus departments; assists in campus courier services as necessary.
5. Maintains records of Safety Data Sheets (SDS) for all chemicals received and relay to appropriate receiving departments as necessary.
6. Communicates with administrators, faculty, students and community members in regards to delivery, set up, moving, and pick up of equipment/furniture as related to the warehouse function.
7. Operates a wide variety of hand and power tools and equipment.
8. Maintains cleanliness, security, and safety within the warehouse area.
9. Supervises student workers as assigned.
10. May assist facilities personnel in moving large objects.
11. Performs related duties as required.

**QUALIFICATIONS**

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

**Knowledge of:**

Methods, materials, and equipment used in maintenance, custodial, and warehouse work.

Safe work practices.

Operational characteristics of cleaning, receiving, and delivery of equipment and materials.

Occupational hazards and standard safety practices.

Principles and procedures of record keeping and filing.

Office procedures, methods, and equipments including computers and applicable software applications.



Operational characteristics of warehousing equipment and tools.  
Inventory procedures, including appropriate forms for ordering purposes.

**Ability to:**

Obtain forklift certification.  
Perform the minor repair and cleaning tasks.  
Clean and care for assigned areas and equipment.  
Learn to use a variety of custodial equipment and supplies.  
Receive, inspect, issue and/or pick-up supplies, materials and equipment.  
Maintain accurate and current records of inventory, materials and supplies.  
Operate and use a variety of maintenance and custodial equipment, supplies, and materials in a safe and effective manner.  
Perform minor maintenance repairs on assigned equipment.  
Work independently in the absence of supervision.  
Understand oral and written instructions and to communicate such instructions to others.  
Read labels, signs and work schedules.  
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:**

Equivalent to the completion of the twelfth grade.

**Experience:**

One year of experience in warehousing, inventory procedures, and issuance of a wide variety of materials, office supplies and equipment.

**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; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Incumbents may be required to work evenings, nights, and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; and to verbally communicate to exchange information.

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

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

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: November 14, 2013

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

RECOMMENDATION

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

OVERVIEW

The attached list of employees is submitted for approval.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budgets.

**San Bernardino Valley College  
Non-Instructional Pay  
Academic Year 2013-2014  
November 14, 2013**

**Aziz, Husein**, to assist in reconfiguring and setting up the laboratory for the Heating, Ventilation, Air Conditioning and Refrigeration program, 11-15-13 to 6-30-14, not to exceed 40 hours at \$43.16 per hour.

**Barta, Christopher**, to administer welding certification exams on an as needed basis, 11-15-13 to 6-30-14, not to exceed 24 hours at \$43.16 per hour.

**Bartholow, Todd**, to create Maintenance Mechanics curriculum, 11-15-13 to 6-30-14, not to exceed 10 hours at \$43.16 per hour.

**Beebe, Yvonne**, to develop pre-assessment workshop videos using research from other college campuses, 11-15-13 to 12-24-2013, not to exceed 44 hours at \$43.16 per hour.

**Butris, Nabil**, to administer welding certification exams on an as needed basis, 11-15-13 to 6-30-14, not to exceed 24 hours at \$43.16 per hour.

**Cacho, Bryce**, to administer welding certification exams on an as needed basis, 11-15-13 to 6-30-14, not to exceed 24 hours at \$43.16 per hour.

**Curasi, Gina**, to develop materials and workshops for the application, orientation and registration for non-credit ESL students, 12-23-13 to 1-10-14, not to exceed 15 hours at \$43.16 per hour.

**Dunn, Natalia**, to support the Minority Science and Engineering Improvement Program by organizing and implementing the Supplemental Instruction Program for Science classes, 1-2-14 to 6-30-14, not to exceed 80 hours at \$43.16 per hour.

**Fierro, Marie**, to participate in the Extended Opportunity Program & Services (EOPS), 11-19-13 to 6-30-14, not to exceed 144 hours per semester at \$43.16 per hour.

**Hinrichs, Guy**, to create Maintenance Mechanics curriculum, 11-15-13 to 6-30-14, not to exceed 20 hours at \$43.16 per hour.

**Maez, Gil**, to participate in the Counseling Department, 11-18-13 to 6-30-14, not to exceed 380 hours per semester at \$43.16 per hour.

**Milligan, Joshua**, to administer welding certification exams on an as needed basis, 11-15-13 to 6-30-14, not to exceed 24 hours at \$43.16 per hour.

**Moberly, Erik**, adjunct counselor for the Minority Science and Engineering Improvement Program, 1-3-14 to 6-30-14, not to exceed 422 hours at \$43.16 per hour.

**Ra Moeung, Botra**, to participate in Transfer and Career Services, 11-18-13 to 6-30-14, not to exceed 320 hours per semester at \$43.16 per hour.

**Ratcliff, Joseph**, to create Maintenance Mechanics curriculum, 11-15-13 to 6-30-14, not to exceed 10 hours at \$43.16 per hour.

**Sanker, Eddie**, to create Maintenance Mechanics curriculum, 11-15-13 to 6-30-14, not to exceed 10 hours at \$43.16 per hour.

**Variyam, Biju**, to create Maintenance Mechanics curriculum, 11-15-13 to 6-30-14, not to exceed 60 hours at \$43.16 per hour.

**Vasquez, Tatiana**, to support the Minority Science and Engineering Improvement Program by organizing and implementing the Supplemental Instruction Program for Science classes, 1-2-14 to 6-30-14, not to exceed 100 hours at \$43.16 per hour.

**Zabala, Micheal**, to update and develop Inspection Technology curriculum, 11-15-13 to 6-30-14, not to exceed 20 hours at \$43.16 per hour.

### **Amendment**

**Vasquez, Tatianna**, supporting the Minority, Science and Engineering Improvement Program by organizing and implementing the Supplemental Instruction Program, 8-15-13 to 12-24-13 not to exceed 160 hours, at \$43.16 per hour. This item was previously approved July 11, 2013. Item is being amended to reflect an increase in hours from 80 to 160.

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

**Amendment:**

**Anderson, Jonathan**, Title V Learning Communities, \$600.00, 08/19/13 – 12/20/13.

**Begley, David**, Title V Learning Communities, \$600.00, 08/19/13 – 12/20/13

**Cannon, Judy**, Title V Learning Communities, \$600.00, 08/19/13 – 12/20/13

**DiPonio, Gwen**, Title V Learning Communities, \$600.00, 08/19/13 – 12/20/13

**Hardin, Corey**, STEM Pathways sponsored Wind Turbine Competition Preparation, \$500.00,  
10/01/13 – 12/31/13

**Lowe, Lynn**, Title V Learning Communities, \$600.00, 08/19/13 – 12/20/13

**Millan, Christopher**, Title V Learning Communities, \$600.00, 08/19/13 – 12/20/13

**Purves, Diane**, Title V Learning Communities, \$600.00, 08/19/13 – 12/20/13

**Purves, Diane**, STEM Pathways, Organizing Research and Transfer Experience for CHC  
Biology Students, \$1,000.00, 11/01/13 – 12/20/13

**Williams, Gary**, Title V Learning Communities, \$600.00, 08/19/13 – 12/20/13

**Spring 2014**

**Hardin, Corey**, STEM Pathways sponsored Wind Turbine Continued Preparation and  
Competition, \$1,000.00, 01/01/14 – 05/31/14

**Hardin, Corey**, STEM Pathways, SciFri Event Stipend, \$500.00, 02/07/14

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: November 14, 2013  
SUBJECT: Consideration of Approval of Retreat Rights for Management Employee

RECOMMENDATION

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

OVERVIEW

Achala Chatterjee has exercised her administrator retreat rights and request to be reassigned to her former position of Instructor, Water Supply Engineering, SBVC, effective January 11, 2014, Faculty Salary Schedule, Column H, Step 17, \$86,750.92 (177 days) of the faculty salary schedule.

ANALYSIS

Per Ms. Chatterjee's Employment Agreement, the employee shall have the right to return to her previous position under the same terms and conditions of (her) previous contract. Ms. Chatterjee is retreating from her position of Dean, of Applied Technology, Culinary Arts & Transportation, SBVC, to Instructor, Water Supply Engineering, 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: November 14, 2013

SUBJECT: Consideration of Approval of Revised Classified Confidential Job  
Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to the Human Resources Generalist job description.

OVERVIEW

The job description for Human Resources Generalist is being revised to reflect a change in education and experience qualifications.

ANALYSIS

After a review of the Human Resources job description, it was determined that an update of the education/experience qualifications would more accurately reflect the guidelines for this position.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**HUMAN RESOURCES GENERALIST**

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

**SUMMARY DESCRIPTION**

Under direction of the ~~Director, Human Resources~~ Vice Chancellor, Human Resources, the Human Resources Generalist provides a variety of professional level work for human resources services and programs in an assigned area including recruitment and selection, employee and labor relations and negotiations, equal employment opportunity, HRIS, benefits, workers compensation, and classification and compensation; and performs a variety of human resource functions supporting the assigned area of responsibility.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Coordinates and monitors the recruitment and selection program including inputting, tracking, and screening applications for minimum qualifications, and scheduling of interviews; schedules and monitors screening and interview committees; instructs committees and interview panels on policies and procedures to ensure EEO compliance.
2. Extends offers of employment; conducts reference checks; determines appropriate salary placement and notifies candidates of status.
3. Conducts new employee orientation sessions; assists employees in completing new hire paperwork, benefit enrollment forms and other pre-employment requirements.
4. Performs job audits and reclassification request analyses of individual positions, classes, and series of classes; prepares and revises class specifications.
5. Conducts and participates in compensation studies and surveys; analyzes data and makes recommendations; responds to formal or informal survey requests regarding salaries, benefits and classifications.
6. Evaluates applications and transcripts to verify that academic employees meet state minimum qualifications and faculty service areas; reviews and approves requests for salary reclassification for academic and faculty positions.
7. Administers the District's health and welfare benefit program including health, life, dental, disability, retirement, COBRA, unemployment insurance, employee assistance, flexible spending accounts, deferred compensation and retirement; reviews, recommends and administers benefit contracts and consultants providing benefit advice to District.
8. Oversees preparation of benefit information and related materials; develops benefit related policies and procedures; serves as staff liaison to employee advisory committees regarding benefit programs; conducts open enrollment procedures.
9. Submits employee retirement enrollment changes to carriers in a timely manner; assists employees with all concerns related to their health and welfare plans.
10. Coordinates the District's third party administrators workers compensation benefit and return to work programs; processes workers compensation claims; administers policies and procedures for all reportable workers compensation injury claims.



11. Coordinates processing of short-term/long-term disability claims, return to work and modified work programs; processes reasonable accommodations requests.
12. Administers employee leave program; monitors employee's leaves including Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA); coordinates with payroll staff to properly account for employee leave; maintains records related to eligibility and compliance with established rules and regulations.
13. Facilitates interactive processes to determine if accommodation is needed based on ADA and FEHA; coordinates accommodations in conjunction with vendors, employees and management staff to ensure compliance.
14. Updates and maintains information on the District's computerized payroll system; generates reports and responds to requests for information as requested.
15. Evaluates human resource policies and procedures; recommends and implements changes to improve efficiency or ensure compliance with guidelines, laws, or regulations.
16. Interprets, explains, and presents human resources issues, policies, and procedures to employees, management, outside agencies, and the public.
17. Creates and maintains human resources office records and files, including confidential personnel files and records; purges files in accordance with the District regulations.
18. Provides support for collective bargaining activities and participates in strategy sessions as needed.
19. Monitors and audits accuracy of transactions in HRIS systems to ensure proper interface with benefits and payroll functions.
20. Gathers information, conducts analyses and prepares various reports, charts, memos, and correspondence as requested.
21. Attends and participates in group meetings; stays abreast of new trends and innovations in the field of human resources administration.
22. Performs related duties as required.

## **QUALIFICATIONS**

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

### **Knowledge of:**

- Principles and practices of public human resources administration.
- Methods and techniques for recruiting and testing in the public sector.
- Methods, terminology and procedures used in benefits administration.
- Workers' compensation law and procedural requirements as they relate to claims processing and management.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of statistical and administrative research and report preparation.
- Principles and procedures of record keeping.
- Principles of business letter writing.
- Principles and practices of customer service.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Codes.

**Ability to:**

- Perform a variety of para-professional human resources functions with minimal guidance and supervision.
- Coordinate the District's workers compensation benefit program.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Plan and organize work to meet changing priorities and deadlines.
- Interpret and apply a variety of human resource rules, laws, and policies.
- Implement and maintain standard filing systems.
- Implement and maintain procedural manuals for effective operation of human resources functions.
- Compile detailed information and prepare clear and concise reports.
- Operate a computer using word processing, applicant tracking and spreadsheet software applications.
- Take responsibility and exercise good judgment in recognizing scope of authority.
- Maintain confidential records and reports.
- Prepare clear and concise reports and memoranda.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations.
- 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** ~~—Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:~~

**Education/Training:**

~~Equivalent to an Associate's~~ A Bachelor's degree in public administration, human resources, business administration or related field.

**Experience:**

Two (2) years of broad human resources administration experience.

**Preferred Experience:**

Experience in a public agency preferably in the California Community College system.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

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

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

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

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

Board Approved: January 18, 2007

Revised: November 14, 2013

Range: 3

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: November 14, 2013

SUBJECT: Consideration of Approval of Revision to Salary Placement for Classified Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised salary placement for Albert Camacho, Lead Custodian, SBVC.

OVERVIEW

Albert Camacho, Lead Custodian, SBVC, Classified Salary Schedule, Range 31, Step B, \$2,960.00 per month, effective September 13, 2013.

ANALYSIS

Albert Camacho was approved as Lead Custodian, SBVC, at the September 12, 2013 board meeting at Range 31, Step A, \$2,829.00 per month, Classified Salary Schedule. His correct step placement is Range 31, Step B, \$2,960.00 per month.

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: November 14, 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**  
**November 14, 2013**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Micallef, Bradley E	Fire Technology Program	CHC	Fire Tech Specialist/ Tactical Officer/ Safety Officer	11/15/13	12/31/13	\$30. /23. / 22.50
Moore, Alisa S	Chancellor	DIST	Public Relations & Marketing	1/1/14	6/30/14	\$60.00
Stinnett, Brian J	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	11/15/13	12/31/13	\$20. /25. /30.
Stipe, Charles C	KVCR - TV/FM	DIST	Editor	11/15/13	12/31/13	\$18.00

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

Tyson, Robert M	Public Safety & Emergency Services	CHC	Lab Instructor / Primary Instructor / EMS Specialist	6/1/13	6/30/13	\$20. /25. /30.
Stipe, Charles C	KVCR - TV/FM	DIST	Editor	10/11/13	11/14/13	\$18.00

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Short Term Hourly Employees**  
**November 14, 2013**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Garcia, Sarahi Y	EOPS/CARE /CalWORK's	CHC	Project Assistant I	11/15/13	6/30/14	\$9.00

<b>SAN BERNARDINO COMMUNITY COLLEGE DISTRICT</b>						
<b>Substitute Employees</b>						
<b>November 14, 2013</b>						
<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Alexander, Cheryl	FNX	DIST	Traffic Coordinator	11/13/13	1/13/14	\$21.26
Al Jafri, Ebtessam A	Child Development Center	SBVC	Child Development Teacher	10/21/13	12/21/13	\$17.76
Book, Paula J	Child Development Center	CHC	Child Development Assistant	10/29/13	12/29/13	\$12.35
Caines, Daniel L	Tool Room	SBVC	Tool Room Specialist	11/3/13	1/3/14	\$14.31
Carranza, Francisco	TESS	DIST	Telecommunications Specialist	10/17/13	12/17/13	\$27.21
Casas, Liliana A	Microbiology	SBVC	Lab Technician	10/12/13	12/12/13	\$19.25
Cespedes, Carlos G	Custodial	SBVC	Custodian	10/28/13	12/28/13	\$14.68/Day \$15.05/Swing
Davila, Robert F	Bookstore	CHC	Bookstore Assistant I	9/30/13	11/30/13	\$13.29
Dececio, Anthony J	Police	DIST	College Security Officer	10/9/13	12/9/13	\$15.43
Dekoekkoek, Laurens W P	Grounds Department	SBVC	Grounds Caretaker	9/25/13	11/25/13	\$14.68
Halex, Alicia	Disabled Student Programs & Services	CHC	Student Services Technician II	10/1/13	11/30/13	\$17.44
Harper, Seth R	Chemistry	SBVC	Lab Technician	10/7/13	12/5/13	\$19.25
Heller, Brandon L	STAR Program	SBVC	Secretary I	9/25/13	11/25/13	\$15.43
Jones, Michelle Y	Office of Student Life	SBVC	Secretary II	11/16/13	1/15/14	\$17.02
Kellingsworth, Karen L	Career Education and Human Development	CHC	Administrative Secretary	10/8/13	11/4/13	\$18.78
Lapham, Garrett	KVCR	DIST	Broadcast Operator	11/3/13	1/3/14	\$19.25
Long, Mariella	Campus Business Office	CHC	Account Clerk I	10/16/13	12/16/13	\$14.31
Luther, Lorie	Child Development Center	CHC	Child Development Assistant	10/12/13	12/12/13	\$12.35
McCartney, Karen A	Biology	CHC	Lab Technician	9/1/13	10/30/13	\$19.25

Miller, Beth	Administrative Services	SBVC	Switchboard Operator	11/3/13	1/3/14	\$13.97
Murillo, Rosa M	Custodial	SBVC	Custodian	10/22/13	12/22/13	14.68/Day 15.05/Swing
Porter, Janine	KVCR	DIST	Broadcast Operator	11/3/13	1/3/14	\$19.25
Quadri, Samina	Child Development Center	CHC	Child Development Assistant	10/12/13	12/12/13	\$12.35
Rosales Jr, Manuel	KVCR	DIST	Broadcast Operator	11/3/13	1/3/14	\$19.25
Samarin Sandez, Hisbirkia	HSI STEM PASS GO	SBVC	Secretary I	11/1/13	12/24/13	\$15.43
Sampson, Blanca O	Child Development Center	CHC	Child Development Assistant	10/12/13	12/12/13	\$12.35
Sampson, Blanca O	Child Development Center	CHC	Child Development Teacher	10/12/13	12/12/13	\$17.76
St Jean, Cyndie	Resource Development and Grants	CHC	Administrative Secretary	9/2/13	11/2/13	\$18.78
Sullivan, Laurie A	Disabled Student Programs & Services	SBVC	Interpreting Services Specialist	10/2/13	11/1/13	\$20.74
Torrence, Danielle	Bookstore	CHC	Bookstore Assistant I	9/1/13	9/9/13	\$13.29
Wallace, Melinda Y	Child Development Center	CHC	Child Development Assistant	10/12/13	12/12/13	\$12.35
Wallace, Melinda Y	Child Development Center	CHC	Child Development Teacher	10/12/13	12/12/13	\$17.76

<b>Amend Board of October 10, 2013 to read as follows; Site was submitted incorrectly</b>						
Gundersen, Cynthia J	Instruction Office	CHC				



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: November 14, 2013  
SUBJECT: Consideration of Approval to Adopt Resolution to Recognize the Month of November as National Native American Heritage Month

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize National Native American Heritage Month in November and November 29, 2013 as Native American Heritage Day.

OVERVIEW

The San Bernardino Community College District (SBCCD) actively supports the Presidential declaration of November 2013, as National Native American Heritage Month, and November 29, 2013 as Native American Heritage Day.

ANALYSIS

This commemorative month aims to provide a platform for native people to share their culture, traditions, music, crafts, dance, and ways and concepts of life. This gives native people the opportunity to express to their community, both city, county and state officials their concerns and solutions for building bridges of understanding and friendship in their local area.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None

**RESOLUTION  
TO RECOGNIZE NATIONAL NATIVE AMERICAN HERITAGE MONTH  
NOVEMBER, 2013**

**WHEREAS**, The San Bernardino Community College District (SBCCD) actively supports the Presidential declaration of November, 2013, as National Native American Heritage Month, and November 29, 2013 as Native American Heritage Day, and

**WHEREAS**, the Mission of the SBCCD is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. This Mission is achieved through the District's two colleges, the Professional Development Center and public broadcast system (KVCR TV-FM) by providing high quality, effective and accountable instructional programs and services, and

**WHEREAS**, both colleges within the SBCCD recognize the contributions of our local Native American nations, working in partnership particularly with the San Manuel Band of Mission Indians to acknowledge and protect their culture, history, and environmental consciousness, and

**WHEREAS**, SBVC annually recognizes the significance of the contributions of Native Americans with the presentation of speakers and programs during "Indigenous People's Month" and CHC annually hosts the San Manuel Band of Mission Indians for the California's First Cultures: A Celebration at Crafton Hills/Waa't for hundreds of elementary school children, and

**WHEREAS**, The First Nation's Experience (FNX) channel, the only television station dedicated to the lives, cultures and histories of indigenous peoples the world over, was started through a partnership between the SBCCD, KVCR and the San Manuel Band of Mission Indians, who provided the funding for the channel, and

**WHEREAS**, as the Presidential Proclamation says, this Month "presents an opportunity to celebrate and honor the many ways American Indians and Alaska Natives have enriched our Nation, and to renew our commitment to respecting each tribe's identity while ensuring equal opportunity to pursue the American dream", and.

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino County Community College District recognizes **NATIONAL NATIVE AMERICAN HERITAGE MONTH** and supports the acknowledgment of the contributions of Native Americans to the economic and cultural heritage of our community.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Bruce Baron, Chancellor and  
Secretary to the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Jack Miyamoto, Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant

DATE: November 14, 2013

SUBJECT: **Presentation of the San Bernardino Community College District Chapter CTA/NEA Proposal to the District for Negotiation of the CTA/NEA Collective Bargaining Agreement for the Period July 1, 2014 through June 30, 2015, Submitted for Official Receipt and Public Hearing**

RECOMMENDATION

It is recommended that:

1. The attached initial proposal from the SBCCD Chapter CTA-NEA -- for negotiation of the Collective Bargaining Agreement for the period July 1, 2014 through June 30, 2015 be acknowledged for official receipt by the District, and presented for public hearing pursuant to the provisions of State Government Code 3547.
2. The President of the Board of Trustees open the hearing for public comments, and following any comments from the public, the President of the Board of Trustees shall close the hearing.

OVERVIEW

CTA/NEA has submitted an initial proposal to the District for negotiation with the San Bernardino Community College District pursuant to the provisions of the existing CTA/NEA Collective Bargaining Agreement.

ANALYSIS

The SBCCD CTA/NEA proposal for negotiation of the Collective Bargaining Agreement for the period July 1, 2014 through June 30, 2015 is attached.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Financial implications are contingent upon the results of negotiations.

8 Oct 2013

To: San Bernardino Community College District Board of Trustees  
From: San Bernardino Community College District Teacher's Association

Re: Sunshine Proposal for 2013-2014 Contract Negotiations

Applied to 2014-15 School year EG

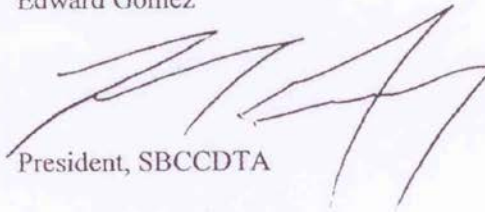
The SBCCDTA proposes the following Articles be open for discussion and negotiation:

1. Article 2 Unit Description / Recognition
2. Article 10 Wages
3. Article 11 Health and Welfare Benefits
4. Article 13 Workload
5. Article 14 Transfer / Reassignment

The SBCCDTA proposes the remaining articles in the current contract remain status quo.

Edward Gomez

President, SBCCDTA



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: November 14, 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:** Board of Trustees  
**DEPARTMENT:** Chancellor's Office  
**CONFERENCE:** California Community College League Annual Conference  
**DATES:** November 21-23, 2013  
**LOCATION:** San Francisco, CA  
**PURPOSE:** Networking with colleagues and attending conference sessions.  
**BENEFIT:** Exposure to innovative and best practices which will aid in district planning.  
**ESTIMATED COST:** \$2,500.00  
**FUNDING SOURCE:** General Fund

**NAME:** Board of Trustees  
**DEPARTMENT:** Chancellor's Office  
**CONFERENCE:** ACCT Legislative Summit  
**DATES:** February 10-13, 2014  
**LOCATION:** Washington, DC  
**PURPOSE:** To attend sessions to receive a briefing on the new 2014 community college legislative priorities.  
**BENEFIT:** To meet with members of congress and leverage additional support at the state and local levels.  
**ESTIMATED COST:** \$3,000.00 per person  
**FUNDING SOURCE:** General Fund

**NAME:** Glen Kuck  
**DEPARTMENT:** Technology and Educational Support Services  
**CONFERENCE:** eLearning 2014  
**DATES:** February 14-18, 2014  
**LOCATION:** Orlando, Florida  
**PURPOSE:** To participate in workshops and interface with other colleges  
And discuss e-learning educational strategies.  
**BENEFIT:** Keeping current in online learning  
**ESTIMATED COST:** \$2,675.00  
**FUNDING SOURCE:** Distance Education General Funds

**NAME:** Bruce Baron  
**DEPARTMENT:** Chancellor's Office  
**CONFERENCE:** American Council on Education – 96<sup>th</sup> Annual Meeting  
**DATES:** March 8-11, 2014  
**LOCATION:** San Diego, CA  
**PURPOSE:** ACE's Annual Meeting is where presidents, chancellors and other senior leaders meet to discuss trends and promising practices with colleagues from all higher education sectors.

**BENEFIT:** Attendees have access to experts and workshops that provide practical resources and tools to aid day-to-day decision making, as well as long-term strategic planning.  
**ESTIMATED COST:** \$3,000.00  
**FUNDING SOURCE:** General Fund

### **SBVC**

**NAME:** Achala Chatterjee  
**DEPARTMENT:** Applied Technology, Transportation & Culinary Arts  
**CONFERENCE:** Advanced Technological Education (ATE) National Science Foundation (NSF) Conference 2013  
**DATES:** October 22 – 25, 2013  
**LOCATION:** Washington DC  
**PURPOSE:** The National Science Foundation (NSF) requires the grantee to attend the conference. It is important to manage the first NSF grant properly so that SBVC continues to receive more grants from NSF in the future. This is a ratification due to the division seeking an alternate to attend other than Dean Chatterjee and being unsuccessful in finding anyone else, thus missing the October board deadline date in doing so.  
**BENEFIT:** To receive additional information and support in managing the NSF Grant.  
**ESTIMATED COST:** \$1,222.60  
**FUNDING SOURCE:** National Science Foundation (NSF) grant fund

**NAME:** Haragewen Kinde  
**DEPARTMENT:** Instruction Office  
**CONFERENCE:** Kaleidoscope Leadership Institute  
**DATES:** December 4-8, 2013  
**LOCATION:** Costa Mesa, California  
**PURPOSE:** This is a leadership institute designed to celebrate and enhance the achievements of primarily women-of-color in higher education.  
**BENEFIT:** Discussions include issues facing women leaders of educational institutions, exploring workplace challenges, creating national networking and mentoring opportunities providing guidance and strategies for career planning, building skills for success, and increasing communication.  
**ESTIMATED COST:** \$2,300.00  
**FUNDING SOURCE:** President's Office general fund

**NAME:** Kevin Emerson  
**DEPARTMENT:** Social Sciences, Human Development, & Physical Education  
**CONFERENCE:** American Football Coaches Association (AFCA) National Convention  
**DATES:** January 12-15, 2014  
**LOCATION:** Indianapolis, Indiana  
**PURPOSE:** This convention has several clinics that assist a coach in being better

organized, promote leadership to our football program, as well as ways to deal with adversity that is common with large football programs.

**BENEFIT:** Allowing the football coach to grow as a coach and leader to SBVC students and athletes are of value to the District.  
**ESTIMATED COST:** \$1,313.45  
**FUNDING SOURCE:** Professional Development general fund and Football trust account

**NAMES:** Susan Gasca  
**DEPARTMENT:** Middle College High School (MCHS)/Criminal Justice  
**CONFERENCE:** Winter Leadership Conference sponsored by the Middle College National Consortium

**DATES:** February 11-15, 2014  
**LOCATION:** Newport Beach, California  
**PURPOSE:** Staff development using Middle College National Consortium (MCNC) student success in college.

**BENEFIT:** Support collaborative effort between San Bernardino City Unified School District (SBCUSD) and San Bernardino Valley College (SBVC).  
**ESTIMATED COST:** \$2,260.66  
**FUNDING SOURCE:** Middle College High School Chancellor's grant funds

**NAME:** James Espinoza, Linda Etzel, Sharon Naranjo & Greg Pirolo  
**DEPARTMENT:** Middle College High School (MCHS)/Employees of San Bernardino City Unified School District (SBCUSD)  
**CONFERENCE:** Winter Leadership Conference sponsored by the Middle College National Consortium

**DATES:** February 11-15, 2014  
**LOCATION:** Newport Beach, California  
**PURPOSE:** Staff development using Middle College National Consortium (MCNC) Student success in college.

**BENEFIT:** Support collaborative effort between San Bernardino City Unified School District (SBCUSD) and San Bernardino Valley College (SBVC).  
**ESTIMATED COST:** \$1,100.00 each  
**FUNDING SOURCE:** Middle College High School Chancellor's grant funds

### CHC

**NAME:** June Yamamoto  
**DEPARTMENT:** Career Education and Human Development  
**CONFERENCE:** Aircraft Rescue and Fire Fighting Working Group

**DATES:** October 27 – November 1, 2013  
**LOCATION:** Charleston, South Carolina  
**PURPOSE:** To promote the San Bernardino Regional Emergency Training Center at professional organization for aircraft rescue firefighters.

**BENEFIT:** Will provide an opportunity to meet and network with training captains.  
**ESTIMATED COST:** \$1,767.00  
**FUNDING SOURCE:** No expense to District



**NAME:** Cheryl Marshall  
**DEPARTMENT:** President's Office  
**CONFERENCE:** Community College League of California Annual Convention  
**DATES:** November 21, 2013  
**LOCATION:** Burlingame, California  
**PURPOSE:** To meet with California community college professionals to brainstorm ways to strengthen institutional effectiveness and student learning.  
**BENEFIT:** Information acquired will be used to enhance student success.  
**ESTIMATED COST:** \$1,130.00  
**FUNDING SOURCE:** President's Office General Fund

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: 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:** Applause Certificate Recognition  
**DATES:** Ongoing throughout the year  
**AMOUNT:** \$775.00  
**ITEM:** Applause Lapel Pins & District Award  
**FUNDING SOURCE:** General Fund

**EVENT:** Welcome Luncheon for Alfredo Cruz  
**DATE:** December 11, 2013  
**AMOUNT:** \$1,500.00  
**ITEM:** KVCR will be hosting a welcoming luncheon for new KVCR General Manager. Expected attendance will be 40-60 guests.  
**FUNDING SOURCE:** KVCR Educational Foundation

**EVENT:** Philosophy & Religious Studies Interviews  
**DATE:** August 4, 2013 – August 6, 2013  
**AMOUNT:** \$466.10  
**ITEM:** Reimbursement for cost incurred by Jeff Cervantez.  
**FUNDING SOURCE:** Human Resources General Fund

## **SBVC**

**EVENT:** LFSAA dia De Los Muertos Celebration  
**DATES:** October 30, 2013  
**AMOUNT:** \$500.00  
**ITEM:** Decorations and Supplies  
Sponsored by the Arts, Lectures and Diversity Committee, this annual celebration is being hosted by the SBCCD Latino Faculty, Staff and Administrators Association (LFSAA) in collaboration with the SBVC Art Gallery to honor friends, family, staff and community members who have passed for their contributions. This cultural event includes altars, art and music activities that honor the lives of loved ones with their personal items on display. Attendance was approximately 150 students, faculty, staff and community members. This item is for board ratification. A proposal was submitted by the LFSAA to the Arts, Lectures and Diversity on October 2, 2013. Because no quorum was formed the item went out for an electronic vote. Therefore, it did not meet the deadline to go forward to the Board meeting on October 10, 2013 or the study session on October 29, 2013.  
**FUNDING SOURCE:** Arts, Lectures and Diversity General Fund

**EVENT:** Honors Program Field Trip: "In the Blood" Theatre Performance at Pomona College  
**DATES:** November 1, 2013  
**AMOUNT:** \$300.00

**ITEM:** Theatre Tickets  
Sponsored by the SBVC Honors Program, 58 SBVC students and two faculty member chaperones attended a theatre performance of the production "In the Blood" at Pomona College. Joel Lamore and Sharon Chapman were the chaperones for this event. The performance relates to the coursework and subjects studies in the Honor's classes. This item is for board ratification. The Humanities & Arts division was unaware of the board policy requirements for obtaining approval of the expense in addition to contract requirements for bus rental.

**FUNDING SOURCE:** Honors Program General Fund

**EVENT:** Career and Technical Education (CTE) Transitions Meeting  
**DATES:** November 5, 2013  
**AMOUNT:** \$300.00

**ITEM:** Refreshments  
The CTE Transitions meeting with high schools and regional occupational programs to facilitate new articulation agreements is a required Grant activity. Approximately 30 faculty, local high school faculty and regional occupational program faculty attended the event. This item is for board ratification. The Applied Technology, Transportation & Culinary Arts division failed to meet the October deadline.

**FUNDING SOURCE:** Career and Technical Education (CTE) Transition Grant Fund

**EVENT:** Alpha Gamma Sigma Fall Dance  
**DATES:** November 22, 2013  
**AMOUNT:** \$800.00

**ITEM:** Refreshments, Decorations, Publicity and Entertainment  
Sponsored by Alpha Gamma Sigma, this event will aim to bring Student Life to the SBVC campus and serve a funding opportunity for Alpha Gamma Sigma. This event is open to students and their significant others. Each student is allowed to purchase a maximum of two tickets. Anticipated attendance is approximately 100 students, faculty and staff. The advisor for this event will be Joe Notarangelo.

**FUNDING SOURCE:** Student Clubs and Trust/Alpha Gamma Sigma, 4005

**EVENT:** ASG Holiday Concert  
**DATES:** December 2, 2013  
**AMOUNT:** \$17,000.00

**ITEM:** Refreshments, Equipment, Prizes and Decorations  
Sponsored by the Association Student Government, this Holiday Concert will promote excitement and joy that the end of the year offers. Students, faculty, staff and community members will come together and enjoy several performers and bands. Anticipated attendance is approximately 1,000 students, faculty, staff and community members.

**FUNDING SOURCE:** Associated Student Government Body

**EVENT:** TRIO Consortium Bi-Annual Meeting

**DATES:** December 3, 2013

**AMOUNT:** \$200.00

**ITEM:** Refreshments

Sponsored by the STAR Program/TRIO. This meeting is designed to provide a forum to discuss TRIO Program needs, best practices, upcoming events, annual reports, etc. Anticipated attendance is 20 Coordinators, Counselors and/or Directors and Regional TRIP Consortium members.

**FUNDING SOURCE:** TRIO Grant Fund

**EVENT:** National Student Leadership Diversity Convention

**DATES:** December 7, 2013

**AMOUNT:** \$4,349.99

**ITEM:** Registration and Travel

Sponsored by the Associated Student Government, this convention will be held in Los Angeles, CA in which through experiential workshops, keynote sessions, and round table discussions, teams of students will explore various elements of diversity and how they affect themselves and their campuses. The Diversity Conferences are a powerful and affordable opportunity for our student leadership team to learn more about diversity and inclusion. Anticipated attendance is 20 students and chaperone. Carolyn Lindsey will be the chaperone for this event.

**FUNDING SOURCE:** Student Representation Fee

**EVENT:** On the Blue Carpet

**DATES:** December 10, 2013

**AMOUNT:** \$500.00

**ITEM:** Photographer

Sponsored by Student Health Services, students will have the opportunity to stop at the "Blue Carpet" and be interviewed about their success at San Bernardino Valley College at which time a professional photographer will take their pictures. Anticipated attendance is 50 students.

**FUNDING SOURCE:** Building Strengths: Enhancing Campus-Wide Mental Health Strategies and Training Project Grant Fund

**EVENT:** Youth Empowerment Strategies for Success/Independent Living Program (YESS/ILP) Graduation Ceremony

**DATES:** December 18, 2013

**AMOUNT:** \$621.72

**ITEM:** Refreshments

Sponsored by the Foster and Kinship Care Program, the YESS/ILP graduation celebration is held for the foster youth who have successfully completed the 14 week Independent Living Program Life Skills classes which consist of four modules: Daily Living Skills, Education, Employment and Financial Literacy. These classes help to prepare the

youth to continue their educational or vocational goals and to gain employment. Anticipated attendance is 35 youth, instructors and San Bernardino County Independent Living Program staff members.

**FUNDING SOURCE:** Youth Empowerment Strategies for Success/Independent Living Program Categorical Fund

**EVENT:** Career and Technical Education (CTE) Transitions Articulation Meeting

**DATES:** March 6, 2014

**AMOUNT:** \$300.00

**ITEM:** Refreshments

Sponsored by the CTE Transition Allocation 2013-2014, this event, which is part of a cooperative project between participating school districts, adult education centers, and regional occupational programs and community colleges, is aimed at fostering students' access to high education. CTE Transition Articulation is a planned process that links two or more educational institutions together to facilitate a smooth transition for students from one course, program, or education level to the next while minimizing or eliminating course repetition. Approximately 30 faculty, local high school faculty and regional occupational program faculty will be attending the event.

**FUNDING SOURCE:** Career and Technical Education (CTE) Transition Grant Fund

**EVENT:** Middle College High School USC/Endeavor Field Trip

**DATES:** April 8, 2014

**AMOUNT:** \$289.75

**ITEM:** Admission Fee

Sponsored by the Middle College High School, this event is to tour the California Science Center/Endeavor and University of Southern California's campus. Anticipated attendance is approximately 65 students, community members, faculty and staff. Susan Gasca will be the chaperone for this event.

**FUNDING SOURCE:** Middle College High School Chancellor's Grant Fund

**EVENT:** Middle College High School UCLA/Museum of Tolerance Field Trip

**DATES:** April 8, 2014

**AMOUNT:** \$903.00

**ITEM:** Admission Fee

Sponsored by the Middle College High School, this event is to tour the Museum of Tolerance and University of California, Los Angeles's campus. Anticipated attendance is approximately 86 students, community members, faculty and staff. Kimberly Wingson will be the chaperone for this event.

**FUNDING SOURCE:** Middle College High School Chancellor's Grant Fund

**EVENT:** Middle College High School CSUSB Leadership Challenge Center Field Trip

**DATES:** May 2, 2014

**AMOUNT:** \$2,600.00

**ITEM:** Admission Fee  
Sponsored by the Middle College High School, this event allows students to participate in California State University, San Bernardino's Leadership Challenge Center's Course. In order to best promote college readiness, the AVID class is used to strengthen individual determination and goal setting, as well as team collaboration for cross-support. This Leadership Course will solidify and increase skills learned for the 11<sup>th</sup> grade students as they get ready to approach college planning and classes in their senior year, and will acclimate students to college resources and services (Grant objectives 2 and 6). Anticipated attendance is approximately 65 students, community members, faculty, and staff. Kimberly Wingson and Susan Gasca will be the chaperones for this event.

**FUNDING SOURCE:** Middle College High School Chancellor's Grant Fund

### **CHC**

**EVENT:** Central Coast Field Trip (Morro Bay)  
**DATES:** November 7 – 11, 2013  
**AMOUNT:** \$1,700.00  
**ITEM:** Van Rental, Camping Fees, and Gasoline  
The CHC Biology Club and TIC Club will be taking a field trip to the Central Coast (Morro Bay) for an educational science tour. Students will learn about ecology and geology.

**FUNDING SOURCE:** STEM Pathways Grant and Associated Student Body General Fund 027

**EVENT:** Region 9 EOPS and CARE Director's Meeting  
**DATES:** November 22, 2013  
**AMOUNT:** \$1,000.00  
**ITEM:** Refreshments  
**FUNDING SOURCE:** EOPS Categorical Account

**EVENT:** Partnership Meeting with San Bernardino Department of Social Services CalWORKs Staff  
**DATES:** December 6 or 13, 2013  
**AMOUNT:** \$1,000.00  
**ITEM:** Refreshments  
The meeting is to discuss processes and procedures to implement new Welfare to Work activities for CalWORKs students.  
**FUNDING SOURCE:** CalWORKs Categorical Account

**EVENT:** AGS Boys' Home Christmas Party  
**DATES:** December 13, 2013  
**AMOUNT:** \$1,500.00  
**ITEM:** Refreshments, Giveaways, and Decorations

Sponsored by Alpha Gamma Sigma, the California Community College Honors Society, the Christmas party is held annually for the 16 boys (ages 8-16) at the Inland Residential Center in Redlands. The party will include Christmas gifts for the boys and the home, a visit from Santa, Christmas carols, crafts, and light refreshments.

**FUNDING SOURCE:** Alpha Gamma Sigma General Fund 0800

**EVENT:** Senior Day

**DATES:** March 7, 2014

**AMOUNT:** \$4,000.00

**ITEM:** Refreshments

Local area high school seniors are invited for a tour of the campus and to attend workshops on programs offered at CHC.

**FUNDING SOURCE:** Matriculation General Fund



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Dr. Gloria Fisher, Interim President, SBVC  
**PREPARED BY:** Dr. Haragewen Kinde, Vice President, Instruction, SBVC  
**DATE:** November 14, 2013  
**SUBJECT:** Consideration of Approval of Donation – San Bernardino Valley College

### **RECOMMENDATION**

It is recommended that the Board of Trustees accepts the following donation from Apex Logistics to support the Diesel Department at San Bernardino Valley College.

### **OVERVIEW**

A donation of seven (7) Mercedes-Benz Freightliner Diesel Trucks is being made to the Diesel Department.

<u>Item</u>	<u>Source</u>
(7) Mercedes-Benz Freightliner Diesel Trucks	Apex Logistics

### **ANALYSIS**

A donation of seven (7) Mercedes-Benz Freightliner Diesel Trucks is being donated to the Diesel Department for instructional purposes. These diesel trucks are very useful to our instructional program and space exists with our facilities to properly and safely store these vehicles.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

None.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Dr. Gloria Fisher, Interim President, SBVC  
**PREPARED BY:** Dr. Haragewen Kinde, Vice President, Instruction, SBVC  
**DATE:** November 14, 2013  
**SUBJECT:** Consideration of Approval of Donation – San Bernardino Valley College

### **RECOMMENDATION**

It is recommended that the Board of Trustees accepts the following donation from Glenn Drewes to support the Biology Department at San Bernardino Valley College.

### **OVERVIEW**

A donation of models of extinct organisms, Pterosaur *Pterodactylus*, Paleodictyopteridan insect, and Protodonata insect *Meganeuropsis Permiana* are being made to the Biology Department.

<u>Item</u>	<u>Source</u>
Models of extinct organisms	Glenn Drewes

### **ANALYSIS**

Models of extinct organisms are being donated to the Biology Department for instructional purposes. These items are very useful to our instructional program.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

None.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Dr. Gloria Fisher, Interim President, SBVC  
**PREPARED BY:** Dr. Haragewen Kinde, Vice President, Instruction, SBVC  
**DATE:** November 14, 2013  
**SUBJECT:** Consideration of Approval of Donation – San Bernardino Valley College

### **RECOMMENDATION**

It is recommended that the Board of Trustees accepts the following donation from Southwest Laboratory to support the Chemistry Department at San Bernardino Valley College.

### **OVERVIEW**

A donation of an instrument, Perkin Elmer Clarus 600T GC/Mass Spectrometer, is being made to the Chemistry Department.

<u>Item</u>	<u>Source</u>
Perkin Elmer Clarus 600T GC/Mass Spectrometer	Southwest Laboratory

### **ANALYSIS**

An instrument, Perkin Elmer Clarus 600T GC/Mass Spectrometer, is being donated to the Biology Department for instructional purposes. These items are very useful to our instructional program.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services  
PREPARED BY: Steven J. Sutorus, Business Manager  
DATE: November 14, 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.

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## *Contracts for Approval*

*Scheduled Board Date 11/14/2013*

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### *Contract Type*

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b>Consultants</b>				
Community College League of California	(9669) Consulting Service for review and update of SBCCD Board Policies and Administrative Procedures Term: 12/1/2013 - 6/30/2014 01-00-03-9000-0000-5113.00-6600	Chancellor/SBCCD	\$20,000.00	SSutorus
<b>Funding Source: General Funds</b>				

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***SubTotal for Consultants: 1***

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### *Legal*

Burke, William & Sorensen, LLP	(9692) Legal Services; Rate Schedule: Partners \$275 per hour; Associates \$230 per hour; Paralegals \$130 per hour; plus expenses Term: 7/1/2013 - 6/30/2014 01-00-03-9004-0000-5711.00-6730 Note - Contract authorized to start prior to Board Meeting per BP6340	Chancellor/SBCCD	\$30,000.00	BBaron
<b>Funding Source: General Funds</b>				

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***SubTotal for Legal: 1***

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### *Professional Services*

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
College Brain Trust	(9652) Develop and present a staffing plan report Term: 11/15/2013 - 6/30/2014 01-00-03-9004-0000-5113.00-6730  <b>Funding Source: General Funds</b>	Human Resources/SBCCD	\$19,688.00	SSutorus
Facilities Planning and Consulting Services	(9418) On-Demand help with State Chancellor's Office web-based facilities management and reporting system "FUSION"; rate schedule \$150 per hour; Amendment 1 increase not to exceed amount by \$6,000.00 for additional help with final closeout process with four State Funded Projects Term: 7/1/2013 - 6/30/2014 01-00-03-9014-0000-5113.00-6600 Note - Contract authorized to start prior to Board Meeting per BP6340  <b>Funding Source: General Funds</b>	Fiscal Services/SBCCD	\$13,500.00 Not to exceed	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
	Gross, Dawn	(9150) 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; Amendment - term changed Term: 7/1/2013 - 9/12/2013 01-50-03-9020-0511-5113.00-6199  01-50-03-9020-0261-5113.00-6150 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds <b>Funding Source: State Grant</b>	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus
	Hollenback, Trevor	(9654) 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: 11/15/2013 - 6/30/2014 01-50-03-9020-0261-5113.00-6150 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds <b>Funding Source: State Grant</b>	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>
Keenan & Associates	(9689) Milliman Healthcare Reform impact study and analysis Term: 11/15/2013 - 6/30/2014 01-00-03-9004-0000-5113.00-6730  <b>Funding Source: General Funds</b>	Human Resources/SBCCD	\$30,540.00	SSutorus
Purcell-Rorick, Mary	(9662) Field producer for the "Redlands Bowl" production and coordination of the talent and release forms Term: 7/1/2013 - 10/31/2013 74-50-03-8110-0303-5113.81-7099  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 <b>Funding Source: KVCR - Foundation</b>	KVCR TV/SBCCD	\$1,425.00	SSutorus
Runningwater, Bird	(9670) Client hosting services for program "Native Shorts" Term: 11/18/2013 - 11/22/2013 74-50-35-8110-0172-5113.00-7099  <b>Funding Source: KVCR - FNX Grant</b>	KVCR FNX/SBCCD	\$2,075.00	SSutorus
<b><i>SubTotal for Professional Services: 7</i></b>				
<b><i>Grand Total Contracts for Board Date 11/14/2013: 9</i></b>				



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: November 14, 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 11/14/2013***

### ***Contract Type***

<b><i>Firm</i></b>	<b><i>Purpose and Information</i></b>	<b><i>Department / Location</i></b>	<b><i>Amount</i></b>	<b><i>Signed</i></b>
<b><i>Broadcasting Rights</i></b>				
Cheyenne & Arapaho Television - 47	(9650) Broadcast license agreement for the airing of FNX on other PBS and privately own stations Term: 10/11/2013 - 6/30/2018  Funding Source: N/A	KVCR FNX/SBCCD	No Charge	SSutorus
National Public Radio, Inc. (NPR)	(9660) Program fees for radio programs for one year Term: 10/1/2013 - 9/30/2014 74-50-03-8109-0303-5831.80-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Foundation Fund	KVCR FM/SBCCD	\$154,074.00	SSutorus
<b><i>SubTotal for Broadcasting Rights: 2</i></b>			<b><i>\$154,074.00</i></b>	
<b><i>Clinicals</i></b>				
San Gorgonio Memorial Hospital	(7027) Clinicals - Clinical Site for RN-Nursing program participants; Amendment 1 - revised language for HIPAA Omnibus Rule Term: 11/3/2010 - 6/30/2015  Funding Source: N/A	Nursing/SBVC	No Cost	SSutorus
<b><i>SubTotal for Clinicals: 1</i></b>				

<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>					
	ALSCO, Inc	(9644) Uniform and linen rental Term: 11/14/2013 - 1/30/2014 01-50-01-2527-0175-5550.00-6940 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Restaurant Management/SBV	\$600.00	SSutorus
	Ameramark	(9686) Advertisement - Production of 10X10 canopy with SBVC Logo for student events Term: 10/28/2013 - 12/31/2013 01-50-15-9016-0436-5801.00-6440 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Federal Grant	Health Center/SBVC	\$1,007.64	SSutorus
	American Public Television	(9680) Remastering of Wyland Art Studio program into a format that can be broadcast nationwide Term: 11/14/2013 - 6/30/2014 74-50-35-8110-0114-5831.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - CPB Grant - TV	KVCR TV/SBCCD	\$4,132.50	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>	American Red Cross	(9645) Licensing to provide certified lifeguard training and certifications at a cost of \$35 per person; this is income generating, not-for-credit course; there is an additional cost for any training equipment, materials and other supplies Term: 11/14/2013 - 11/13/2016 01-00-02-9520-0000-5809.00-6599 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Income & Expense	Aquatics/CHC	\$35.00 Per Person	SSutorus
	Arthur J. Gallagher & Co	(9681) Insurance coverage for production of Native Shorts Term: 11/18/2013 - 11/24/2013 74-50-03-8110-0172-5420.00-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - FNX Grant	KVCR FNX/SBCCD	\$2,076.00	SSutorus
	Atkinson Andelson Loya Ruud & Romo	(9646) Keynote speaker for "Frisk Leadership Professional Training Program"; includes 30 program books at \$24.95 each Term: 11/1/2013 - 11/1/2013 01-00-01-9002-0000-5113.00-6600  01-00-01-9002-0000-4220.00-6600  Funding Source: General Funds	President/SBVC	\$2,579.50	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Blackboard	(8445) Blackboard Master agreement and terms and conditions for all services; Services Addendum 2 - Adding the service of prepaid campus cards for disbursement of financial aid awards to students at \$0.15 per disbursement per student Term: 7/1/2012 - 6/30/2017 01-00-03-9010-0000-5620.00-6780  01-50-02-8301-0161-5809.00-6460  01-50-01-8301-0161-5809.00-6430  Funding Source: General Funds	DETS/SBCCD	\$57,400.00 Revised amount	SSutorus
	BNoticed.com	(9647) Advertising - 300 USB Dual Car Charges with KVCR-FNX Logo Term: 10/18/2013 - 10/18/2013 74-50-35-8110-0172-5801.00-7099  Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - FNX Grant	KVCR FNX/SBCCD	\$1,105.70	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Career America, LLC Parent Company of Financial Aid TV	(9694) Service - Broadcast rights to "Financial Aid TV" for one year Term: 7/1/2013 - 6/30/2014 01-00-31-8301-0161-5830.00-6460 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Financial Aid/SBVC	\$3,500.00	SSutorus
Carrie Rosema Photography	(9547) Photographer for "The Blue Carpet" event Term: 10/15/2013 - 10/15/2013 01-50-15-9016-0436-5113.00-6440 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Federal Grant	Health Center/SBVC	\$500.00	SSutorus
Carrie Rosema Photography	(9683) Photographer for "The Blue Carpet" event Term: 3/14/2014 - 3/14/2014 01-50-15-9016-0436-5113.00-6440 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Federal Grant	Health Center/SBVC	\$500.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Carrie Rosema Photography	(9684) Photographer for "The Blue Carpet" event Term: 12/10/2013 - 12/10/2013 01-50-15-9016-0436-5113.00-6440 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Federal Grant	Health Center/SBVC	\$500.00	SSutorus
	Carrie Rosema Photography	(9685) Photographer for "The Blue Carpet" event Term: 5/15/2014 - 5/15/2014 01-50-15-9016-0436-5113.00-6440 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Federal Grant	Health Center/SBVC	\$500.00	SSutorus
	Center for Healthcare Education, Inc	(9649) Provide first aid training for staff at District Office sites Term: 11/6/2013 - 11/6/2013 01-00-03-9005-0000-5200.00-6770  Funding Source: General Funds	Business Services/SBCCD	\$680.00	SSutorus



<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Citadel Environmental Services, Inc	(9468) Formaldehyde air monitoring for science labs; revised to include phenol air monitoring and report development for both Term: 7/1/2013 - 6/30/2014 01-00-02-9520-0000-5113.00-6599  Funding Source: General Funds	Science/CHC	\$3,661.00 Revised	SSutorus
El Pollo Loco - San Bernardino /WKS Restaurant Corp.	(9651) Catering for CTE Science, Engineering and Mathematics Parent's Night at Colton Middle School Term: 10/4/2013 - 10/4/2013 01-50-33-8115-0470-5809.00-6899 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	PDC/SBCCD	\$351.00	SSutorus
First Student Charter	(9698) Bus rental for field trip to Riley's Farm Term: 11/6/2013 - 11/6/2013 72-50-01-8306-0205-5611.00-6920 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Child Care Center/SBVC	\$801.88 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>					
	First Student Charter	(9699) Bus rental for field trip to Riley's Farm Term: 11/12/2013 - 11/12/2013 72-50-01-8306-0205-5611.00-6920 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Child Care Center/SBVC	\$801.88 Plus overages	SSutorus
	First Student Charter	(9700) Bus rental for field trip to Riley's Farm Term: 11/13/2013 - 11/13/2013 72-50-01-8306-0205-5611.00-6920 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	Child Care Center/SBVC	\$801.88 Plus overages	SSutorus
	Fleming, Kevin	(9679) Provide assistance in the planning and facilitation for the Skills Panel and Regional ICT/Digital Media Term: 10/21/2013 - 11/30/2013 01-50-03-8115-0484-5113.00-6840 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Federal Grant	PDC/SBCCD	\$1,500.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Gomez, Evelyn	(9572) Provide commentation for sports broadcasts at a rate of \$400 per program Term: 9/1/2013 - 11/10/2013 74-50-03-8110-0303-5113.81-7099  Funding Source: KVCR - Foundation	KVCR-TV/SBCCD	\$2,000.00 Not to Exceed	SSutorus
	GradImages; A Division of Event Photography Group	(9653) Rights to photograph SBVC Graduates Term: 11/15/2013 - 6/30/2016  Funding Source: N/A	Student Life/SBVC	No Cost to District	SSutorus
	Inland Empire Tours & Transportation	(7988) Bus rental for field trip to Cajon Pass Term: 11/15/2013 - 11/15/2013 01-00-01-4671-0000-5611.00-2206  Funding Source: General Funds	Science/SBVC	\$1,070.00	SSutorus
	Lift Marketing, LLC	(9655) In-Kind support; KVCR to have rights to air "Celtic Woman Home for Christmas" during December pledge week and "Celtic Woman Emerald Live" during March pledge week plus 100 tickets to give away as thank you gifts; In return, KVCR promotes "Celtic on Tour" March 2014 concert Term: 12/1/2013 - 6/30/2014  Funding Source: N/A	KVCR TV/SBCCD	\$5,000.00 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>	Lindlear Corp	(9682) Facilitator for weekly work shop for stress reduction "Quiet the Mind & Open the Heart" Term: 11/5/2013 - 1/28/2014 01-50-35-9004-0302-5113.00-6760 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Equal Employment	Human Resources/SBCCD	\$3,000.00	SSutorus
	Medical Billing Technologies, Inc	(7044) Service - Provide medical billing services under the Family Pact program: Rate Schedule - 15% of the Family PACT approved claims submitted by CHC and SBVC Health and Wellness Center; SBVC to begin using their services as of FY 2013/2014 Term: 12/17/2010 - 6/30/2015 01-00-02-8210-0000-5120.00-6440  01-50-15-8210-0337-5113.00-6440  Funding Source: General Funds	Health Centers/CHC/SBVC	\$24,000.00 Not to exceed annually	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	National Association for Advancement of Colored People	(9690) Full page ad in program for the "NAACP 2013 Freedom Fund Dinner" to promote PDC programs Term: 11/7/2013 - 11/7/2013 01-50-03-5115-0305-5801.00-6820 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Income & Expense	PDC/SBCCD	\$300.00	SSutorus
	National Association for Advancement of Colored People	(9659) Sponsorship agreement for the "NAACP 2013 Freedom Fund Dinner" Term: 11/7/2013 - 11/7/2013 01-00-03-9509-0000-5801.00-6710 Funding Source: General Funds	Chancellor/SBCCD	\$800.00	SSutorus
	Prep Tech Consulting, Inc	(9687) Provide assistance in preparing grant applications and compliance reports Term: 10/1/2013 - 6/30/2014 01-50-35-8115-0440-5113.00-6840 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	PDC/SBCCD	\$7,700.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Public Media Partnerships, Inc	(9591) Provide assistance in planning and execution of the 91.9 KVCR membership campaigns Term: 9/16/2013 - 6/30/2014 74-50-03-8109-0303-5611.30-0799  74-50-03-8110-0303-5113.83-7099 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: KVCR - Foundation Fund	KVCR-FM/SBCCD	\$9,372.50	SSutorus
Riley's Farm	(9665) Entrance fee for "Frontier Events" at \$8.00 per person; 48 Children and 13 Adults Term: 11/6/2013 - 11/6/2013 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Trust Account	Child Care Center/SBVC	\$488.00 CD Trust Acct# 4230	SSutorus
Riley's Farm	(9666) Entrance fee for "Frontier Events" at \$8.00 per person; 90 Children and 26 Adults Term: 11/12/2013 - 11/12/2013 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Trust Account	Child Care Center/SBVC	\$928.00 CD Trust Acct# 4230	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Riley's Farm	(9667) Entrance fee for "Frontier Events" at \$8.00 per person; 90 Children and 26 Adults Term: 11/13/2013 - 11/13/2013  Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds  Funding Source: Trust Account	Child Care Center/SBVC  CD Trust Acct# 4230	\$928.00	SSutorus
Riverside, County of	(9668) Fire Science students to use Ben Clark Training Center for training exercise Term: 7/1/2013 - 6/30/2016 01-50-02-6691-0457-5610.00-2133  Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds  Funding Source: Perkins	Fire Technology/CHC	\$2,000.00	SSutorus
Shalimar Tours & Charter	(9671) Bus rental for field trip to San Diego State University Term: 10/25/2013 - 10/25/2013 01-00-01-8220-0000-5611.00-6330  Funding Source: General Funds	Transfer Center/SBVC	\$1,126.01	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Wilmes, LLC	(9674) Develop and provide a common safety violation drawing and handout for District wide office spaces Term: 10/23/2013 - 6/30/2014 01-00-03-9005-0000-5113.00-6770  Funding Source: General Funds	Business Services/SBCCD	\$475.00	SSutorus
	Wilmes, LLC	(9673) Develop and provide a written safety policy on use of space heaters within the District Term: 10/23/2013 - 6/30/2014 01-00-03-9005-0000-5113.00-6770  Funding Source: General Funds	Business Services/SBCCD	\$600.00	SSutorus
	Wyland	(9675) License to reproduce and display Blues Planet CD images royalty-free for National Pledge Event Term: 10/21/2013 - 1/31/2014  Funding Source: N/A	KVCR TV/SBCCD	No Cost	SSutorus
<b><i>SubTotal for General: 38</i></b>				<b><i>\$142,821.49</i></b>	



<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - Contract Ed</u></b>				
Colton Redlands Yucaipa ROP	(9697) PDC to offer to ROP participants training in customer service skills Term: 10/30/2013 - 6/30/2014 01-50-35-8115-0489-8629.00-0000  Funding Source: N/A	PDC/SBCCD	\$1,050.00	SSutorus
<b><u>SubTotal for Income - Contract Ed: 1</u></b>			<b><u>\$1,050.00</u></b>	
<b><u>Income - General</u></b>				
Chaffey CCD	(9648) Participation agreement in the Counselor Conclave Conference 2013 Term: 10/10/2013 - 1/10/2014 01-50-03-8115-0470-5113.00-6899  Funding Source: N/A	PDC/SBCCD	\$3,321.98	SSutorus
Dignity Health	(9693) Underwriter agreement for the Programs "Morning Edition", "All Things Considered" and "Car Talk" Term: 10/7/2013 - 11/11/2013 74-50-03-8109-0303-8892.00-0000  Funding Source: N/A	KVCR FM/SBCCD	\$39,525.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - General</u></b>					
	Mt. San Jacinto CCD	(9658) MOU for 40 attendees for Counselor Conclave Conference Term: 10/10/2013 - 1/10/2014 01-50-33-8115-0470-5809.00-6899  Funding Source: N/A	PDC/SBCCD	\$1,898.28	SSutorus
<b><u>SubTotal for Income - General: 3</u></b>				<b>\$44,745.26</b>	
<b><u>Income - Grant</u></b>					
	CCC Chancellor's Office	(8702) Grant - Industry Driven Regional Collaborative - Nanotechnology Technician's Training Program; Amendment 1- Grant extension to 06/30/2014 Term: 11/15/2012 - 6/30/2014 01-00-03-8115-0426-8629.00-0000  Funding Source: N/A	PDC/SBCCD	\$350,000.00	SSutorus
	CCC Chancellor's Office	(8695) Grant - Responsive training fund for incumbent workers; Amendment 1- Grant extension to 06/30/2014 Term: 11/15/2012 - 6/30/2014 01-00-03-8115-0471-8629.00-0000  Funding Source: N/A	PDC/SBCCD	\$298,636.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - Grant</u></b>					
	CCC Chancellor's Office	(8694) Grant Agreement for Job Development Incentive Training; Amendment 1 - Grant extended to 06/30/2014 Term: 11/15/2012 - 6/30/2014 01-00-03-8115-0440-8629.00-0000  Funding Source: N/A	PDC/SBCCD	\$219,494.00	SSutorus
	Yosemite CCD	(9676) Instructional agreement for the advancement of child development teachers to get stipends to advance their Early Childhood Teachers Certifications Term: 9/1/2013 - 6/30/2014 01-00-01-8306-0213-8199.00-0000  Funding Source: N/A	Child Development/SBVC	\$12,500.00	SSutorus
<b><i>SubTotal for Income - Grant: 4</i></b>				<b><i>\$880,630.00</i></b>	
<b><u>Maintenance Agreement</u></b>					
	Quality Copy, Inc	(9663) Software and service for "Self-Service" printing for the patrons of the CHC Library and Tutoring Center Term: 7/1/2013 - 6/30/2014 01-00-02-8119-0000-5637.00-6799  Funding Source: General Funds	Technology Services/CHC	\$1,100.00	SSutorus
<b><i>SubTotal for Maintenance Agreement: 1</i></b>				<b><i>\$1,100.00</i></b>	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Program Acquisition</u></b>					
	Northwest Portland Area Indian Health Board	(9661) Programming acquisition rights for "I Strengthen My Nation" Term: 9/10/2013 - 5/5/2014  Funding Source: N/A	KVCR FNX/SBCCD	No cost	SSutorus
<b><u>SubTotal for Program Acquisition: 1</u></b>					
<b><u>Rescinded/Cancelled</u></b>					
	McDaniel, Jazmine	(9167) 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: Total paid to contract \$750.00 Term: 7/1/2013 - 10/1/2013 01-00-03-9020-0511-5113.00-6199  01-00-03-9020-0267-5113.00-6150 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	ATPC/SBCCD	\$750.00 Revised	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Rescinded/Cancelled</u></b>				
XAP Corporation	(8395) Participation in "CCCAppl"; an online admissions application system Districtwide; This contract is cancelled as a new contract supersedes this contract; New value is \$19,328.00 Term: 7/1/2012 - 6/30/2013 01-00-03-9010-0000-5113.00-6780  Funding Source: General Funds	DETS/SBCCD	(\$39,823.00)	SSutorus
<b><i>SubTotal for Rescinded/Cancelled: 2</i></b>			<b><i>(\$39,073.00)</i></b>	
<b><u>Software/Online Services</u></b>				
Assessment Technologies Institute - Allied Heath	(9688) Online assessment testing for allied health programs Term: 11/14/2013 - 11/13/2014  Funding Source: N/A	Counseling/CHC	No Cost	SSutorus
Harmonic, Inc	(9677) Software that allows Edustrem users to stream videos over the internet; Carbon Code HASP ID 1916126540 Term 10/13/2013 to 10/13/2014 and Carbon Server HASP ID 2075810173 Term 03/19/2014 to 10/13/2014 Term: 10/13/2013 - 10/13/2014 01-50-03-8103-0236-5639.00-6150 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	TESS/SBCCD	\$1,859.00	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>				
InteSolv	(9678) Software License - Adobe Connect for one year to allow administrators to do remote desktop assistance Term: 11/15/2013 - 11/14/2014 01-50-03-8103-0236-5620.00-6150 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: State Grant	TESS/SBCCD	\$510.00	SSutorus
Pluralsight (formerly Trainsignal)	(9609) Software license for "TrainSignal" a online software training service: Company name change from TrainSignal to Pluralsight 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
VIMEO	(9672) One year online services for video up-load and storage Term: 10/4/2013 - 10/3/2014 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	\$59.95	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Software/Online Services</u></b>				
XAP Corporation	(9695) Online application agreement "CCCApply" for students wanting to attend CHC or SBVC Term: 7/1/2013 - 6/30/2014 01-00-03-9010-0000-5113.00-6780  Funding Source: General Funds	TESS/SBCCD	\$18,500.00	SSutorus
<b><i>SubTotal for Software/Online Services: 6</i></b>			<b>\$23,268.95</b>	
<b><u>Subgrantee</u></b>				
Kelly Space & Technology, Inc	(9657) Subgrantee agreement for Nanotechnology TEC project; Contract is only in effect if the National Science Foundation awards the PDC the Regional Center of Excellence for the Nanotechnology Technical Education Center (NanoTech) project Term: 10/17/2013 - 10/16/2017  Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds  Funding Source: Federal Grant	PDC/SBCCD	\$87,192.72	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Subgrantee</u></b>				
Molecular Express, Inc	(9656) Subgrantee agreement for Nanotechnology TEC project; Contract is only in effect if the National Science Foundation awards the PDC the Regional Center of Excellence for the Nanotechnology Technical Education Center (NanoTech) project Term: 10/17/2013 - 10/16/2017 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Federal Grant	PDC/SBCCD	\$87,192.72	SSutorus
Regents of University of CA, The	(9664) Subgrantee agreement for Nanotechnology TEC project; Contract is only in effect if the National Science Foundation awards the PDC the Regional Center of Excellence for the Nanotechnology Technical Education Center (NanoTech) project Term: 10/7/2013 - 10/16/2017 Note – Program manager states this is an acceptable use of categorical, grant, bond, or trust funds Funding Source: Federal Grant	PDC/SBCCD	\$530,000.00	SSutorus
<b><i>SubTotal for Subgrantee: 3</i></b>			<b><i>\$704,385.44</i></b>	

***Grand Total Contracts for Board Date 11/14/2013: 62***



## Routine Contracts - Summary

Scheduled Board Meeting 11/14/2013

### EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<u>Broadcast Rights</u>	2	\$154,074.00
<u>CalWorks Child Care</u>		\$0.00
<u>CalWorks Off-Campus Work Study</u>		\$0.00
<u>Clinicals</u>	1	\$0.00
<u>EduStream</u>		\$0.00
<u>FNX License Agreement</u>		\$0.00
<u>General</u>	38	\$142,821.49
<u>Leases</u>		\$0.00
<u>Maintenance Agreement</u>	1	\$1,100.00
<u>Program Acquisition</u>	1	\$0.00
<u>Program Rights</u>		\$0.00
<u>Rescinded</u>		\$0.00
<u>Canceled</u>	2	(\$39,073.00)
<u>Sheriff on Site Supervisor</u>		\$0.00
<u>Software/Online Services</u>	6	\$23,268.95
<u>Subgrantee</u>	3	\$704,385.44
	54	
		<b>Total Expenses</b> <u><u>\$986,576.88</u></u>

### INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<u>Income - Contract Ed</u>	1	\$1,050.00
<u>Income - Facilities Use</u>		\$0.00
<u>Income - General</u>	3	\$44,745.26
<u>Income - Grant</u>	4	\$880,630.00
	8	
<b>Total Number of Contracts</b>	<u><u>62</u></u>	<b>Total Income</b> <u><u>\$926,425.26</u></u>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron  
Chancellor  
REVIEWED BY: Jack Miyamoto  
Human Resources Consultant  
PREPARED BY: Jack Miyamoto  
Human Resources Consultant  
DATE: November 14, 2013  
SUBJECT: Consideration of Acceptance of Academic Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Cynthia Parish, Articulation Officer/Counselor, SBVC.

OVERVIEW

Cynthia Parish submitted her letter of intent to retire effective December 31, 2013, after 14 years of service to the District. Her last day of employment will be December 12, 2013.

ANALYSIS

The Human Resources Department has provided employee acceptance of her retirement.

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Bruce Baron, Chancellor

DATE: November 14, 2013

SUBJECT: Consideration of Approval of 2014 Board Meeting Dates

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed 2014 Board Meeting Dates.

OVERVIEW

Attached are the proposed Board Meeting dates for 2014. Meetings are held on Thursdays in the Board Room of the District Office beginning at 4:00 p.m. unless otherwise noted.

ANALYSIS

Meeting dates and times are subject to change. Enough advance notice will be given to ensure the public is notified.

BOARD IMPERATIVES

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

FINANCIAL IMPLICATIONS

No impact to the budget.

**San Bernardino Community College District**  
**Proposed 2014 Board Meeting Dates**  
The meetings begin at 4:00 p.m.

<b>January 16</b>	<b>Business Meeting</b> <b>Presentations:</b>	<b>KVCR Update</b>
<b>February 13</b>	<b>Business Meeting</b> <b>Presentations:</b>	<b>District Strategic Planning (Tim Oliver)</b> <b>Bond Construction Local Hire Results (Kitchell)</b> <b>CHC Program Highlight</b>
<b>February 27</b>	<b>Study Session (Trainer, Dr. Cindra Smith on Board Policy Direction)</b>	
<b>March 13</b>	<b>Business Meeting (held at San Bernardino Valley College)</b> <b>Presentations:</b>	<b>SBVC Program Highlight</b> <b>Labor Market and Course Offerings</b>
<b>April 10</b>	<b>Business Meeting (held at Crafton Hills College)</b> <b>Presentations:</b>	<b>CHC Program Highlight</b>
<b>April 24</b>	<b>Study Session (Accreditation Workshop and Final Draft Self-Study)</b>	
<b>May 8</b>	<b>Business Meeting</b> <b>Presentations:</b>	<b>Safety Update</b>
<b>May 29</b>	<b>Study Session (Budget)</b>	
<b>June 12</b>	<b>Business Meeting</b> <b>Presentations:</b>	<b>Grants Update</b>
<b>July 10</b>	<b>Business Meeting</b> <b>Presentations:</b>	<b>Omnitrans “Go Smart” Program Update</b> <b>Integrated Institutional Planning, District-Wide</b>
<b>August 14</b>	<b>Business Meeting</b>	
<b>August 28</b>	<b>Study Session (Trainer, Dr. Cindra Smith on Annual Board Self-Evaluation and Goal Setting)</b>	
<b>September 11</b>	<b>Business Meeting</b> <b>Presentations:</b>	<b>SBVC Program Highlight</b> <b>Final Budget</b>
<b>October 9</b>	<b>Business Meeting</b> <b>Presentations:</b>	<b>CHC Program Highlight</b>
<b>November 13</b>	<b>Business Meeting</b> <b>Presentations:</b>	<b>SBVC Program Highlight</b>
<b>November 20</b>	<b>Study Session (Student Success Scorecard)</b>	
<b>December 11</b>	<b>Business Meeting</b> <b>Presentations:</b>	<b>Faculty Sabbatical Highlights</b>

## **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:** November 14, 2013  
**SUBJECT:** Consideration of Approval of Amendment 001 to HMC Architects Contract

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 001 to the HMC Architects contract in the amount of \$9,260.00.

### **OVERVIEW**

On July 11, 2013, the Board of Trustees approved a contract with HMC Architects for architectural services for miscellaneous bond-funded projects at San Bernardino Valley College.

This amendment is for additional design services for the SBVC Advanced Field (Baseball Netting) and Administration Building Landscape Improvements projects. The requested sum will be billed on an hourly basis as issues are identified and as related to each of the small/miscellaneous projects. Kitchell/BRj will inform the District of any regulatory/design issues on a weekly basis, or as needed.

### **ANALYSIS**

The effect of this amendment will be an addition of \$9,260.00 to HMC Architects contract, resulting in a revised contract amount of \$29,260.00. 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.

DATE: October 14, 2013

No. VC 241

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

FROM: Michael Villegas *M ✓*  
Project Manager  
Kitchell/BRj

RE: San Bernardino Valley College (SBVC) Measure M  
Project: SBVC Advance Field Improvements / Miscellaneous Bond Projects  
Subject: HMC Amendment No. 01

**SCOPE:**

SBCCD approval of an amendment to the HMC Architects (HMC) San Bernardino Valley College Master Contract Agreement, as needed, for the Advanced Field and Miscellaneous Measure M Bond Improvement Projects.

**NARRATIVE:**

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

This amendment is for additional design services for the SBVC Advanced Field (Baseball Netting) and Administration Building Landscape Improvements Projects. The requested sum of \$9260.00 will be billed against on an hourly basis as issues are identified and as related to each of the small/miscellaneous projects. KB will inform the District of any regulatory/design issues on a weekly basis, or as needed.

With your concurrence with this recommendation HMC Architecture Amendment No. 01 will be presented to the SBCCD board at the upcoming November 14, 2013 board meeting.

**RECOMMENDATION:**

Kitchell/BRJ recommends that SBCCD approves the increased scope for the Advance Field and Miscellaneous Bond Improvement Projects.

**Budget Information:**

*Advance Field Improvements / Miscellaneous Bond Projects: VC – Valley Support – 9508*

Project Original Budget Amount:	\$1,894,047.00
Project Current Spent to Date:	\$ 795,911.23
Project Current Estimate to Complete:	\$1,874,747.00
Project Memo Forecast Cost:	\$ 9,260.00
Project Change Amount:	\$ 0.00
Budget Line Item: 42-50-31-9508-0257-6210.10-7100	

*M*  
*10/15/13*

<input checked="" type="radio"/>	I concur with this recommendation	<u>Diana Johnson</u>	<u>10/16/13</u>
<input type="radio"/>	I do not concur with this recommendation	Diana Johnson, Program Manager, KB	

<input checked="" type="radio"/>	I concur with this recommendation	<u>Timothy Oliver</u>	<u>10/18/13</u>
<input type="radio"/>	I do not concur with this recommendation	Timothy Oliver, <i>Interim Vice Chancellor, Fiscal Services</i>	

Attachments: HMC proposal dated 10/10/2013.

**CONSULTANT CONTRACT AMENDMENT FOR ARCHITECTURAL SERVICES  
CONTRACT AMENDMENT: 001**

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

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

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

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**Brief Description:**

This contract amendment is for architectural and engineering services, as defined in the HMC SBVC Master Architectural Services Agreement, dated 7/11/13, for the Measure M San Bernardino Valley College Advanced Field Project:

- Task No.1: HMC will assist the College with the layout, bidding and construction of new ball netting systems which will be north of the existing baseball field.
- Task No. 2: HMC will provide the College with a schematic layout on a site plan of the netting locations. The basis of design for the netting system will be the UCS ground sleeve ball stopping system.
- Task No. 3: HMC will assist the College with layout, bidding and construction of landscape improvements at the Administrative Building.
- Task No. 4: HMC will provide Rough Order Magnitude Estimates for respective components and exterior improvements.
- Task No. 5: HMC will provide contract administrative services for pre-bid RFIs, construction RFI's, submittals and punch list, as required.

**Attachment:**

HMC Architects, Inc. proposal letter dated 10/10/2013

**Costs:**

**\$9,260.00** = Total of this requested Consultant Contract Amendment: 01

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The original <b>Contract Sum</b>	\$20,000.00
Net change by previous Amendments	\$0.00
The <b>Contract Sum</b> prior to this Amendment	\$20,000.00
The <b>Contract Sum</b> will be <b>increased</b> by this Amendment	\$9,260.00
The new <b>Contract Sum</b> including this Amendment	\$29,260.00
The Contract Schedule as of this Amendment will be <b>increased by:</b>	0 calendar days

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

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



**Authorized:**

**CONSULTANT**  
**HMC Architects, Inc.**

By: *Kenn Holy*  
DATE: *10/15/13*

**PROGRAM MANAGER**  
**Kitchell CEM**

By: *Diana Johnson*  
DATE: *10/24/13*

**OWNER**  
**SBCCD**

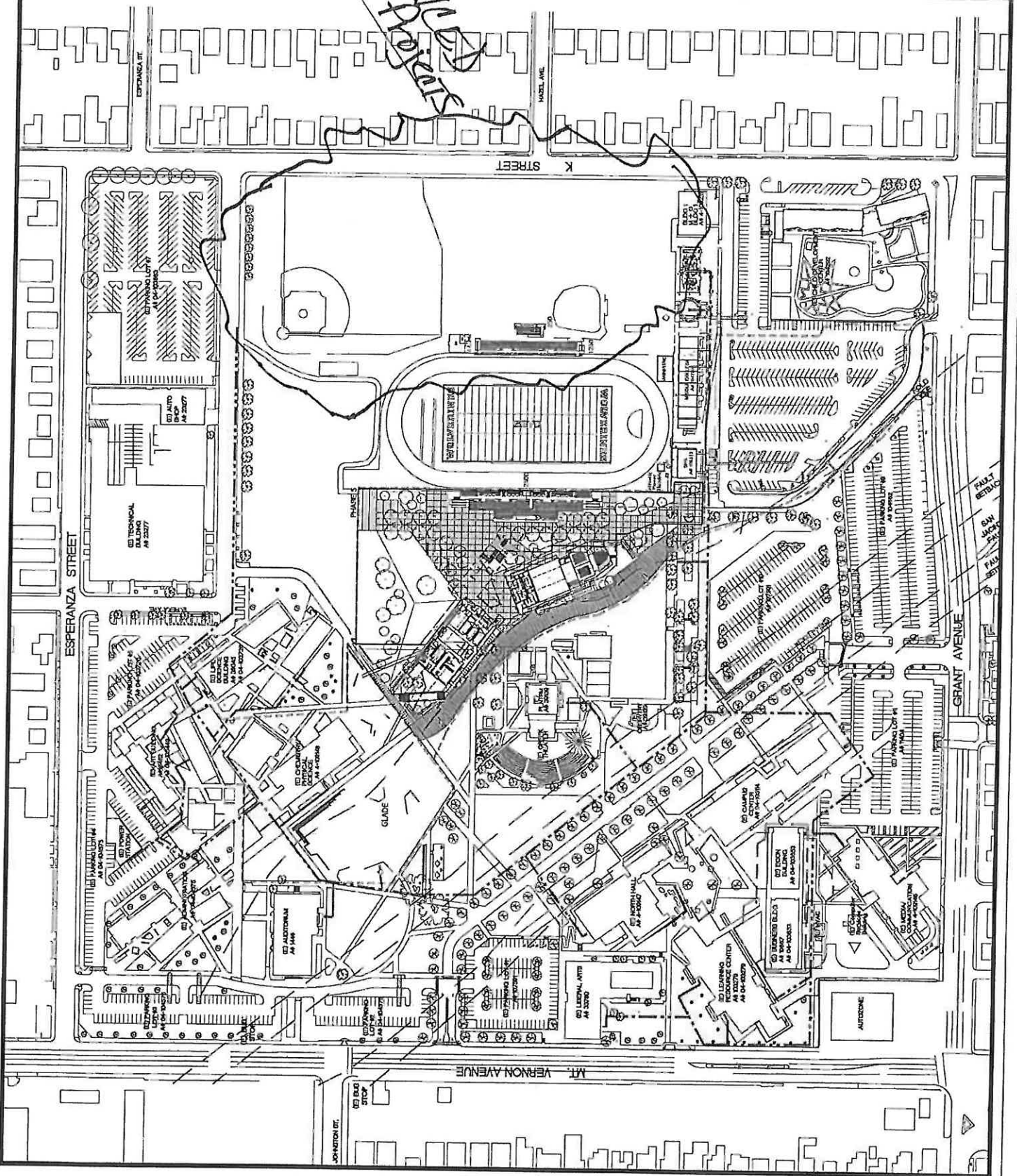
By: \_\_\_\_\_  
DATE: \_\_\_\_\_

LEGEND

PROJECT LIMITS OF WORK  
 OF OTHERS

SCALE  
 1" = 60'

*First ADVANCED Streets*



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: November 14, 2013  
SUBJECT: Consideration of Approval of Amendment 001 to HMC Architects Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 001 to the HMC Architects contract in the amount of \$17,930.00.

OVERVIEW

On August 8, 2013, the Board of Trustees approved a contract with HMC Architects for the New Crafton Center at Crafton Hills College to replace Kishimoto Architects.

Several contract document drawing files required conversion from their existing PDF format to a workable AutoCAD format, allowing HMC to make necessary changes in design scope. This amendment includes the labor hours required to make the conversion, as well as incorporating District requested changes to provide consistency to equipment and systems, benefitting the maintenance and operations of the campus.

ANALYSIS

The effect of this amendment will be an addition of \$17,930.00 to HMC Group contract, resulting in a revised contract amount of \$913,030.00. 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.

DATE: September 19, 2013

**No. 31 – New Crafton Center**

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

FROM:  Brooke Duncan  
Sr. Project Manager  
Kitchell/BRj

RE: Measure M Crafton Hills College:  
New Crafton Center  
Add service to HMC for design fee for OPR revisions

**SCOPE:**

SBCCD approval for HMC Architects Contract Amendment #1 for additional design coordination services provided by HMC/P2S in order to implement ARUP's Owner Project Requirements (OPR) associated with the New Crafton Center project.

**NARRATIVE:**

The Campus directed ARUP to provide a design consistency for the mechanical systems throughout the Campus and specifically for the new construction projects. The purpose of the Owner Project Requirement (OPR) is to provide a consistency for equipment and systems that would assist the Campus in managing its maintenance and operation tasks more efficiently throughout the life cycle of the Campus. The OPR was developed by ARUP and provided to HMC to incorporate.

The OPR was not originally part of HMC's Scope of Work, therefore, in order to incorporate the OPR design changes into the construction documents, an additional design service proposal has been requested to complete this task. .

**RECOMMENDATION:**

Kitchell/BRJ recommends approval of the request for the amount of \$4,250.00.

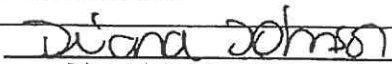
**Budget Information:**

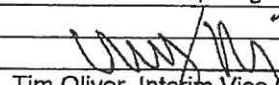
Version 8 9/30/13

**New Crafton Center:** 42-50-32-8208-0257-6210.10-7100

Original Project Budget amount:	\$ 30,063,070
Spent to Date:	\$ 3,698,638.34
Project Current Estimate of Complete Costs:	\$ 30,606,498.28
<b>Project Memo Forecast Cost:</b>	<b>\$ 4,250.00</b>
Project Change Amount:	\$ 0.00

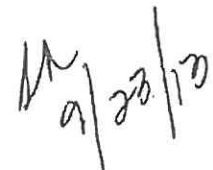
Budget Line Item: 6210.10– Architect Fees- from soft cost contingency.

<input checked="" type="checkbox"/> I concur with this recommendation	 9/23/13
<input type="checkbox"/> I do not concur with this recommendation	Diana Johnson, Program Manager, KBS

<input checked="" type="checkbox"/> I concur with this recommendation	 9/23/13 MS 9/24/13
<input type="checkbox"/> I do not concur with this recommendation	Tim Oliver, Interim Vice Chancellor, Fiscal Services

Attachments: Proposal


CC: file



DATE: September 19, 2013

**No. 32 – New Crafton Center**

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

FROM:  Brooke Duncan  
*Sr. Project Manager*  
**Kitchell/BRj**

RE: **Measure M Crafton Hills College:**  
**New Crafton Center**  
Add service to HMC for PDF File Conversion to AutoCad

**SCOPE:**

SBCCD approval for HMC Architects Contract Amendment #1 for additional design coordination services provided by HMC.

**NARRATIVE:**

HMC Architects received ACAD and PDF drawings from KB for contract take-over for New Crafton Center project. The effort required for the PDF conversion was not anticipated within the original proposal. KB made a final demand to Kishimoto Architects (KAI) to provide all ACAD files within a specified period of time, but KAI did not respond in a timely manner. Time is of the essence for this project to recover schedule delays to be able to continue making necessary changes and corrections as a result of DSA and constructability comments.

**RECOMMENDATION:**

Kitchell/BRJ recommends approval of the request for the amount of \$13,680.00.

**Budget Information:**


Version 8 9/30/13

**New Crafton Center:** 42-50-32-8208-0257-6210.10-7100

Original Project Budget amount:	\$ 30,063,070
Spent to Date:	\$ 3,698,638.34
Project Current Estimate of Complete Costs:	\$ 30,606,498.28
<b>Project Memo Forecast Cost:</b>	<b>\$ 13,680.00</b>
Project Change Amount:	\$ 0.00

Budget Line Item: 6210.10– Architect Fees- from soft cost contingency.

<input checked="" type="radio"/> I concur with this recommendation	
<input type="radio"/> I do not concur with this recommendation	Diana Johnson, Program Manager, KBS

<input checked="" type="radio"/> I concur with this recommendation		MS 9/24/13
<input type="radio"/> I do not concur with this recommendation	Tim Oliver, Interim Vice Chancellor, Fiscal Services	

Attachments: Proposal

CC: file



**ARCHITECT CONTRACT AMENDMENT: 001**

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

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

TO: HMC Group  
3546 Concourses Street  
Ontario, CA 91764

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Brief Description:

This amendment is for additional services to the Architect for the following scopes of work:

1. Architect to coordinate design changes to incorporate Owner Project Requirements (OPR) for consistency of mechanical systems and equipment to assist in the maintenance and operations of the future building.
  - a. \$4,250.00.
2. Architect to convert existing drawings from pdf to working AutoCad to finish the design of the project.
  - a. \$13,680.00

Attachments:

Kitchell/BRj Project Memo 31 (3) pages w/ proposal  
Kitchell/BRj Propject Memo 32 (3) pages w/proposal

Costs:

1. **\$17,930.00** Total of this requested Consultant Contract Amendment: 001

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The original <b>Contract Sum</b>	\$895,100.00
Net change by previous Amendments	\$.00
The <b>Contract Sum</b> prior to this Amendment	\$895,100.00
The <b>Contract Sum</b> will be <b>increased</b> by this Amendment	\$17,930.00
The new <b>Contract Sum</b> including this Amendment	\$913,030.00

The Contract Schedule as of this Amendment will be **increased by:** 0 calendar days

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

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

**Authorized:**

**CONSULTANT**  
HMC Group

**PROGRAM MANAGER**  
Kitchell/BRj

**OWNER**  
SBCCD

By:   
DATE: 10.10.13

By:   
DATE: 10/24/13

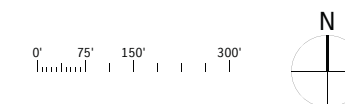
By: \_\_\_\_\_  
DATE: \_\_\_\_\_



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

\* BOLD INDICATES NEW BUILDING

## MASTER PLAN - HORIZON 1



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services  
**PREPARED BY:** Diana Johnson, Bond Program Manager, Kitchell/BRj  
**DATE:** November 14, 2013  
**SUBJECT:** Consideration of Approval of Amendment 003 to HMC Architects Contract

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 003 to the HMC Architects contract in the amount of \$92,596.00.

### **OVERVIEW**

On September 13, 2010, the Board of Trustees approved a contract with HMC Architects for architectural services for the Gym/Athletics and Field Complex Project at San Bernardino Valley College.

This amendment is for additional design services is due to the District's determination to recommence design phase approval of the Gymnasium Project with the Division of the State Architect and the San Bernardino County Fire Authority, as well as completion of final campus user group approvals.

### **ANALYSIS**

The effect of this amendment will be an addition of \$92,596.00 to HMC Architects contract, resulting in a revised contract amount of \$4,583,319.20. 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

701 S Mount Vernon Ave, San Bernardino, CA 92410

# Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: October 17, 2013

No. VC 247

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

FROM: Michael Villegas  
Project Manager  
Kitchell/BRj

RE: San Bernardino Valley College (SBVC) Measure M  
Project: Gymnasium Project  
Subject: HMC Amendment No. 03

### SCOPE:

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

### NARRATIVE:

This amendment is for additional design services for the Measure M Gymnasium Project for San Bernardino Valley College. Additional architectural and design services due to the District's determination to recommence design phase approval of the Gymnasium Project with the Division of State Architect, San Bernardino County Fire Authority as well as completion of final Campus User group approvals.

With your concurrence with this recommendation HMC Architecture Amendment No. 03 will be presented to the SBCCD board at the upcoming November 14, 2013 board meeting.

### RECOMMENDATION:

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

### Budget Information:

Project Original Budget Amount:	\$58,224,107.00
Project Current Spent to Date:	\$ 5,981,155.84
Project Current Estimate to Complete:	\$ 58,246,163.33
Project Memo Forecast Cost:	\$ 92,596.00
Project Change Amount:	\$ 0.00
Budget Line Item: 6210.10 (Soft Cost Contingency)	

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

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

*Diana Johnson* 10/10/13  
 Diana Johnson, Program Manager, KB

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

*Timothy Oliver* 10/31/13  
 Timothy Oliver, Interim Vice Chancellor, Fiscal Services

Attachments: HMC proposal dated 9/30/2013.

*M*  
10/17/13

**CONSULTANT CONTRACT AMENDMENT FOR ARCHITECTURAL SERVICES  
CONTRACT AMENDMENT: 003**

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

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

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

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Brief Description:

This contract amendment is for additional design services for the Measure M Gymnasium Project for San Bernardino Valley College. Additional architectural and design services due to the District's determination to recommence design phase approval of the Gymnasium Project with the Division of State Architect, San Bernardino County Fire Authority as well as completion of final Campus User group approvals.

Attachment:

HMC Architects, Inc. proposal letter dated 9/30/2013

Costs:

**\$92,596.00** = Total of this requested Consultant Contract Amendment: 03

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The original <b>Contract Sum</b>	\$4,280,000.00
Net change by previous Amendments	\$210,723.20
The <b>Contract Sum</b> prior to this Amendment	\$4,490,723.20
The <b>Contract Sum</b> will be <b>increased</b> by this Amendment	\$92,596.00
The new <b>Contract Sum</b> including this Amendment	\$4,583,319.20
The Contract Schedule as of this Amendment will be <b>increased by:</b>	0 calendar days


---

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


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

**Authorized:**

CONSULTANT  
HMC Architects, Inc.

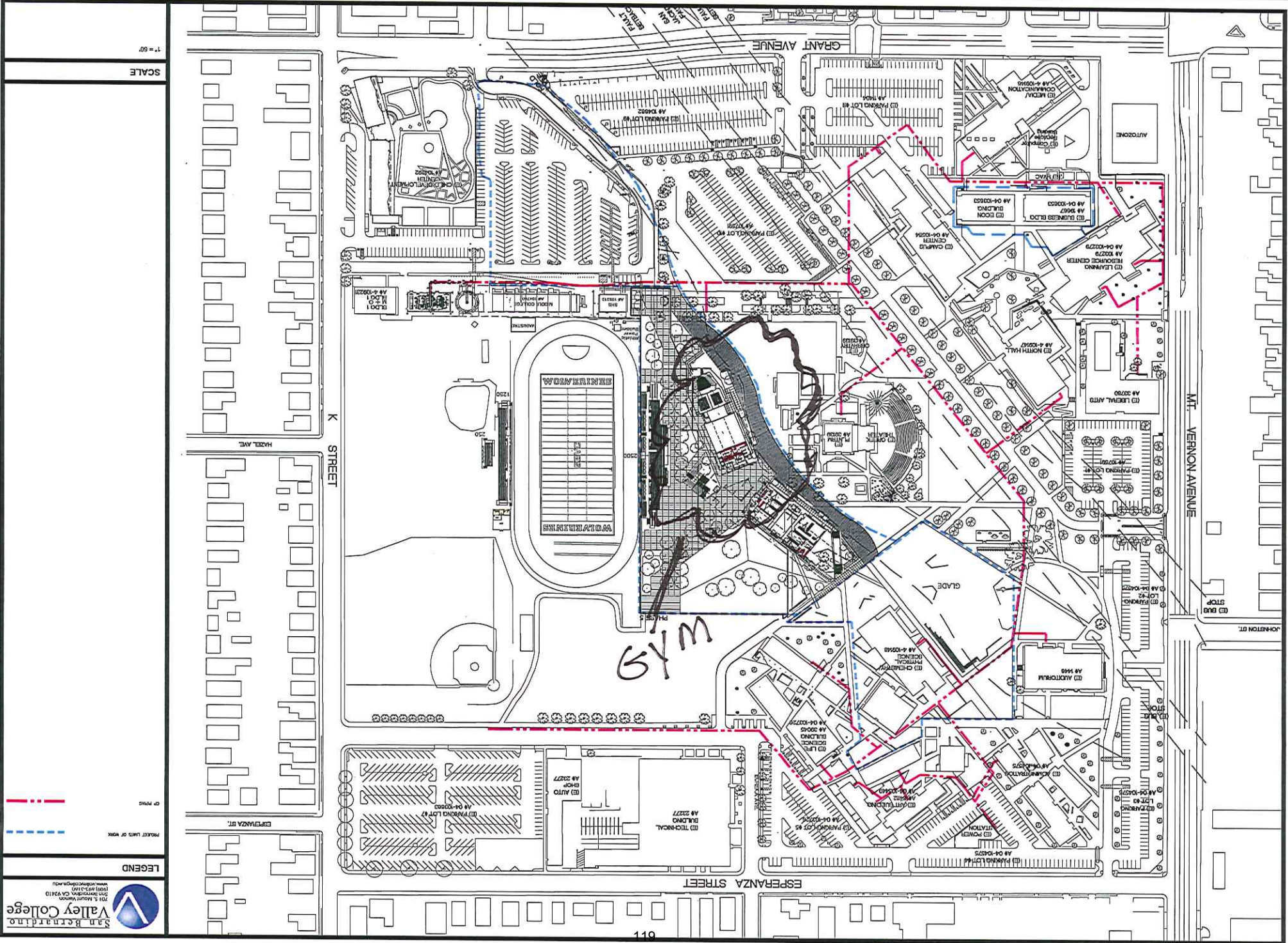
By:   
DATE: 10/17/13

PROGRAM MANAGER  
Kitchell CEM

By:   
DATE: 10/24/13

OWNER  
SBCCD

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



SCALE  
1" = 50'

LEGEND

PROJECT LIMITS OF WORK  
OR FINISH

San Bernardino Valley College  
201 S. Main Street  
San Bernardino, CA 92410  
www.sanbercollegesd.edu

GYM

## **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:** November 14, 2013  
**SUBJECT:** Consideration of Approval of Amendment 005 to the Leighton Consulting, Inc. Contract

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 005 to the Leighton Consulting, Inc. contract in the amount of \$317,276.00

### **OVERVIEW**

On February 11, 2010, the Board of Trustees approved a contract with Leighton Consulting, Inc. for geotechnical services on the Crafton Hills College campus. This amendment is for special testing and geotechnical observation services associated with the New Science Building during the construction phase.

### **ANALYSIS**

The effect of this amendment will be an addition of \$317,276.00 to the Leighton Consultant, Inc. contract, resulting in a revised contract amount of \$1,010,609.11. 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.

No. 14 – New Science Building

DATE: August 12, 2013

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

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

RE: Crafton Hills College (CHC) Measure M  
New Science Building  
LEIGHTON CONSULTING, INC. INSPECTION SERVICES  
Special Testing and Geotechnical Observation Services for DSA Approved T&I SHEET

SCOPE:

SBCCD approval of Leighton Consulting, Inc. Contract Amendment for Special Testing and Geotechnical Observation Services fees associated with the New Science Building during the Construction Phase.

NARRATIVE:

As part of the construction phase for this project, it is necessary to provide special testing services and geotechnical observation services as required by the state regulatory agencies, Department State of Architecture. Leighton Consulting was originally selected by the SBCCD and CHC selection committee through the board approved consultant selection process to provide these services on any and all Crafton Hills College Measure M bond projects. Leighton Consulting has reviewed the DSA submittal set as prepared by NTD Architecture and Leighton’s geotechnical report in order to provide the estimated fee schedule during grading and construction of this 18 month project schedule.

Geotechnical Services will consist of geotechnical observation and testing during site preparation, excavation, and fill placement during earthwork, grading, building pad over-excavations and re-compaction, backfill placement footing and utility trench backfills, concrete slab-on-grade preparation and wall backfills. Material testing consists of special inspection and material testing such as reinforced concrete, structural steel welding, structural steel bolting, concrete and material laboratory testing for fill materials, reinforcing steel, concrete and anchor bolts at the field, shop and batch plant batch operation, etc.

RECOMMENDATION:

Kitchell/BRJ recommends that SBCCD grant approval to issue the PO to Leighton Consulting Proposal for New Science Building in the amount of \$317,276.00 and extend the term of the Contract to the end of the Project, August 15, 2015.

Budget Information:

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

New Science Building:

Board Approved Project Budget (05/09/2013):	\$ 25,675,949.20
Spent to Date:	\$ 2,830,011.76
Project Current Estimate of Complete Costs:	\$ 26,125,456.51
Project Memo Forecast Cost:	\$317,276.00
Project Change Amount:	\$ 0.00

Budget Line Item: 42-50-32-4625-0257-6210.13-1700- Testing/Special Testing

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* 8/20/13  
 Timothy Oliver, Interim Vice Chancellor, Fiscal Services

ATTACHMENTS: Leighton Proposal backups with email exchanges.

*[Handwritten signature]*  
8/13/13

**CHC NEW SCIENCE BUILDING  
LEIGHTON CONSULTING INC. CONTRACT AMENDMENT: 005**

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

OWNER: San Bernardino Community College District (SBCCD)

TO: Leighton Consulting, Inc.  
10532 Acacia Street, Suite B-6  
Rancho Cucamonga, CA 91730

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**BRIEF DESCRIPTION:**

Leifgton Consulting, Inc **Contract Amendment 005** for the CHC New Science Building for **Special Testing and Geotechnical Observation Services** fees associated with the New Science Building **during the Construction Phase.**

**ATTACHMENTS:**

- Kitchell/BRj/ Project Memo New Science Bldg #14 (1 page),
- Leighton Consulting, Inc. Quote/Proposa and backups (45 pages).

**COSTS:**

**\$317,276.00** TOTAL for Amendment No. 005

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The original <b>Contract Sum</b>	<b>\$107,000.00</b>
Net change by previous Amendments	\$586,333.11
The <b>Contract Sum</b> prior to this Amendment	\$693,333.11
The <b>Contract Sum</b> will be <b>increased</b> by this Amendment	<b>\$317,276.00</b>
The new <b>Contract Sum</b> including this Amendment	<b>\$1,010,609.11</b>

The Contract Schedule as of this Amendment will be unchanged. 0 calendar days

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By signing this Amendment the SBCCD authorizes Leighton Consulting, Inc. to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Leighton Consulting's New Science Building project contract with SBCCD.

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

Authorized:

CONSULTANT  
Leighton Consulting, Inc.

PROGRAM MANAGER  
Kitchell/BRj

OWNER  
SBCCD

By: 

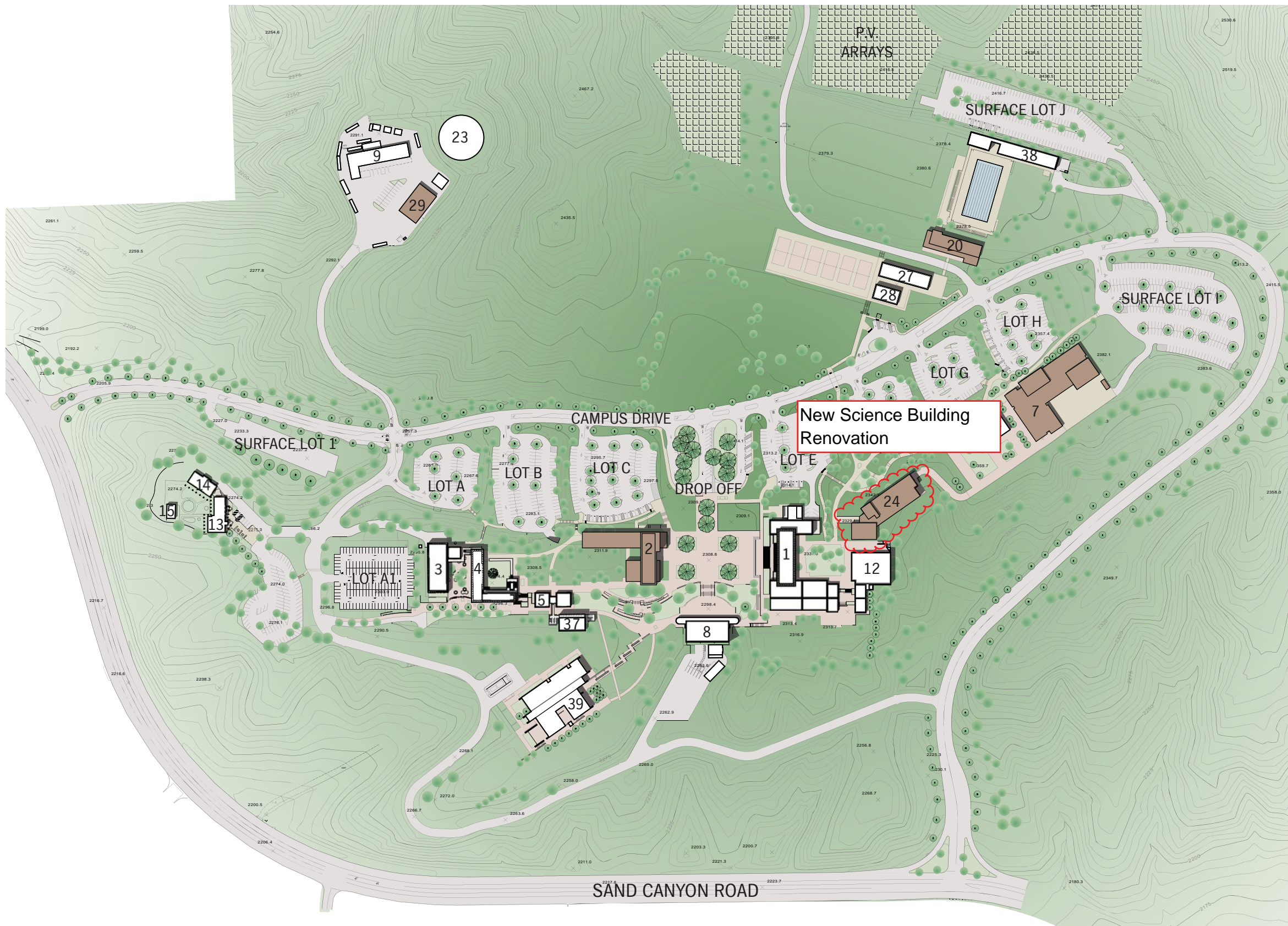
By: 

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

DATE: 10/18/2013

DATE: 10/21/13

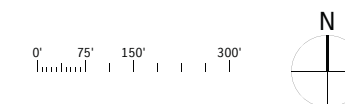
DATE: \_\_\_\_\_



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

\* BOLD INDICATES NEW BUILDING

### MASTER PLAN - HORIZON 1



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services  
**PREPARED BY:** Diana Johnson, Bond Program Manager, Kitchell/BRj  
**DATE:** November 14, 2013  
**SUBJECT:** Consideration of Approval of Amendment 009 to  
DLR Group WWCOT Architects Contract

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 009 to the DLR Group WWCOT Architects contract in the amount of \$3,725.00.

### **OVERVIEW**

On April 8, 2010, the Board of Trustees approved a contract with DLR Group WWCOT Architects for architectural services for the Business Building Project at San Bernardino Valley College.

This amendment is for additional design services to DLR Group WWCOT for conducting additional punch list activities as a result of contractor request. The design team was requested by the contractor to provide an additional punch list activity to coordinate with completion of architectural, mechanical, electrical, landscape and telecommunication scope items.

### **ANALYSIS**

The effect of this amendment will be an addition of \$3,725.00 to the DLR Group WWCOT Architects contract, resulting in a revised contract amount of \$1,421,165.00. There is no increase in length of contract.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**


The cost for this additional punch list activity has been deducted from Contractor Change Order No. 08 - Item 1.23 for the Business Building Renovation Project.



DATE: October 16, 2013

No. VC 246

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

FROM: Michael Villegas   
Project Manager  
Kitchell/BRj

RE: San Bernardino Valley College (SBVC) Measure M  
Project: Business Building Renovation  
Subject: DLR Amendment No. 09

**SCOPE:**

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

**NARRATIVE:**

This amendment is for additional design services to DLR Group WWCOT (DLR) for conducting additional punch list activities as a result of Contractor request. Design team was requested by the Contractor to provide an additional punch list activity to coordinate with completion of Architectural, Mechanical, Electrical, Landscape and Telecommunication scope items. Cost for additional punch list has been deducted from Contractor Change Order No. 08 - Item 1.23 for the Business Building Renovation Project

With your concurrence with this recommendation DLR Group Amendment No. 09 will be presented to the SBCCD board at the upcoming November 14, 2013 board meeting.

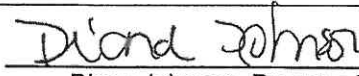
**RECOMMENDATION:**

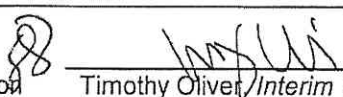
Kitchell/BRJ recommends that SBCCD approves the increased scope for the Business Building Renovation Project.

**Budget Information:**

Project Original Budget Amount:	\$ 15,989,430.00
Project Current Spent to Date:	\$ 14,404,051.53
Project Current Estimate to Complete:	\$ 15,923,965.94
Project Memo Forecast Cost:	\$ 3,725.00
Project Change Amount:	\$ 0.00
Budget Line Item: 6220.10 (Architectural Fees)	

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

<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	 10/16/13 Diana Johnson, Program Manager, KB
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<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	 10/16/13 Timothy Oliver, Interim Vice Chancellor, Fiscal Services
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Attachments: DLR additional Service # 11 proposal dated 7/2/2013.

  
10/16/13

**ARCHITECT CONTRACT AMENDMENT: 009**

DATE: 11/14/2013

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

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

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

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Narrative:

DLR Group WWCOT (DLR), conducted additional punch list activities as a result of Contractor request. Design team was requested by the Contractor to provide an additional punch list activity to coordinate with completion of Architectural, Mechanical, Electrical, Landscape and Telecommunication scope items. Cost for additional punch list has been deducted from Contractor Change Order No. 08 for the Business Building Renovation Project.

Attachments:

- Measure M - Project Memo VC – 246
- DLR additional service proposal 11

Costs:

**\$3,725.00** = Total amount of this Amendment

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The original <b>Agreement for Professional Services Contract Sum</b>	\$ 1,240,000.00
Net change by previous Amendments	\$ 177,440.00
The <b>Agreement for Professional Services Contract Sum</b> prior to this Amendment	\$ 1,417,440.00
The <b>Agreement for Professional Services Contract Sum</b> will be <b>increased</b> by this Amendment	\$ 3,725.00
The new <b>Agreement for Professional Services Contract Sum</b> including this Amendment	\$ 1,421,165.00

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

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

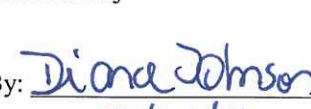
Authorized:

ARCHITECT  
DLR Group WWCOT

PROGRAM MANAGER  
Kitchell/BRj

OWNER  
SBCCD

By: 

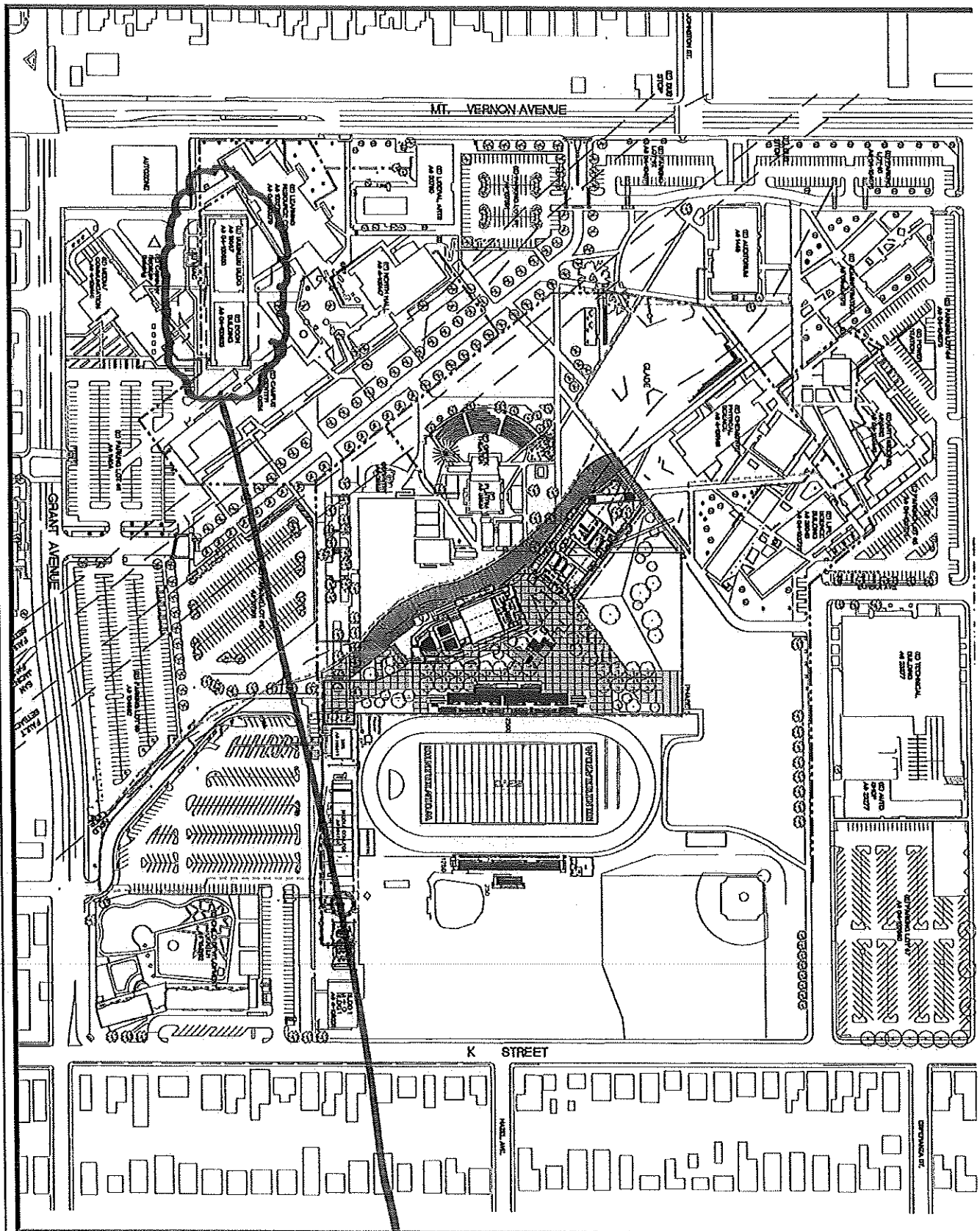
By: 

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

DATE: 10.17.2013

DATE: 10/24/13

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



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: November 14, 2013  
SUBJECT: Consideration of Approval of Policy to Create Opportunities for Local Hires and Local Businesses on District Capital Improvement and Construction Projects

### RECOMMENDATION

It is recommended that the Board of Trustees approve the Policy to Create Opportunities for Local Hires and Local Businesses in Capital Improvement and Construction Projects.

### OVERVIEW

The Trustees of the San Bernardino Community College District have indicated a strong interest in contributing to the economic success of the communities that it serves, and especially to providing business and employment opportunities for local companies and job seekers.

### ANALYSIS

The policy establishes definitions, goals and bidding guidelines in support of these objectives; as well as reporting and coordinating committee requirements.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

### FINANCIAL IMPLICATIONS

There are no financial implication

# SAN BERNARDINO COMMUNITY COLLECT DISTRICT

## BOARD POLICY

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### TO CREATE OPPORTUNITIES FOR LOCAL HIRES AND LOCAL BUSINESSES ON DISTRICT CAPITAL IMPROVEMENT AND CONSTRUCTION PROJECTS

#### 1. **Definitions.**

- A. "Bid" shall mean all capital improvement and construction bids and proposals that are projected to be funded by the District that are first advertised after the effective date of this policy;
- B. "Local Hire" means individuals residing in the Inland Empire providing work on District Bid work sites.
- C. "Local Business" shall mean a business serving as a contractor or supplier that has its principal headquarters or permanently staffed regional office located within the Inland Empire, and that has held a business license with one of the cities within the Inland Empire for a minimum of 3 months;

#### 2. **Goals.**

- A. The Board establishes goals of fifty percent, (50%), participation of Local Hires and twenty-five percent, (25%), participation of Local Businesses in its District Bid projects awarded each fiscal year. These goals are reflective of the demographics of the community. Bid documents will be amended to include these responsiveness requirements on a project-by-project Bid basis, but the goal will be evaluated based on an entire fiscal year assessment.

#### 3. **Bidding.**

As a condition to be considered responsive, a Bid must include the following:

- A. Demonstrated participation of at least fifty percent, (50%), and twenty-five percent, (25%), of the total bid being performed by Local Hires and Local Businesses; or
- B. A demonstrated good faith effort to include Local Hires and Local Businesses, in accordance with regulations to be issued by the Chancellor; or,
- C. The bidder certifies that it intends to perform ninety-five percent (95%) of the work with its own employees.

**4. Reporting.**

The Chancellor or his or her designee shall make a report to the Board at least quarterly regarding the District's performance towards these goals.

**5. Coordinating Committee.** The Chancellor or his or her designee shall work with the other public or private entities to promote the Local Hire and Local Business goals and report the progress of these meetings to the Board on at least a quarterly basis.

Approved: \_\_\_\_\_, 2013

Amended: \_\_\_\_\_

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: November 14, 2013  
SUBJECT: Consideration of Approval of Budget Adjustments

RECOMMENDATION

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

OVERVIEW

Budget Adjustments are submitted for Board review and approval.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

### BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
10/17/2013	SBVC	Achal Chatterjee	[Signature]

*Harman Kade*

#### INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	01	6661	0000	8823.00	0000	Private Contributions	35,000

#### EXPENSES

01	00	01	6661	0000	6400.00	0947	Equipment	35,000

#### JUSTIFICATION

To set up income and expense budget for donation of seven 2004 Freightliner Trucks to SBVC Diesel Department, donated by Apex Logistics, c/o Mr. Mike Siebert.  
Board approved on November 14, 2013.

Controller	Chancellor	Board Action Date
[Signature]		11/14/13
Batch Transfer Number/Reference #	Posted By:	Date:



### BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
9/25/2013	SBVC		9-27-13

**ACCOUNT**

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

**INCOME**

01	<del>00</del> 50	01	9016	0159	8123	0000	STEM PASSGO Grant	(\$3,624)
								(\$3,624)

**EXPENSE**

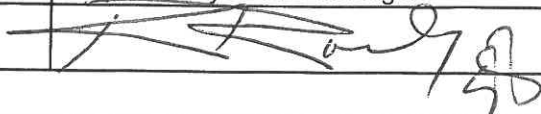
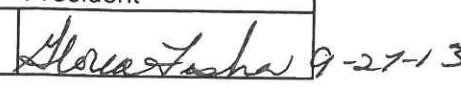
01	<del>00</del> 50	01	9016	0159	5809	6199	STEM PASSGO Grant	(\$3,624)
							OTHER EXPENSES	
								(\$3,624)

**JUSTIFICATION**

To bring Financial 2000 budget in line with actual funding from Department of Education for STEM PASS GO Grant Year 3-October 1 2013 - September 30,2014

	Chancellor	Board Action Date
		11/14/13
Batch Transfer No./Reference No.	Posted By:	Date:

## BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
9/25/2013	SBVC		 9-27-13

### ACCOUNT

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

### INCOME


01	0050	15	9016	0159	8123	0000	STEM PASSGO Grant	(\$6,368)
								(\$6,368)

### EXPENSE

01	0050	15	9016	0159	5809	6199	STEM PASSGO Grant -	(\$6,368)
							OTHER EXPENSES	
								(\$6,368)

### JUSTIFICATION

To bring Financial 2000 budget in line with actual funding from Department of Education for STEM PASS GO Grant Year 2 carryover- October 1,2012 to September 30,2013

Chancellor	Board Action Date	
	11/14/13	
Batch Transfer No./Reference No.	Posted By:	Date:

## BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
9/25/2013	SBVC		 <i>Alouia Fochi</i> 9-27-13

**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	01	9016	0436	8629	0000	Mental Health Grant	\$9,450 <sup>09</sup>
								\$9,450

**EXPENSE**


Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
01	50	01	9016	0436	5809	6440	Mental Health Grant-	\$9,450
							Other Expenses	
								\$9,450

**JUSTIFICATION**

To bring Financial 2000 budget in line with actual funding from the Foundation for California Community Colleges Campus Based Mental Health grant. Year 2- July 1 2013 to June 30,2014

Chancellor

Board Action Date

	11/14/13
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Batch Transfer No./Reference No.	Posted By:	Date:

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
9/25/2013	SBVC	<i>[Signature]</i>	<i>[Signature]</i> 9-27-13

### 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	0436	8629	0000	Mental Health Grant	\$9,450
								\$9,450

### EXPENSE

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
01	50	15	9016	0436	5809	6440	Mental Health Grant- Other Expenses	\$9,450
								\$9,450

### JUSTIFICATION

To bring Financial 2000 budget in line with actual funding from the Foundation for California Community Colleges Campus Based Mental Health grant. Year 1 carryover.

Chancellor

Board Action Date

<i>[Signature]</i>	10/14/13
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Batch Transfer No./Reference No.

Posted By:

Date:

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**BUDGET ADJUSTMENT**

AUG 14 2013

Date	Location	Responsibility Center Manager	President
8/14/2013	SBVC		

8-14-13  


**ACCOUNT**

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	50	01	9016	0435	8659 <sup>00</sup>	0000	Middle College High School Grant	\$14,847
								San Bernardino Valley College Office of the President
								AUG 20 2013
								\$14,847

**EXPENSE**

01	50	01	9016	0435	5809 <sup>00</sup>	6499	Other Expenses & Fees	\$14,847
								\$14,847

**JUSTIFICATION**

Increase in budget- July 2013-June 2014-Middle College High School Grant.

Chancellor

Board Action Date



11/14/13

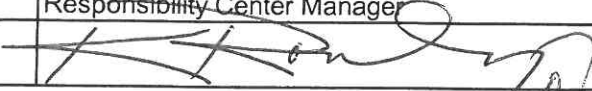
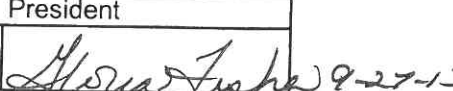
Batch Transfer No./Reference No.

Posted By:

Date:

# BUDGET ADJUSTMENT

9-27-13

Date	Location	Responsibility Center Manager	President
9/25/2013	SBVC		

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	01	9016	0458	817000	0000	CTE Transitions- 2013-2014	(\$5,364)
								(\$5,364)

**EXPENSE**

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
01	50	01	9016	0458	5809	6711	CTE Transitions-2013-2014 -	(\$5,364)
							OTHER EXPENSES	
								(\$5,364)

**JUSTIFICATION**

To bring Financial 2000 budget in line with actual funding from the California Community Colleges Chancellor's Office for fiscal year 2013-2014-CTE Transitions grant

	Chancellor	Board Action Date
Batch Transfer No./Reference No.	Posted By:	Date:

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
10/16/13 0/16/2013	CHC	NS Mike Strong/Heather Chittenden	Cheryl Marshall

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	50	02	9617	0340	8850.00	0000	Revenue	1,000.00

## EXPENSE

01	50	02	9617	0340	5809.00	6810	Other expenses & fees	1,000.00

## JUSTIFICATION

Income from daily public access to the swimming pool.

Fiscal Services	Board Action Date
	11/14/13

Batch Transfer Number/Reference #	Posted By:	Date:

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
8/12/13	CHC	Raju Hegde <i>[Signature]</i>	<i>[Signature]</i> Dr. Marshall

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	50	02	8227	0269	8836.00	0000		24,145.00

<b>EXPENSE</b>								
01	50	02	8227	0269	4300.00	1701		10,000.00
01	50	02	8227	0269	1300.00	1701		7,546.00
01	50	02	8227	0269	3xxx.00	1701		1,131.00
01	50	02	8227	0269	7600.00	7320		2,100.00
01	50	02	8227	0269	5809.00	1701		3,368.00

**JUSTIFICATION**

This budget is to account for funds generated via an instructional contract with YCJUSD. FY14

Fiscal Services	<i>[Signature]</i>	Board Action Date
Batch Transfer Number/Reference #	Posted By:	Date: 11/14/13



# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
10/17/13	CHC	<i>Seven Children Jose Alfamado</i>	<i>Cheryl Marshall</i>

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	50	02	8102	0458	817000	70000	CTE Transitions Grant	-5,364.00
Total								-5,364.00

## EXPENSE

01	50	02	8102	0458	148000	6711	Non-Instructional Hourly	-3,326.00
01	50	02	8102	0458	238900	6711	Facilitator - Non - FTE	3,960.00
01	50	02	8102	0458	3XXX	6711	Benefits	-139.00
01	50	02	8102	0458	450000	6711	Non-Instructional Supplies	-286.00
01	50	02	8102	0458	455100	6711	Printing	-553.00
01	50	02	8102	0458	511300	6711	Consultant & Other Services	-3,110.00
01	50	02	8102	0458	520000	6711	Travel & Conference Expenses	-309.00
01	50	02	8102	0458	564000	6711	Repairs & Maintenance	-1,395.00
01	50	02	8102	0458	581900	6711	Indirect Charge	-206.00
Total								(\$5,364.00)

## JUSTIFICATION

Reduce budget to match revised allocation from Chancellor's office.

Fiscal Services		Board Action Date
<i>[Signature]</i>		

Batch Transfer Number/Reference #	Posted By:	Date:

*[Signature]*  
10/16/13

# BUDGET ADJUSTMENT


Date	Location	Responsibility Center Manager	President
10/9/13	Fiscal Services	Tim Oliver	

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
<b>EXPENSE</b>								
41	00	03	9513	0000	7900.00	7100	Reserves for Contingencies	-500,000.00
41	00	03	9513	0000	6220.00	7100	Building Improvements	406,693.00
41	00	03	9503	0000	6400.00	7100	Additional Equipment	50,000.00
41	00	03	9627	0000	6420.00	7100	IT Equipment	9,677.00
41	00	03	9627	0000	5113.00	7100	Outside Services	33,630.00

## JUSTIFICATION

To allocate funds to proper budget lines for purchase of 2 Police cars, IT equipment and services and other items as needed under the Capital Outlay fund.

Fiscal Services		Board Action Date
		11/14/13
Batch Transfer Number/Reference #	Posted By:	Date:

# BUDGET ADJUSTMENT

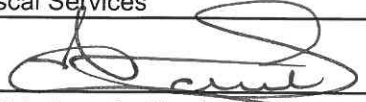
Date	Location	Responsibility Center Manager	President
9/25/13	District	Tim Oliver	

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
41	00	00	0000	0000	970100	0000	Fund Balance	-500,000.00

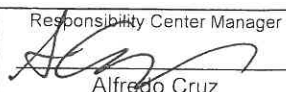

<b>EXPENSE</b>								
41	00	03	9513	0000	622000	7100	Building Improvements	500,000.00

<b>JUSTIFICATION</b>
<p>One time budget adjustment to fund several projects such as M&amp;O Block Grant, Prop 39, lockdown hardware, Crafton Tennis Complex parking, and Valley air handlers.</p>

Fiscal Services		Board Action Date
		11/14/2013

Batch Transfer Number/Reference #	Posted By:	Date:

# Budget Adjustment

Date 10/10/2013	Location KVCR	Responsibility Center Manager  Alfredo Cruz	Responsibility Center Manager  Bruce Baron
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## INCOME


Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
74	50	35	8110	0172	8890.00	0000	Other Local Revenue	\$ (336,345.36)
\$								(336,345.36)

## EXPENSES

74	50	35	8110	0172	2100.00	7099	Class. Mgr.	\$ (86,688.00)
74	50	35	8110	0172	2101.00	7099	Class. Super.	\$ (25,197.06)
74	50	35	8110	0172	5620.000	7099	Leases	\$ (2,431.30)
74	50	35	8110	0172	5711.00	7099	Legal Fees	\$ (6,000.00)
74	50	35	8110	0172	5730.00	7099	Audit Expenses	\$ (3,000.00)
74	50	35	8110	0172	5801.00	7099	Advertising	\$ (10,000.00)
74	50	35	8110	0172	5831.00	7099	Broadcasting Rights	\$ (203,029.00)
\$								(336,345.36)

## JUSTIFICATION

To decrease income and expense accounts for San Manuel due to the amount of the carryforward was less than projected

Controller 	Chancellor	Board Action Date 11/14/13
Batch Transfer Number/Reference #	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: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services  
DATE: November 14, 2013  
SUBJECT: Consideration of Approval of the Lease Leaseback Method to Award Construction Contracts

### RECOMMENDATION

It is recommended that the Board of Trustees approve use of the Lease Leaseback method to award construction contracts as authorized in Section 81335 of the California Education Code.

### OVERVIEW

Lease Leaseback (LLB) is a contracting approach that offers several advantages over the competitive bidding method currently used for Measure M bond projects. Unlike competitive bidding, which requires contract award to the lowest responsible bidder, LLB provides the flexibility to tailor our search to find the right contractor at the best price for each project.

### ANALYSIS

At the District's option, the selected contractor can provide preconstruction services. In cooperation with the architect, it can review and improve plans *prior to* bidding and help correct errors and omissions. This improves the quality of the contractor's bid. SBCCD can also require preapproval of subcontractors, including their location, experience and reputation. This helps ensure that all subcontractors are qualified and experienced on like projects, and that **local and emerging businesses** are given careful consideration. LLB advertising, outreach and contractor selection processes are more effective. Based on the final construction documents, the contractor and its performance bond surety will provide a **final guaranteed maximum price**, protecting the District from cost overruns or change orders with the exception of District-requested changes and unforeseen conditions. LLB increases the probability of on-time delivery and on-budget costs. LLB is a team approach that has been successfully used by the Los Angeles Community College District, the Los Angeles Unified School District, and others.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

### FINANCIAL IMPLICATIONS

Lease Leaseback can potentially result in construction costs savings and reduced risk.

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: November 14, 2013  
 SUBJECT: Consideration of Approval of Bond Measure M Construction Change Orders and Contract Amendments

RECOMMENDATION

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

<b>San Bernardino Valley College – Auditorium Renovation Project</b>						
	<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/ Modular Classroom	CO #1	60,528.00	0.00	0.00*	60,528.00	0.00%
Woodcliff Corporation	CO #1	6,800,000.00	0.00	11,958.00	6,811,958.00	0.18%

\*Time extension only.

<b>San Bernardino Valley College – Central Plant Project</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Broughton Construction, Inc.	CO #1	26,485.00	0.00	535.00	27,020.00	2.02%

<b>San Bernardino Valley College – Business Building Renovation Project</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Doug Wall Construction	CO #8	9,250,000.00	759,159.00	89,162.00	10,098,321.00	9.17%

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 \$101,655.00 which is 0.149% of the total Measure M construction contracts of \$68,437,780.45.

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 \$2,020,240.83. The new overall Measure M change order percentage is 2.95%. 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 \$ -

Campus: San Bernardino Valley College Project: Business Building-Modular Classroom Removal Project

This Change is a(n):

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

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

Explanation of Change: Schedule extension of the contract.

### Accountability

This Change was part of the original design scope: Campus requested to extend the construction contract duration, as required for additional SBVC surplus procedures.

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

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

### Impact

Original contract was Board approved on <u>09/12/13</u> in the amount of	\$	<u>60,528.00</u>
Total Board approved amendments to date	\$	<u>-</u>
Requested amendment amount		<u>-</u>

This request is an amendment and results in a revised contract amount of \$ 60,528.00  
**(Note: This revised contract amount basis for 10% rule)**

Total Board approved change orders to date	\$	<u>-</u>
Requested Change Order amount	\$	<u>-</u>

This request is a change order and results in a revised contract amount of \$ 60,528.00

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 60,528.00**

### Signatures

Bond Program Manager: Diana Johnson Diana Johnson 10/24/13  
 (Signature) (Date)



4629A1  
Project Number

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

MM-GC-CO1

**CHANGE ORDER**

Original Contract Amount: \$60,528.00  
Amount of Previous Contract Amendments: \$0.00  
Amount of Previous Change Orders: \$0.00

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>November 14, 2013</u>
Project Description:	<u>SBVC - Modular Classroom Removal 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 Campus requested additional surplus duration .

Refer to attached Project Memo No. 243  
Contract Change Order No. GC-CO1

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

Reason for Change:  
1.1 Contract Administrative Issue

Initiator of Change:  
1 Administration

The original Base Contract Sum was:	<u>\$60,528.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. MM-GC-CO1 will be unchanged:	<u>\$0.00</u>
The revised BASE Contract Sum:	<u>\$60,528.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$60,528.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$60,528.00</u>
The contract TIME due to C.O. No. MM-GC-CO1 will be changed by:	<u>60</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>15-Nov-13</u>
SBCCD Change Order No. <u>MM-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
Architect:		Michael Stephens Project Architect of Record	10.18.13
Project Mgr.:		Michael Villegas, Project Manager	10/16/13
District:		Mr. Timothy Oliver, Interim Vice Chancellor Fiscal Services	
Contractor:		Erik Simmons, President	10/16/13

**CHANGE ORDER NO. MM-GC-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
1.1	Campus requested to extend the construction contract duration, as required for additional SBVC surplus procedures.	L-2	0		\$0	\$0
<b>Subtotal</b>						<b>\$0</b>
<b>TOTAL CONTRACT CHANGE ORDER # MM-GC-CO1</b>						<b>\$0</b>

CODE LEGEND

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

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

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



# 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: Woodcliff Corporation Amount \$ 11,958.00

Campus: San Bernardino Valley College Project: Auditorium Renovation Project

This Change is a(n):

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

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

Explanation of Change: Storm drain revisions; provision of additional protective measures; removal of theatrical stage platform; removal plaster inspection from contract documents; provide electrical power for operation to door; explore and cap off of an unforeseen secondary building water point of connection.

### Accountability

This Change was part of the original design scope: Due to existing tree, storm drain had to be revised and was omitted on the drawings; additional protective measures were needed at auditorium theater; removal theatrical stage platform was omitted on the drawings; plaster inspection isn't applicable to this project; unforeseen secondary building water point of connection not identified on record documents.

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

### Impact

Original contract was Board approved on <u>7/11/13</u> in the amount of	\$	<u>6,800,000.00</u>
Total Board approved amendments to date	\$	<u>-</u>
Requested amendment amount		<u>-</u>
<input type="checkbox"/> This request is an amendment and results in a revised contract amount of	\$	<u>6,800,000.00</u>
(Note: This revised contract amount basis for 10% rule)		
Total Board approved change orders to date	\$	<u>-</u>
Requested Change Order amount	\$	<u>11,958.00</u>
<input checked="" type="checkbox"/> This request is a change order and results in a revised contract amount of	\$	<u>6,811,958.00</u>
This change order is subject to the 10% rule. It results in a <u>0.18%</u> change to the contract		
The cumulative amount of change orders for this contract equals		<u>11,958.00</u>
<u>0.18%</u> of the contract amount.		

<b>TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS</b>	<b><u>6,811,958.00</u></b>
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### Signatures

Bond Program Manager: Diana Johnson Diana Johnson 10/24/13  
(Signature) (Date)

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

42-37-31-2520  
Project Number

Capital Facilities Program Management

AUD-GC-CO1

**CHANGE ORDER**

Original Contract Amount: **\$6,800,000.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$0.00**

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>November 14</u>
Project Description:	<u>Auditorium Renovation Project</u>	Contract No.:	<u>General Contractor</u>
To (Contractor):	<u>Woodcliff Corporation</u>	Attn:	<u>Woodcliff</u>

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

Item No.: **Refer to attachments** Reference RFP No.: **Refer to attachments**

Description of Work:

This change order includes additional scopes of work for the general contractor generated from unforeseen field conditions encountered and identified during construction operations, District program requirements and utility coordination with ongoing Bond Measure M projects that were required to be installed within the project. These items were not included in the original contract documents and noted after the bid and execution of the general contractor contract.

**Refer to attached Project Memo No. 242**  
**Contract Change Order No. AUD-GC-CO1: Item 1.1 - 1.6.**

**TOTAL COST of CONTRACT CHANGE ORDER AUD-GC-CO1: \$11,958.00**

Reason for Change:

- 1 **Site Cost, Error and/or Omission - Architect/Engineer Generated**
- 2 **Building Cost, Error and/or Omission - Construction Manager Generated**
- 3 **Building Cost, Error and/or Omission - Architect/Engineer Generated**
- 4 **Contract Administrative Issue - Construction Manager Generated**
- 5 **Site Cost, Unforeseen Field Condition - Contractor Generated**

Initiator of Change:

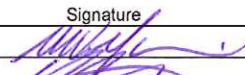

- 1 **Project Coordination**

The original Base Contract Sum was:	<u>\$6,800,000.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. AUD-GC-CO1 will be increased by:	<u>\$11,958.00</u>
The revised BASE Contract Sum:	<u>\$6,811,958.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$6,811,958.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$6,811,958.00</u>
The contract TIME due to C.O. No. AUD-GC-CO1 will be increased by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>16-Jun-14</u>
SBCCD Change Order No. <u>AUD-GC-CO1</u> includes Item Number(s):	<u>1.1 - 1.6</u>

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

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

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

Signature	Name (printed)	Date
	Mark Morrison, NTD Architecture	<u>10/17/13</u>
	Michael Villegas, Kitchell/BRJ	<u>10/17/13</u>
District:	Timothy L. Oliver, Interim Vice Chancellor Fiscal Services	
Contractor:	Robert Everhart, Superintendent - Woodcliff Corporation	<u>10/17/13</u>

Printed Name/Title

State of California - Division of the State Architect      DSA Application No. 04-112423      File No. 36-C2

Approved \_\_\_\_\_ per Principal Structural Engineer: \_\_\_\_\_

**CHANGE ORDER NO. AUD-GC-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	Bulletin 02: Revise storm drain line due to existing tree. PCO 002	B-3	100		\$0	\$0
Item 1.2	RFI 002: Provide additional protective measures at Auditorium Theater. PCO 003	G-2	100		\$6,001	\$6,001
Item 1.3	RFI 005: Provide labor and equipment for removal of theatrical stage platform. PCO 004	G-3	100		\$2,555	\$2,555
Item 1.4	Bulletin 03 - Remove Plaster Inspection from contract documents, as it is not applicable to this project. PCO 005	L-2	100		\$0	\$0
Item 1.5	Bulletin 05 - Provide electrical power for operation to Door 107A. PCO 008	G-3	100		\$564	\$564
Item 1.6	Exploratory investigation and cap off of an unforeseen secondary building water point of connection, not identified on record documents. PCO 014	A-1	100		\$2,838	\$2,838
<b>Subtotal</b>						<b>\$11,958</b>
<b>TOTAL CONTRACT CHANGE ORDER # AUD-GC-CO1</b>						<b>\$11,958</b>

CODE LEGEND

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

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

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



# 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: Broughton Construction, Inc. Amount \$ 535.00

Campus: San Bernardino Valley College Project: Central Plant-ADA Access

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: Addition of a rail at mid-height of the railing barricades to accommodate accessibility requirements.

### Accountability

This Change was part of the original design scope: DSA Requirement for additional rail.

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

### Impact

Original contract was Board approved on <u>10/10/13</u> in the amount of	\$	<u>26,485.00</u>
Total Board approved amendments to date	\$	<u>-</u>
Requested amendment amount		<u>-</u>
<input type="checkbox"/> This request is an amendment and results in a revised contract amount of	\$	<u>26,485.00</u>
<b>(Note: This revised contract amount basis for 10% rule)</b>		
Total Board approved change orders to date	\$	<u>-</u>
Requested Change Order amount	\$	<u>535.00</u>
<input checked="" type="checkbox"/> This request is a change order and results in a revised contract amount of	\$	<u>27,020.00</u>

This change order is subject to the 10% rule. It results in a 2.02% change to the contract

The cumulative amount of change orders for this contract equals 535.00  
2.02% of the contract amount.

**TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS** 27,020.00

### Signatures

Bond Program Manager

Diana Johnson

Diana Johnson  
(Signature)

10/24/13  
(Date)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

4629A1  
Project Number

CPADA-GC-CO1

**CHANGE ORDER**

Original Contract Amount: \$26,485.00  
Amount of Previous Contract Amendments: \$0.00  
Amount of Previous Change Orders: \$0.00

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>November 14, 2013</u>
Project Description:	<u>SBVC Central Plant - ADA Access</u>	Contract No.:	<u>General Contractor</u>
To (Contractor):	<u>Broughton Construction, Inc.</u>	Attn:	<u>Paul Corthell</u>

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

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

Description of Work:

This change order includes additional scopes of work for the general contractor generated from Agency requirements that were required to be installed within the project. These items were not included in the original contract documents and noted after the bid and execution of the general contractor contract.

Refer to attached Project Memo No. 244  
Contract Change Order No. CPADA-GC-CO1: Item 1.1

TOTAL COST of CONTRACT CHANGE ORDER CPADA-GC-CO1: \$535.00

Reason for Change:

1 BUILDING COST, AGENCY OR CODE REVISION, INSPECTOR OR AGENCY GENERATED

Initiator of Change:

1 Project Administration

The original Base Contract Sum was:	<u>\$26,485.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. CPADA-GC-CO1 will be increased by:	<u>\$535.00</u>
The revised BASE Contract Sum:	<u>\$27,020.00</u>
Net change by previous authorized Change Order(s)	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$27,020.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$27,020.00</u>
The contract TIME due to C.O. No. CPADA-GC-CO1 will be unchanged by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>12-Nov-13</u>
SBCCD Change Order No. <u>CPADA-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

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

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

	Signature	Name (printed)	Date
Architect:	<u>[Signature]</u>	Ivan Thomas, Engineer of Record	<u>10-17-2013</u>
Project Mgr.:	<u>[Signature]</u>	Michael Villegas, Project Manager	<u>10/17/13</u>
District:		Mr. Timothy Oliver, Interim Vice Chancellor Fiscal Services	
Contractor:	<u>[Signature]</u>	Paul Corthell, Project Manager	<u>10-16-13</u>
		Printed Name/Title	

State of California - Division of the State Architect DSA Application No. 04-11874 File No. 36-C2  
Approved \_\_\_\_\_ per Principal Structural Engineer: \_\_\_\_\_

### CHANGE ORDER NO. CPADA-GC-CO1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	DSA Requirement to provide labor and material to add a rail at mid-height of the railing barricades to accommodate Accessibility Requirements. PCO 001	J-5	100	\$0	\$535	\$535
<b>Subtotal</b>						<b>\$535</b>
<b>TOTAL CONTRACT CHANGE ORDER # CPADA-GC-CO1</b>						<b>\$535</b>

**CODE LEGEND**

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

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

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





# Bond Measure M Construction Change Summary

*This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.*

Contractor: Doug Wall Construction, Inc. Amount \$ 89,162.00

Campus: San Bernardino Valley College Project: Business Building 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: replace existing irrigation gate valve; provide appliance FF& E furnishings; provide protective vinyl flooring sealer at all classrooms; provide additional building directional signage; revise flooring finish; provide exterior walk off mats; provide labor & equipment assistance for FF & E installation; provide AED defibrillator & required signage; provide directory way finding signs; provide staff office shelving; landscape & irrigation revisions; delete high voltage scope of work; credit for unused unforeseen hazmat pipe removal allowance; back charge for additional design team punch list; revise guard rail details; replace existing manhole rings.

### Accountability

This Change was part of the original design scope: Campus requested the following: replace irrigation gate valve; provide appliance FF & E furnishing and labor & equipment assistance for installation, AED defibrillator & required signage, directory way finding signs, staff office shelving, landscape & irrigation revisions. Credit was given for deletion of high voltage scope of work and credit for unused hazmat finding and renovation allowance funding.

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

### Impact

Original contract was Board approved on <u>06/14/12</u> in the amount of	\$	<u>9,250,000.00</u>
Total Board approved amendments to date	\$	<u>-</u>
Requested amendment amount		<u>-</u>
<input type="checkbox"/> This request is an amendment and results in a revised contract amount of	\$	<u>9,250,000.00</u>
<b>(Note: This revised contract amount basis for 10% rule)</b>		
Total Board approved change orders to date	\$	<u>759,159.00</u>
Requested Change Order amount	\$	<u>89,162.00</u>
<input checked="" type="checkbox"/> This request is a change order and results in a revised contract amount of	\$	<u>10,098,321.00</u>
This change order is subject to the 10% rule. It results in a <u>0.96%</u> change to the contract		
The cumulative amount of change orders for this contract equals		<u>848,321.00</u>
<u>9.17%</u> of the contract amount.		

<b>TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS</b>	<b><u>10,098,321.00</u></b>
--	-----------------------------

### Signatures

Bond Program Manager

Diana Johnson

Diana Johnson  
(Signature)

10/24/13  
(Date)

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

Capital Facilities Program Management

42-37-31-2520  
Project Number

BBR-GC-CO8

**FINAL CHANGE ORDER**

Original Contract Amount: **\$9,250,000.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$759,159.00**

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>November 14</u>
Project Description:	<u>Business Building Renovation Project</u>	Contract No.:	<u>General Contractor</u>
To (Contractor):	<u>Doug Wall Construction, Inc.</u>	Attn:	<u>Doug Wall</u>

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

Item No.: **Refer to attachments**

Reference RFP No.: **Refer to attachments**

Description of Work:

This change order includes additional scopes of work for the general contractor generated from unforeseen field conditions encountered and identified during construction operations, District program requirements and utility coordination with ongoing Bond Measure M projects that were required to be installed within the project. These items were not included in the original contract documents and noted after the bid and execution of the general contractor contract.

**Refer to attached Project Memo No. 245**

**Contract Change Order No. BBR-GC-CO8: Item 1.1 - 1.27.**

**TOTAL COST of CONTRACT CHANGE ORDER BBR-GC-CO8: \$89,162.00**

Reason for Change:

- 3 **Building Cost, District Added or Deleted/Reduced Scope**  
 Refer to attached Change Order BBR-GC-CO8 summary dated 11/14/2013

Initiator of Change:

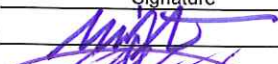


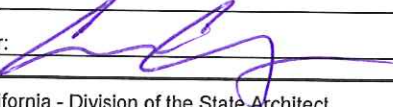
- 1 **Project Coordination**

The original Base Contract Sum was:	<u>\$9,250,000.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. BBR-GC-CO8 will be increased by:	<u>\$89,162.00</u>
The revised BASE Contract Sum:	<u>\$9,339,162.00</u>
Net change by previous authorized Change Order(s):	<u>\$759,159.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$10,098,321.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$10,098,321.00</u>
The contract TIME due to C.O. No. BBR-GC-CO8 will be increased by:	<u>52</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>9-Aug-13</u>
SBCCD Change Order No. <u>BBR-GC-CO8</u> includes Item Number(s):	<u>1.1 - 1.27</u>

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

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

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

	Signature	Name (printed)	Date
Architect:		Michael Stephens, DLR Group WWCOT	10.18.13
Project Mgr.:		Michael Villegas, Kitchell/BRJ	
District:		Timothy L. Oliver, Interim Vice Chancellor Fiscal Services	
Contractor:		Doug Wall, President - Doug Wall Construction, Inc. <small>Printed Name/Title</small>	

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

**CHANGE ORDER NO. BBR-GC-CO8**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	Replace existing irrigation gate valve at southeastern planter. PCO 094	H-4	100		\$842	\$842
Item 1.2	Provide additional storefront door closures at east and west stairwells. PCO 095	G-3	100		\$6,059	\$6,059
Item 1.3	Provide appliance FF&E furnishings at staff lounge. PCO 096	H-4	100		\$1,821	\$1,821
Item 1.4	Provide Replace existing deteriorated man hole rings at southern utility vault. PCO 097	A-1	100		\$1,258	\$1,258
Item 1.5	Provide protective vinyl flooring sealer at all classrooms. PCO 098	H-4	100		\$4,029	\$4,029
Item 1.6	Request for Information No. 280 - Provide fire alarm control relay for mechanical unit at basement. PCO 099	G-3	100		\$2,099	\$2,099
Item 1.7	Provide additional audio visual control relays at conference room motorized shade system. PCO 104	G-3	100		\$2,356	\$2,356
Item 1.8	Provide additional Campus requested building directional signage at stairwells. PCO 105	H-4	100		\$3,958	\$3,958
Item 1.9	Revise flooring finish at interior second floor breezeway from carpet tile to epoxy coating. PCO 106	H-4	100		\$5,726	\$5,726
Item 1.10	Bulletin No. 50 - Provide exterior walk off mats at conference room entrances. PCO 107	H-4	100		\$11,439	\$11,439
Item 1.11	State elevator inspection fees for certification. PCO 108	J-5	100		\$3,923	\$3,923
Item 1.12	Provide labor and equipment assistance for FF&E installation to expedite completion. PCO 109	H-4	100		\$4,380	\$4,380
Item 1.13	Final negotiated adjustment of contractor mark-ups of allowance disbursement. PCO 110	L-2	100		\$2,517	\$2,517
Item 1.14	Request for Information No. 146 - Revised structural steel connection details due to existing conditions. PCO 111	F-1	100		\$6,344	\$6,344
Item 1.15	Campus requested AED defibrillator and required signage. PCO 112	H-4	100		\$1,854	\$1,854
Item 1.16	Campus requested directory way finding signs at north and south building entrances. PCO 113	H-4	100		\$25,602	\$25,602
Item 1.17	Revised room sign at southern breezeway 1st floor entrance. PCO 116	G-3	100		\$247	\$247
Item 1.18	Campus requested to provide staff office shelving racks. PCO 117	H-4	100		\$3,446	\$3,446
Item 1.19	Campus requested landscape and irrigation revisions. PCO 118	H-4	100		\$801	\$801
Item 1.20	Request for Information No. 254 - Provide additional fire sprinklers at basement. PCO 119	J-3	100		\$1,055	\$1,055

Item 1.21	Revised guard rail details at building balconies. PCO 120	F-3	100	\$37,456	\$37,456
Item 1.22	Bulletin No. 40 - Delete high voltage scope of work. PCO 121	H-4	100	(\$21,000)	(\$21,000)
Item 1.23	Back charge for additional design team punch list due to contractor delays. PCO 122	L-2	100	(\$3,725)	(\$3,725)
Item 1.24	Bid Allowance - Credit for unused unforeseen hazmat pipe removal allowance funding. PCO No. 123	L-2	100	(\$17,603)	(\$17,603)
Item 1.25	Bid Allowance - Credit for unused misc. renovation allowance funding. PCO No. 124	L-2	100	(\$530)	(\$530)
Item 1.26	Provide additional egress exit signage, per DSA requirements. PCO No. 113	J-5	100	\$4,411	\$4,411
Item 1.27	Request for Information No. 298 - Furnish and install drinking fountain guard rails, per DSA requirements. PCO 125	J-5	100	\$397	\$397
<b>Subtotal</b>					<b>\$89,162</b>
<b>TOTAL CONTRACT CHANGE ORDER # BBR-GC-CO8</b>					<b>\$89,162</b>

**CODE LEGEND**

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

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

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

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services

**PREPARED BY:** Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services

**DATE:** November 14, 2013

**SUBJECT:** Consideration of Approval of Revised Measure M Program Implementation Plan

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2013 Revised Measure M Program Implementation Plan.

### **OVERVIEW**

On July 8, 2010, the Board of Trustees approved the Measure M Program Implementation Plan which outlined and clarified specific processes to help ensure the success of this SBCCD bond measure. The Program Implementation Plan is a critical component for success in the development and implementation of our major construction program. This revision includes modifications to bring the 2010 plan up to date based on program activity and process changes.

### **ANALYSIS**

As stated in the 2010 Board document, the Program Implementation Plan is the road map for implementation of the Measure M Bond Program. Our goals in developing the original and revised plans are:

1. Clearly define the decision-making process and communication model to be used.
2. Develop and implement operational guidelines for the Bond Program to maintain cost-efficiency, standard operating procedures and accountability.
3. Establish indicators for success and how to measure those indicators.
4. Incorporate best practices learned in Measure P and ensure a smooth transition to Measure M.

### **BOARD IMPERATIVE**

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

### **FINANCIAL IMPLICATIONS**

The Revised Measure M Program Implementation Plan is an updated tool that the District will use to maintain a cost-effective and well-managed Bond Program.



# Program Implementation Plan

## Measure M Bond

San Bernardino Community College District



9/18/2013



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## CHAPTER 1 – PROGRAM OVERVIEW

### ***Bond Program***

In February 2008, San Bernardino Community College District (SBCCD) passed a \$500M Capital Improvement bond for Measure M. Subsequently, to this allocated amount, on April 05, 2011 the SBCCD Community was sent an update from Charlie Ng, Vice-Chancellor at the San Bernardino Community College District. This update stated that due to the financial climate, the district sold bonds and funding for \$258,000,000 of the total \$500M. As a result, the district proceeded with building projects consistent with what the voters approved for San Bernardino Valley College (SBVC) and Crafton Hills College (CHC) for the allocation of the \$258,000,000. Each campus was given the process of evaluating and reprioritizing their respective projects based on this development. As a result, SBVC received \$109,806,586, CHC received \$140,641,220, the District received \$2,052,194, and \$5,500,000 was left as an allocation for Program reserves.

### ***Program Implementation***

The District and Community expect an efficient and effective delivery of the Bond Projects. A well-planned orderly system will support these goals.

**The following Program Implementation Procedures (PIP) is provided to establish the basic framework by which this program of capital improvements will be carried out.**

PIP considers various planning documents for each campus:

- Five Year Construction Plan
- Campus Master Plan
- Sustainability Plan

## CHAPTER 2 – PROGRAM OBJECTIVES AND GUIDING PRINCIPALS

### ***Introduction***

If the results are to be effective and efficient, then order, discipline, and focus are required to complete the complex sets of interconnected tasks and projects. For its foundation, the PIP uses the District's bond program objectives along with key guiding principles which are common to highly successful capital improvement programs throughout the country.

### ***Updates***

From the inception of the PIP, there is an expectation that this is a "living document" and therefore requires regular updates on an as needed basis. After the initial approval of the PIP by the Board of Trustees, all project budget, schedules and scopes will be monitored and rebalanced as necessary.

### ***Principles of PIP Development***

- Identify San Bernardino Community College District key program objectives
- Employ Best Management Practices of the design/construction industry
- Incorporate lessons learned from current program work experience
- Use the adopted missions, visions and values of the District and both Colleges as the underlying missions, visions and values of the Bond Program
- Establish metrics for success
- Assign accountability so that it is clear who is responsible to assess and redirect, as necessary, any program elements that are not meeting their established metrics.

### ***Key Objectives***

- Model Program that meets voter's expectations
- Well-defined and managed Project Scopes
- Well-defined and managed Project Budgets
- Well-defined and managed Project Schedules
- Well-defined metrics for measuring Program success
- Well-defined Program Team roles and responsibilities
- Well-defined, effective, and utilized decision-making procedures
- Community and other stakeholders fully informed of program processes and results
- Program participants educated to a common understanding of Bond Program elements
- Open and transparent reporting
- A Program which fully supports and contributes to the essential missions and ongoing operations of the District and Colleges

### ***Best Management Practices***

- Defined Organizational Structure
- Qualified Participants
- Empowered Participants
- Strategic Planning
- Checks and Balances
- Communication
- Standard Implementation Policy & Process
- Program Team Collaboration

### ***Metrics of Program Success***

The most important elements in the PIP are defining the scope, budget, and schedule for each project. All three of these elements are variables, and the success of the program depends on a careful balance and management of these variables throughout the life of the program.

- Scope is defined as the physical requirement of the project, site circulation, the number of rooms, the size of the rooms, material choices and other requirements of the space.
- Budget is the projected cost of construction, inflation, architectural, engineering, and all the other costs associated with a building program.
- Schedule is the timeline for executing the individual projects and taking into consideration all secondary effects, including any requirements for swing space, bond cash flow requirements, additional work required due to effects of primary projects, and the move in time to the additional classroom space created.

The Program's success will be measured by the specific outcomes of each project as compared to the established scope, schedules and budgets.

### ***Mission, Vision, Values***

The Program Implementation Procedures will be guided by the Mission, Vision and Values of the District and respective Campuses. Attitudes, philosophies and beliefs uniquely pattern a culture, and guide an organization's internal conduct as well as its relationship with the external world.

## CHAPTER 3 – PROGRAM STRUCTURE & DECISION-MAKING

### ***Introduction***

The Program Implementation Procedures (PIP) is the road map for the implementation of the Measure M Bond Program. In order for the Program goals to be achieved, the Program team must address all challenges in a proactive and collaborative manner. Supported by leadership, communication, organization and process, the orderly implementation of the procedure will serve to guide the Program in an efficient and cost effective manner. Integral to the structure of a successful team is the clear definition of individual roles and responsibilities, and the subsequent establishment of a thorough decision-making process and authority matrix.

### ***Principles of PIP Development***

The PIP was created by:

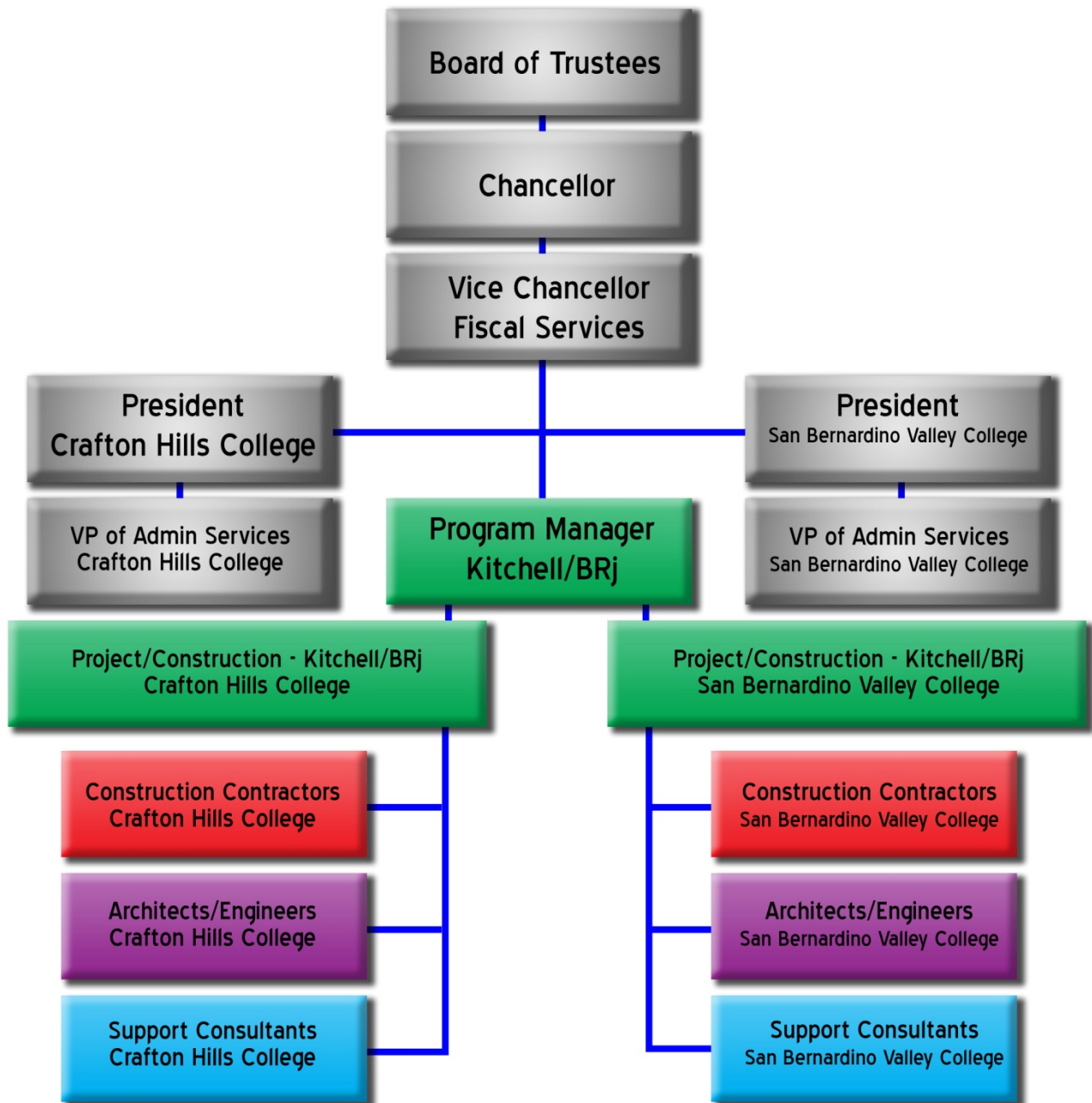
- Meeting with Program stakeholders for review and approval
- Adopting “lessons learned” from Measure P and M
- Applying Industry best practices

### ***Program Organizational Structure***

As a program organizational structure to support initial decisions, updates and feedback, each college has established project user groups to provide recommendations to the college Presidents. In turn the Presidents will make recommendations to the Vice Chancellor of Fiscal Services. The Vice Chancellor of Fiscal Services acts in the capacity of the Chief Financial Officer for the District. The primary goal is effective information distribution to facilitate informed decisions.

**Contents**

The Program Reporting Structure shown below identifies the established organizational lines to be followed for any necessary decision making or conflict resolution. Problems should be solved at the lowest level possible by those closest to the issue.



### ***Roles and Responsibilities***

Responsibilities for each of the team members are described generally in this PIP.

#### Board of Trustees

The elected Board of Trustees is directly responsible for setting policy regarding all district actions. Duties related to the Bond Program include:

- Initial adoption of Program Implementation Procedures
- Adoption of Campus Master Plans
- Adoption of Five-Year Capital Improvement Plan
- Approval of contract awards and contract modifications
- Approval of Bond Sales
- Approval of Project Prioritization List and Project Budgets

#### Chancellor

The Chancellor is the Chief Executive Officer of the District with overall responsibility for the management of all District affairs, including the Bond Program. As such, the Chancellor has ultimate authority and responsibility for all Program activities. The delegation of responsibilities is outlined below for each team member. Specific activities to be carried out by the Chancellor include, but are not limited to:

- Recommend Initial Program Implementation Procedures
- Reviews and approves Program Implementation Procedures
- Recommend Campus Master Plans
- Recommend Five-Year Capital Improvement Plan annually
- Recommend to award contracts and contract modifications
- Recommend approval of all budgets and expenditures for Bond Program projects
- Final arbiter of Facility Master Plan as it supports the Educational Master Plan
- Recommend Bond Sales
- Recommend Project Prioritization List and Project Budgets

#### Vice Chancellor, Fiscal Services

The Vice Chancellor is the primary administrative authority for the remainder of the Bond Program Team, with overall administrative and directive responsibility for the Program activities, including, but not limited to:

- Oversight of Capital Program
- Recommend Program Implementation Procedures
- Recommend Facilities Master Plans
- Recommend Five-Year Capital Improvement Plan annually
- Recommend contract awards
- Approve contract modifications up to \$ 50,000.00 or 10%, whichever is higher
- Approve campus change requests
- Approve Capital Program Procedures
- Communicates District's requirements
- Meets with the Program Manager on a regular basis
- State funding applications (IPP/FPP/Scheduled Maintenance)



- Recommend all bond appropriate program expenditures
- Authorized owner representative for compliance with applicable codes and regulations

Campus President (some of these duties can be delegated to the VP of Administrative Services at the President's discretion)

- Recommend approval of Program Implementation Procedures updates
- Recommend approval of Campus Facility Master Plan
- Recommend approval of Five-Year Capital Construction Plan annually
- Approve campus change requests over \$ 5,000.00
- Recommend approval of project priority list
- Ensures that Facility Master Plan supports Educational Master Plan
- Review and approve critical project milestones (project scopes, project schedules, project budgets, design milestones, furniture, fixtures, equipment)
- Selection and appointment of campus user groups
- Arbiter of campus aesthetics

Campus Vice-President of Administrative Services (some of these duties can be delegated to the Director of Facilities at the VP's discretion)

- Responsible for timely processing of appropriate information, direction, correspondence, and program documents
- Communicates with campus staff on all necessary matters relating to the bond program
- Communication with program and project managers
- Recommend project occupancy dates
- Manage internal relocations of existing campus programs, with input from Project Manager
- Facilitates and manages communication and coordination between M&O and Capital program
- Review and recommends critical project milestones (project scopes, project schedules, project budgets, design milestones, furniture, fixtures, equipment)
- Coordinate district requirements with construction team to ensure all campus communication, IT, AV, etc. is coordinated with construction schedule
- Assignment of campus personnel for required training, phasing milestones, weekly construction meetings, punch list walks, utility surveying, and commissioning
- Initiates/Recommends campus change requests, and approves campus change requests up to \$ 5,000.00
- Provides input for Campus Facility Master Plan
- Recommend Five-Year Capital Construction Plan annually
- Recommend award of contracts and contract modifications
- Provides input, recommends, and approves campus design and construction standards
- Review and recommend all construction scope changes

### Project User Groups

Each project will have a representative group that will meet with the program manager and the architect on a regular basis during the design phase of the project. This group will:

- Be appointed by the President or designee
- Provide project specific input to the design team, consistent with the Educational Plan and Facility Master Plan
- Attend and participate in project user meetings

### Project Management Firm

The Project Management Firm reports to the District's Vice Chancellor of Fiscal Services for all Program-wide services.

The Project Management Firm provides the District services in accordance with the agreement between the District and Project Management Firm for program, project, and construction management services effective as of June 1, 2012.

### Project Management Firm's Team

The PM team consists of a group of key individuals with particular program/project management skills and expertise. The PM team interacts daily with the District, Campuses, Consultants, Contractors and other stakeholders in the Program. Staff positions are as follows:

#### Program Executive:

The Program Executive provides oversight control and is the responsible agent for overall project administration.

- Manages the contract terms and conditions between the District and PM firm.
- Periodically meets with the District to ensure client satisfaction and program success.
- The Program Executive is responsible for the commitment of resources to each project within the program.

#### Program Manager:

The Program Manager is accountable for reporting program information to the Owner. The Program Manager plans, directs and ensures the effective execution of project or construction management services for the program.

Specific duties include:

- Directs, leads and is accountable for all phases of projects within the program.
- Ensures program operations are executed in accordance with program management procedures and policies.
- Maintains and ensures client satisfaction and effectively resolves complaints.
- Participates in preparation and negotiation of owner contracts and ensures delivery and adherence to contractual requirements and that all aspects of owner contracts are accomplished.

- Oversees preparation and maintenance of program budget, construction schedule and master program schedule.
- Oversees preconstruction, construction progress, team performance, and project closeout, to ensure conformance with schedule, budget and contractual requirements
- Implements and maintains effective systems of communication with appropriate stake holders to ensure constructive relationships and the adequate flow of information
- Ensures preparation and distribution of construction observation reports, progress status reports, schedules, pay applications and cost control reports
- Ensures implementation and maintenance of effective document control mechanisms for the program including as-builts, submittals and requests for information
- Maintains high quality standards, understands key process issues and ensures implementation of process improvements
- Identifies and manages risk
- Assists with strategy development
- Ensures workplace health and safety policies and procedures are clearly communicated and understood by program employees and enforces rules fairly and uniformly
- Maintains appropriate staff for effective execution of project or construction management services for the program
- The Program Manager will meet with both cabinets on a regular basis to provide updates, raise issues on projects, and give budget and schedule status.

Project Manager:

Project Managers are assigned to specific projects, and act in the capacity of district/campus extensions of staff to provide leadership and direction to each project within the constraints of the scopes, schedule and budget established in the Program. They provide daily management control and problem-solving.

Specific duties include:

- Meets regularly with the user groups to develop a clear understanding of their respective projects' needs
- Communicates project progress and coordinates project related actions with Presidents and campus representatives
- Provides management oversight of Architects performance throughout the design process
- Develops and maintains budgets and, provides support for timely decision making. They will provide ongoing reviews of project budgets and estimates, evaluate alternative project systems and delivery methods, and assist in life cycle cost analysis and value engineering. They will evaluate bids received, leading to an award recommendation, and all contractor submitted requests for change orders during construction
- Reviews and tracks project construction and recovery schedules and associated costs to achieve completion of projects within time and monies allocated

- Develops a project master schedule that coordinates the design efforts with procurement and construction schedules. The PM is responsible for working directly with all project team members to analyze, refine, and make adjustments to the master schedule as required to clearly define and control all phases of the project
- Manages preconstruction, construction progress, and project closeout to ensure conformance with schedule, budget, and contractual requirements
- Responsible for procuring and negotiating contracts with various consultants

#### Project Engineer:

PE's provide technical support to the project manager with assigned duties in the areas of scope, schedules and budgets. PE's maintain an effective and professional working relationship with Owners, Architects, Engineers, Contractors, Suppliers, etc.

Specific duties include:

- Assists in the monitoring, controlling, and updating of project schedules and budgets
- Prepares Change Order Requests and coordinates c.o. documentation
- Provides photo documentation of projects
- Provides administrative and technical support for all project documents

#### Contract Manager & Accounting Specialists

Conducts daily business activities to facilitate payment to vendors and produces reports and correspondence to document the fiscal activities of the Program.

Specific duties include:

- Processes vendor pay applications
- Tracks all cost associated with the projects and produces periodic cost status reports

#### Project Coordinator

This position provides clerical, administrative support, and all document control for a project. Ensures the field office operates efficiently and effectively.

#### Engineering and Architectural Services Group

Kitchell's in-house resource group consists of architects, engineers, programmers, schedulers and estimators who provide design and constructability review, estimating, value engineering, scheduling, and special studies, as required.

#### Project Architects/Engineers/Planners

The District employs a qualifications based selection process, and has selected architectural firms who were assigned projects based on previous similar project experience, staff availability, and ability to meet design schedule deadlines. The selection process for consultants is delineated in Chapter 12. Efforts will be made to distribute projects to firms based on experience and capacity to complete the work effectively and in a timely manner. Designers are responsible to:

- Design to an established Bid Day budget
- Interact with User groups to develop designs

- Coordinate all processes required through the Division of State Architect (DSA) to obtain approval of the design
- Provide a complete set of Bidding Documents for each project
- Provides project administration for RFI's, submittals, shop drawings, etc.
- Provide oversight of construction close-out documents for conformance to the contract specifications
- Participates in project close-out procedures
- Provide written interpretation of contract documents
- Implement Owner directed project changes
- Acquires DSA close-out certification

### ***Decision Making***

Timely allocation of resources influences the cost and success of the program. To this end, a Decision Matrix has been developed and ascribed to by the District in order to facilitate efficient decision making and manage expectations. The matrix includes a list of all groups that will be provided a regular input or update on project decisions.

It is the District's goal to maintain an open and active communication process during the Measure M Bond Program so all interested parties can have input into the bond activities and stay informed. The purpose of the matrix is to gain clarity and agreement on key areas of accountabilities as they relate to the program.

In the table below, various codes are used to articulate responsibility for the various Program and Project decisions through the Measure M life cycle.

- A - Approves the deliverable
- R – Recommends approval.
- C - Creates the deliverable. (Usually there is only one person who is responsible for creating a deliverable, although many people may provide input.)
- I - Provides input
- N – Is notified when a deliverable is complete
- M - Manages the deliverables

	Program Mngr	User Groups	College V. Pres, Inst, SS	College V. Pres, Admn	College President	V. Chancellor Fiscal	Chancellor	Board of Trustees	Notes
									A - Approves or authorizes
									R - Recommends Approval
									C - Creates deliverable or documentation
									I - Provides input
									N – Notified when a decision/deliverable is complete Notifications typically occur via the Monthly Report
									M - Manages the decision or deliverable
<b>Project Budgets</b>									
Program Budget Allocation	RCM		N	R	R	R	R	A	
Project Budget	RCM		N	R	R	R	R	A	
Any changes in total project budget	RCM		N	R	R	R	R	A	
Funds availability						A	N		
Expenditure Reporting	RCM			N	N	N	N	N	

	Program Mngr	User Groups	College V. Pres, Inst, SS	College V. Pres, Admin	College President	V. Chancellor Fiscal	Chancellor	Board of Trustees	Notes
									A - Approves or authorizes
									R - Recommends Approval
									C - Creates deliverable or documentation
									I - Provides input
									N - Notified when a decision/deliverable is complete Notifications typically occur via the Monthly Report
									M - Manages the decision or deliverable
<b>Changes</b>									
Errors & Omissions, Unforeseen, Jurisdictional	RCM			N	N	R	R	A	
Owner Initiated Scope Changes	RCM			R	R	R	R	A	Changes under or at \$5,000, the VP of Admin Services recommends and the President is notified. Changes between \$5,000 and \$50,000, the President recommends and the Vice Chancellor approves. Changes over \$50,000, the President and Vice Chancellor recommend and the Board approves.
<b>Project Schedules</b>									
Site Project Priority List	CM	I	I	R	R	R	R	A	
Establish Occupancy Dates	RCM		R	R	A	N	N	N	
Project Milestone Schedules	RCM		N	A	N	N	N	N	
Recovery Schedules	CM		N	N	N	N	N	N	
<b>Project Scopes</b>									
Program Requirements	CM	I	R	R	A	I	N	N	
Schematic Design Approval	RCM	I	R	R	A	N	N	N	
Design Development Approval	RCM	I	R	R	A	N	N	N	
Construction Document Approval	RCM	I	R	R	A	N	N	N	
Approval to Bid	RCM		N	R	N	A	N	N	
Award Approval	RCM		N	R	N	R	R	A	



## CHAPTER 4 – COMMUNICATIONS & REPORTING

### ***Introduction***

It is the District's goal to maintain an open and active communication process during the Measure M Bond Program, so that all interested parties can stay informed and have an opportunity to comment on bond activities.

### ***Reporting Tools***

To support this goal, the Program Manager will provide regular updates using various reporting and communications tools. The reporting frequency shall be a minimum standard, and as necessary, additional reports shall be provided for significant developments, potential issues, and program accomplishments.

### ***Monthly Progress Reports***

The Program Manager, will issue a detailed progress report on a monthly basis. The report will address scope, budget, schedule, and outstanding issues for each active project. The report shall be posted on the district's web site.

### ***President's Construction Meeting***

The Program Manager will facilitate a monthly Capital Improvement Program (CIP) meeting on each campus with the President's cabinet. The PM will provide an agenda and document action items. The meetings focus will be on planning and design issues, construction updates, and activities that will interrupt or inconvenience the campus during the construction phase of a project.

### ***Program Management Meeting***

During the startup and construction phases of all active projects, the Project Manager will prepare a weekly construction update. This report will provide information about current and planned future activities; possible utility or access disruptions, and an update of the project's progress. This report will be provided to the key campus communication representative, the VP for Administrative Services, for distribution to staff and students.

### ***Dashboard Reporting***

A bond program web site will be maintained by the District's webmaster, and the Program Manager will provide regular updates. The website links to each college's web sites and to the District web site. The web site will include general Program information, project summaries, schedules, budgets, recent activities, and upcoming activities to show ongoing progress on active construction projects.

***Community Information***

The District desires to proactively notify and engage the public in the Measure M activities. Each College will schedule a number of activities to publicize, inform and solicit input from the local communities. The Public Information Officer or others as designated by the campus president with support from the Program Manager will develop collateral materials. Outreach activities will include:

- Environmental Impact Reports (EIR)
- Open-house presentations
- Ground breaking ceremonies
- Building dedications
- Project signage
- Presentations to local government and organizations
- Press conferences

***Metrics of Program Success***

- Monthly written progress report
- Weekly construction updates
- Website updated monthly
- Meetings Attended
- Reports Produced

## CHAPTER 5 – MASTER PROGRAM BUDGET AND COST CONTROL

### ***Introduction***

Initial budgets were established in the planning phase for each project. As each project progresses through their respective design phases, budgets are reconfirmed or modified. Control is provided by comparisons of actual results against budget plan. Departures from budget can then be investigated and the reasons for the differences can be divided into controllable and non-controllable factors enabling remedial action to be taken as variances emerge.

### ***Guiding Principles and Participants***

The Program Manager will work with the District to establish a baseline Master Program Budget beginning with the District's preliminary outline of projects and budgets developed by the District and approved by the Board. The Master Program Budget will be updated periodically as project estimates are better defined during the design phases and when actual costs are identified after bidding and completion of construction.

For the Schematic, Design Development, and Construction Document phases of a project the Architect will provide the District a construction estimate which will be verified by the Program Manager. Design phase estimates shall include a contingency amount that reduces as the design develops. Escalation costs are also added for multi-year projects.

After a construction contract is awarded, the PM shall track costs and submit a projection of construction costs and exposures each month until the project is complete. The disposition of contingency use during construction and at the project completion is left up to the discretion of the District.

The PM will use this information along with other data to forecast final projected costs. A monthly report that also includes encumbrances, projected cost to complete and expense to date will be reported to the Chancellor, Board of Trustees, Citizen's Bond Oversight Committee and other stakeholders as directed by the District.

### ***Goals and Objectives***

- Establish and meet achievable Budgets for each project
- Provide a base against which actual performance can be measured and managed
- Balance the cost of extensive or special investigations against the risk of change orders for unforeseen conditions
- Eliminate scope changes after approval of Programming Document
- Achieve the lowest possible bids from responsive bidders
- Minimize the chances of change orders and claims after construction begins by supporting practices that lead to high quality bidding documents

## ***Budgeting***

### **Master Program Budget Development**

The Master Program Budget includes a conceptual estimate for each project in the program. The conceptual estimate is broken down into various components that are classified as hard or soft costs. Hard costs are the estimated cost associated with physically constructing each facility. Soft costs are the non-construction related costs such as professional services, permits, fees, contingencies and escalation.

Baseline budgets will be conceptual using square foot cost estimates for construction and percentages of construction cost for non-construction items such as professional services, permits and fees, contingencies and escalation.

### **Design and Construction Phase Estimates**

The PM reviews the Architect's cost estimates submitted at each design review (Schematic, Design Development and Construction Documents). A/E cost estimates shall include a narrative of the estimator's assumptions and the appropriate contingency amount for the phase as stated below:

- Schematic Design: 15-20%
- Design Development: 10-15%
- Intermediate Contract Documents: 5-10%
- Final Contract Documents: 3- 5%

If the PM disagrees with the Architect's estimate and differences cannot be resolved, the PM and the Architect will meet with the District to reconcile differences/discrepancies before moving forward to the next document phase. If it is determined that the estimated cost of the Architect's design exceeds the project budget, the A/E shall present cost saving options to the Owner for consideration and approval

## ***Cost Control***

### **Variance Control**

One of the objectives of budgeting is to provide a base against which actual performance can be measured and managed. The Program team will provide constant monitoring of the approved budgets and provide recommendations for corrective actions should unacceptable variances develop.

Variance control starts with realistic budgets. To support this approach the following budget tools will be implemented:

- Certain design phases will be supported by a professional estimate, reconciled by the Program Manager
- Forecasts will occur monthly to provide current information
- Schedule reviews of budget and estimates to ensure that decisions are made in an appropriate time to avoid additional cost

Specific strategies and approaches by each phase are outlined below:

### **Pre-Design Phase**

The Program Team will meet regularly with the campus user groups and design consultants during conceptual and preliminary design to advise on site use and improvements, selection of materials, building systems and equipment. Discussions will include:

- Identify factors (i.e.: risks) likely to affect construction costs
- Develop a preliminary estimate of the total project cost
- Evaluate alternative sites and develop cost & benefit analysis

### **Design Phase**

The Program Team will participate by providing recommendations and timely cost advice as the design evolves. Areas to be considered include:

- Construction feasibility
- Availability of materials and labor
- Time requirements for installation and construction
- Preparing estimates as the design evolves and to the same level of detail available on the drawings, such as schematic design, design development and completion of bid documents
- Identify and pre-purchase long lead items
- Preparing estimates of escalation based on expected local conditions
- Value engineering studies. Performing the studies, reviewing the recommendations from the value engineering study with the project team and adjusting estimates for those items adopted by the team
- Providing constructability reviews identifying and resolving potential claims or problem areas and deficiencies that may occur during the construction phase of a project, done by eliminating errors, omissions, and ambiguities in the contract documents
- Maximum effort will be expended to segregate all design decisions during the appropriate project phases. Design modifications after the Bid phase are often much more costly

### **Bid and Award Phase**

Contracting strategies that may include:

- Separate contracts to save markups for overhead and profit
- Pre-purchases for group discounts with contracts assigned to the general contractor
- Proactive bid enhancement to ensure local participation and lower bids
- Tabulating all bids and preparing a bid analysis, including evaluation of all alternate bid items and unit prices and comparing it to the budget and estimate
- Providing recommendations to the District for award

**Construction and Acceptance Phase**

- Monitor and manage change order review process.
- Perform independent estimates and analysis for change orders to determine reasonableness, as required.

**Types of Change Orders:**

- Changes in the Specifications or Plans
- Changes in the owner-furnished facilities, equipment, materials, services or site
- Changes directing acceleration of the Work
- Changes authorizing added time to the substantial completion milestone

**Change Amendments:**

## Unforeseen Conditions

- Some condition of the site differs from what could reasonably be inferred from all information known and communicated to the Contractor at the time of bid

All Change Orders will go to the Board of Trustees for approval or ratification.

***Request for Proposal (RFP)***

The District may at any time, by written order, and without notice to the sureties, make changes to the Contract if within the general scope of the Project. All District proposed changes will be initiated through the PM. Once a change has been initiated, the PM will prepare a Request for Proposal (RFP). The RFP will set forth in reasonable detail the nature of the change, whether additions, deletions or other revisions to the Contract Documents. If such change causes an increase or decrease in Contractor's cost and/or time required for performance of the Agreement, an equitable adjustment will be made and the Contract Sum and/or Contract Time modified in writing accordingly by a Change Order.

**Campus Change Request (CCR)**

If the Campus identifies additional scope that appears to be reasonably consistent with the intent of the project scope but clearly not included in the contract documents, the Campus can request a change be issued to encapsulate such items. The PM will outline the Change proposed by the Campus on a CCR outlining impacts to the Contract Sum and or Contract Schedule. The CCR once properly drafted shall be submitted to the Vice Chancellor of Fiscal Services. The Vice Chancellor of Fiscal services will approve or deny such request as appropriate.

***Contractor Changes – Change Order Request (COR)***

If the Contractor believes a change in the Contract is appropriate, the Contractor submits a COR to the PM within 10 calendar days of the event giving rise to the change. The COR will include a description of the proposed change, the contractual basis for the change and any proposed change in the Contract Sum and/or Contract Time. If the COR includes a proposal to extend the Contract Time, the Contractor must include a description of: (1) the nature of the delay; (2) the date (or anticipated date) of

commencement of the delay; (3) activities on the Project Schedule affected by the delay, any new activities created by the delay, and their relationship with existing activities; (4) the persons, organizations, or events responsible for the delay; (5) the anticipated extent of the delay; and (6) recommended action to avoid or minimize the delay. All Change Order Requests that affect the Contract Sum will be submitted as a lump sum price, itemized and supported with sufficient substantiating data such as detailed estimates, price quotes, invoices and rate sheet to permit evaluation with respect to the following costs:

- Professional services showing hourly rates times estimated hours
- Labor showing estimated hours
- Payroll taxes and applicable insurance burdens on labor
- Materials, supplies and equipment, including unit costs and estimated quantities
- Machinery and equipment rental, including rental rates and estimated durations
- Premiums for all bonds and insurance and sales tax
- Overhead and profit not to exceed 15% by the party performing the work and a 5% mark-up by the Contractor if not directly performing the work

The PM will review the Contractor's COR information and determine if a change to the Contract is allowable. For Change Order Requests that are not allowable, or incomplete, the PM will return to the Contractor with an explanation as to why the COR is being rejected. For Change Order Requests the PM considers allowable under the Contract, the PM will review cost and schedule information provided by the Contractor. If the PM enters into negotiations with the Contractor, the PM will prepare minutes of the negotiation meeting(s). If approved, the PM will prepare a Lump Sum Change Order for execution by the District and the Contractor. If denied, the PM will notify the Contractor of the denial.

### ***Change Order Funding***

Change Order funding is provided in the Project Budget Contingency. The PM will track change order activity and its effect on the Project Budget Contingency in the monthly Exposure Report, including potential change orders, proposed discretionary changes, change order requests from the Contractor and executed change orders. The cumulative total of all change orders shall not exceed 10% of the original Contract Price.

### ***Processing Agreed to Change Orders***

Once a Change Order has been agreed to by the Contractor and District, the Contractor prepares 3 original copies of the Change Order for execution. The Contractor delivers the Change Order copies to the PM for signature. The PM will acquire signatures from the Architect and the District. Once the PM has acquired all signatures the Change Order shall be presented to the District. The Program Manager prepares a Board agenda item for Change Order approval at the next regularly scheduled Board meeting. The Program Manager and the PM attend the Board meeting to answer any questions that might be posed by the Board. Change Orders approved by the Board are executed and returned to the Program Manager, who retains one signed copy for the District's files. The Program Manager forwards 2 copies of the executed Change Order to the PM, who delivers one signed copy to the Contractor and one signed copy to the

Architect. The Architect forwards the Change Order and any other information to DSA for review and approval.

***Metrics of Program Success***

- Each project meets or is under baseline budget.
- Contingency usage within the following limits:
  - Design Phase <10% of total budget
  - New Construction Phase <5% of total budget
  - Modernization Phase <10% of total budget
- Pre-bid estimates within 5% of the median bid.



## CHAPTER 6 – SCHEDULING AND SCHEDULE CONTROLS

### ***Introduction***

The project schedules are also one of the tools used to track costs for the Measure M Program. This information will be updated periodically, and will be reported to the Vice Chancellor of Fiscal Services, Board of Trustees, and Citizen's Bond Oversight Committee.

The Program Manager shall develop a Master Project Schedule based on the District and campus program priorities for accomplishing the work. After the Master Project Schedule has been established, the Program Manager shall periodically update the Master Project Schedule to reflect actual progress and/or any project re-phasing required by the District.

Prior to starting a design, the Program Manager shall develop a project duration detailing design phase milestones through DSA Approval. The project schedule shall be included in the Agreements between the Architect, PM and the District. The Program Manager shall update the Project Schedule during the design and permitting phases of the project.

Prior to design completion, the PM shall develop the Project Construction Outline. The Construction Outline shall detail the contract duration for construction activities with all necessary milestones. The PM's Project Outline shall be included in the contract documents issued to bidders and made part of the construction contract for incorporation into the Contractor's Baseline Schedule for attachment to the Contractors Agreement with the District. The PM shall monitor the Project progress during construction and close-out.

### **Master Project Milestone Schedule**

The Program Manager will develop the Master Project Milestone Schedule, which tracks the progress of the entire Program. The level of detail listed for each project on the Master Project Schedule is limited to single activities for design, DSA review and approval, bid period and time of construction. The Program Manager shall periodically update the Master Project Schedule, compare actual to planned progress and prepare a report to the Board.

### **Project Schedule (Design Phase)**

As projects enter the design phase, the Program Manager expands the Project Milestone Schedule to include activities for design reviews, agency approvals, District pre-purchase items (if applicable), period of bid marketing, advertisement for bids, addendum, bid opening, Board approval, pre-construction conference and construction period. The Project Schedule is made a part of the Architect's Agreement with the District to establish the critical timeline for A/E performance. The Program Manager shall review and update progress during the design and bid phases of a project.

### **Project Schedule (Construction Phase)**

The PM shall ensure a Project Baseline schedule is issued in conformance with the specifications. The PM shall receive monthly updates with the Contractor's Pay Application verifying the "Work In Progress" and Cost to Complete values is representative and in compliance with the Schedule specifications.

### **Look Ahead Schedules (Construction Phase)**

The PM will chair weekly meetings with construction contractors. During weekly meetings the PM and contractors will review Look Ahead Schedules showing activities for the current week and a two week look ahead. Any activities identified as being behind schedule or having the potential for going behind schedule will be documented in the meeting minutes and tracked.

### **Recovery Schedules (Construction Phase)**

In the event that the critical path of the Project Schedule shows an impact of 10 or more days of negative float the Contractor shall issue either a Time Impact Analysis (TIA) or a Recovery Schedule. If the TIA proves critical path delays are excusable and compensable, the PM shall process a change order extending the end date of the contract with a full explanation of why the delay is excusable. If critical path delays are not excusable, the PM has several remedies to utilize in order to bring the project back within the contracted delivery timeline. One remedy is for contractor to develop a Recovery Schedule accepted by the PM to finish the project on time. Recovery schedules may include working on weekends and extra shifts or paying premiums to expedited deliveries in order to complete the project on time.

### **Metrics of Program Success**

- Design - Conclude each design phase consistent with established milestone schedules
- Construction – Conclude each critical milestone within 10 days of established date
- Construction - Each building fully functional by established occupancy dates

## CHAPTER 7 – PROJECTS DELIVERY OPTIONS

### ***Introduction***

The construction industry recognizes several delivery methods that a public agency may consider when awarding capital construction projects. SBCCD's construction program consists of multiple building types to suit multiple requirements per the Educational Master Plan.

The Delivery Methods outlined below are available at the District's discretion:

### ***Delivery Methods***

- Design-Bid-Build – The District hires an Architect, who fully develops the design, and bids are received from General Contractors. The lowest responsive bidder enters into a fixed fee contract with the District for the construction of the Project. The General Contractor in turn contracts with various subcontractors to execute the work.
- Agency PM/Multiple Prime - The District hires an Architect, who fully develops the design. A Construction Manager is hired who manages the Construction phase, but is not under contract to build the facility. Bids are received from numerous Prime Contractors, often the same firms that would be Sub-contractors in the Design-Bid-Build approach. The lowest responsive bidder in each work category enters into a fixed fee contract with the District for the construction of their specific part of the Project.
- Lease-leaseback – This approach allows the District to choose a contractor based on perceived best value, rather than price alone. The lease-leaseback approach is realized by having the District enter into two leases with a chosen contractor: a site lease and a facilities lease. The Site Lease is the document in which the District will lease the real property to the builder for \$1 per year. The Facilities Lease is the document the school district will utilize to lease back the real property and completed facilities, and will also be the document that includes construction provisions which set the fixed price to be paid by the school district for the completion of the Project ("Guaranteed Maximum Price"). The construction provisions will reference the plans and specifications completed by the Architect.
- Design-Build - A single entity provides both the design and construction through the use of a single contract between the District and the design-build (D-B) contractor.

***The Process***

The PM assists the District in analyzing project deliverable methods according to the criteria listed below. The following steps/measures are taken:

- A. PM meets with the District to review and identify a project's requirements
- B. PM analyzes the project requirements based on the criteria below to against each project deliverable's traits to determine the delivery application
- C. PM makes recommendations to the District of the most effective delivery method based on the analysis taken in step B

***Criteria Influencing Choice of Delivery Methods***

The District has established goals and objectives that will be considered when analyzing the appropriate delivery method. The delivery method for a project affects budget, schedule, team and consultant selection, quality control, and all the other elements of the program management process. Among these are:

- Project schedule needs and constraints
- Budget requirements and parameters
- Utilization of local contractors & vendors
- Jobs for local community residents
- Diversity in the workforce
- Opportunities for emerging firms
- Economic and operational Efficiency
- Risk factors

***Application of Process Based on Criteria***

Example: \$9 Million Modernization of campus Business Building. The delivery method used was design-bid-build for the following reasons:

- Competitive bid environment produced more bidders and subsequently lower bids.
- District has a professional and construction staff to manage construction
- Recognized method of deliverable by most local vendors

Example: \$6 Million Solar Power Panel Project. Delivery method used was design-build for the following reasons:

- Project schedule was constrained
- Specialized vendors were required
- Single contract created economic and operational efficiency

## CHAPTER 8 – SAFETY

### ***Introduction***

Site Safety is a major concern on campus projects such as these. Our goal is to plan in advance for safe construction implementation and minimal disruptions to the educational environment. Protecting people and existing buildings from the construction activities are paramount.

The primary objective of the Safety Program is the elimination of all incidents, the prevention of personal injury and property loss, and to promote a higher degree of efficiency. The effectiveness of this program depends upon the active interest and cooperative effort of all Program participants

### ***Guiding Principles***

Items that help manage the Safety success of the General Contractor during the execution of all construction activities.

- 1) The General Conditions of each contract require the Contract to submit several items related to safety prior to start of construction
  - a. A job specific IIPP (Injury and Illness Prevention Plan) for the company must be submitted to the PM
  - b. Current Insurance Certs are required to be submitted to the PM prior to the mobilization of the contractor onto the project site
  - c. Weekly safety meeting are required to be held with a mandatory all hands present sign in sheet and a copy of the safety topic submitted to the PM
  - d. A JHA (Job Hazard Analysis) is to be submitted to the PM when starting new phases of work to insure that the safety measure are considering real time hazards related to current activities
- 2) OCIP (Owner Controlled Insurance Program) Mandatory all projects > 1,000,000
  - a. The District employs a third party administrator that enrolls the General Contractor and Sub Contractors into the OCIP Plan. The third party monitors and tracks all contractors to help ensure they are properly enrolled prior to starting work
  - b. Site Visits
    - i. The third party administrator has a safety professional that does periodic inspections to ensure job site safety and good housekeeping is being employed by all construction team members
- 3) Non OCIP projects (as decided and < \$1,000,000).

District requires the contractor to maintain the following requirements

General Liability	\$ 2,000,000 Aggregate
	\$ 1,000,000 Per Occurrence
	\$ 1,000,000 Project Aggregate
	\$ 2,000,000 Products 7 Complete Operations
	\$ 1,000,000 Personal & Advertising Injury Limit



Auto Liability	\$ 1,000,000 Auto, Leased, hired, or borrowed \$ 1,000,000 Material Hoist \$ 1,000,000 Explosion, Collapse, and underground
Excess Liability	\$ 2,000,000 Contracts < \$ 500,000 \$ 5,000,000 Contracts > \$ 500,000
Professional Liability occurrence	\$ 3,000,000 Aggregate limit – \$ 50,000 per
Workman's Comp	\$ 1,000,000
Additional Insured	San Bernardino County SBCCD Kitchell/BRJ AOR IOR The State of California, Their officers, employees, Agents and Independent Contractors
Certificate of Insurance Holder	San Bernardino Community College District C/O Kitchell/BRJ Campus and Project Name 114 South Del Rosa Drive San Bernardino, CA 92408

***Metrics of Program Success***

The Program team is committed to a safe workplace. The team will strive to provide students, workers, staff and visitors possible workplace with no work stoppage accidents, injuries or property damage. It is the Program's policy that a safe work place will be provided at all times and that all operations will be conducted in a manner as to provide protection for all individuals who might come into contact with these operations. There shall be no operation considered so important or scheduling deadline so critical that safety is compromised.

## CHAPTER 9 – QUALITY STANDARDS & CONTROL

### **Introduction**

Quality assurance is the systematic monitoring and evaluation of the various project components and requirements to ensure that standards of quality are being met or exceeded.

All members of the team; Program Manager, Architect, Contractors, Inspectors of Record and Special Inspectors, have a role in assuring that the Quality Standards for each project are met.

Quality assurance is conducted by:

- Measurement of work activity
- Identification of nonconforming services
- Development of corrective action plans
- Implementation of plan

### **Quality Objectives**

The objective during the planning/design phase is to develop a set of contract documents, in collaboration with the user and design team, that accurately address project scope, program, budget and schedule that can be supported by a procurement process that will result in the successful completion of the project in accordance with all the project quality requirements.

The objective during the construction phase is to complete construction in accordance with the requirements of the contract documents and with documentation confirming that such compliance was achieved.

### **Quality Processes**

The major elements during the planning/design phase will be:

- Implement a system for information sharing to all affected members on the team related to progress and design issues
- Ensure that design review meetings include design review comments and come to a mutual understanding between the project team and the design professionals.
- Control expansion of scope by continually tracking project costs against the budget
- Interdisciplinary coordination and independent (third party) document reviews
- Control of design criteria changes
- Quality assurance reviews
- Constructability reviews
- Value engineering
- Construction testing requirements defined

The major elements of the construction phase quality management plan will include:

- Mandatory Pre-construction Conferences before the start of the affected work.
- Detailed planning and scheduling
- Formal inspection and testing program
- Defined and timely reporting and record keeping
- Control of changes in the work

- Document control and distribution
- Early documentation and correction of nonconforming and deficient work
- Final review, documentation, and punch list work completion

To support final satisfactory facility use/occupancy, the Project Manager will also perform the following activities related to the administration of the Work:

- Maintenance manuals and operating procedures are obtained, indexed, and organized for future maintenance
- Spare parts and warranties are reviewed for contract compliance and archived
- Final permits are obtained and satisfy agency requirements
- Move-in plan prepared and implemented
- Start-up of major equipment and confirmation of performance is verified
- Punch list items corrected
- Final payment conditions met
- Contract close out
- Close-out reports prepared
- Submission of final documentation required for DSA closeout

***Metrics of Program Success***

- All non-conforming work corrected
- Start-up of major equipment, confirmation of performance is verified, training is provided to the campus, and the building is appropriately commissioned
- Contract close out within 90 days of final completion
- DSA closeout within 180 days of final completion



## CHAPTER 10 – PLANNING & DESIGN PHASE

### ***Introduction***

Throughout the lifecycle of each Project, the Program Manager will implement a set of processes and procedures to support the Measure M Bond goals. The focus will be on the four major categories of:

- Scope/Quality Control
- Budget
- Schedule
- Risk- (safety of people & buildings, and preserving the Colleges' education mission during design and construction)

### ***Planning and Design Objectives***

- Budget efficiency with design costs- define # of meetings and maximize benefit
- Timely decisions- affect costs and schedule
- Consider the goals of the Master Plan, Campus Plan, and Sustainability Plan
- Educational Program driven design
- Consistent Architectural Standards between campuses as appropriate
- Equity between campuses
- Achieve best value by “right balancing” quality, schedule and budget
- Life cycle analysis - balance first cost with operational costs

### ***Project User Groups***

Each project will have an assigned group that will meet with the Program Manager and the Project architect on a regular basis during the design phase of the Project. This group will provide project specific direction to the design team and will work to set priorities to keep the project on budget and on schedule. The Program Manager and the President's Cabinet shall meet with this group on a regular basis.

### ***Project Architects/Engineers/Planners***

The District has completed a qualifications based selection process, and has selected architectural firms who were assigned projects based on previous similar project experience, staff availability, and ability to meet design schedule deadlines. Efforts will be made to distribute projects based on experience and firm capacity to complete work effectively and in a timely manner.

### ***Process for the Registration, Screening and Recommendation of Professional Services Providers***

The District process is comprised of four major phases:

- Phase I – Outreach Process
- Phase II – Screening Advisory Committee
- Phase III – Criteria and Screening Process
- Phase IV – Final Recommendation, Fees and Contract

**Phase I:** The District will reach out to the professional services community as required by the bond project list, to solicit the registration of firms for the Measure M Project Interest List. Outreach will be done through the placement of newspaper advertisements, notice to professional publications and organizations and posting on the District website. Firms will self-identify their experience in specific project categories. A registration list will be developed and firms will be notified of as projects become available. Firms are responsible to renew their registration for project eligibility.

**Phase II:** A Screening Advisory Committee will be established for each project or project group. The committee will be comprised of one faculty member, one classified staff member, the College President or designee, the Vice President for Administrative Services, Director of Campus Facilities, and the Vice Chancellor, Fiscal Services. At the campus president's discretion, the administrator responsible for the instruction/services to be housed in the proposed facility will participate.

**Phase III:** The Screening Advisory Committee will establish the evaluation criteria and determine the rating criteria for the project. Firms with self-reported experience relevant to the project requirements will be invited to submit a proposal that would minimally include relevant experience, project approach, project schedule and a staffing plan. The firms with the highest scores will be invited to interview with the Screening Advisory Committee. Whenever possible a minimum of four to six firms will be invited to interview.

**Phase IV:** The Screening Advisory Committee will establish the evaluation criteria and determine the rating criteria for the project interviews. The members of the committee will rate and rank each firm. The District will conduct reference checks on the top ranked firms. A draft contract and fee will be negotiated with the highest ranking firm and will be submitted to the Board of Trustees for action. A summarized review of the process will be provided with the committee recommendation.

### ***Design Review***

As a special consideration for new construction projects which will either define or significantly alter the fabric of the campus, a formal design review and approval process will be used. The President's Cabinet will serve the role of determining the aesthetic appropriateness of each project proposal. At the conclusion of the Programming, Schematic Design, Design Development and Construction Documents phases, a formal written approval process will be employed.

### ***Design Phases***

Architectural design is a creative problem-solving process applied to each unique project. The first task is always to understand the user's needs, budget, and schedule; secondly, to develop a design; and then to prepare drawings and specifications to guide the contractor in building. Planning and design services are implemented in the following sequence:

1. **Programming and Pre-design Phase**
2. **Schematic Design**
3. **Design Development**
4. **Construction Documents**

***Metrics of Program Success***

- Effective design reviews resulting in user understanding of scopes
- Documented Design Reviews
- High quality documents that are biddable and buildable
- Timeliness of design services and reviews

## CHAPTER 11 – BIDDING AND CONSTRUCTION

### ***Introduction***

It is essential that all bidding and construction components be executed expertly, and within established cost, schedule, scope and safety parameters. The Program Management team will work collaboratively with the District and College staff to develop responsive project controls to support project success.

### ***Bidding & Construction Objectives***

- Enhanced notification to potential local bidders.
- Minimize uncertainty regarding bid documents.
- Provide bidding documents that clearly describe the end product in terms which communicate expectations of the end user.
- Seek multiple competitive bids.
- Transparent procurement processes.
- Timely decisions ensure costs and schedule are maintained.
- Bid awards to qualified contractors.
- Document contractors' performance.
- Maintaining a safe environment at all times.
- Minimizing disruption/inconvenience to the users and public at all times.
- Maintaining effective communications with all stakeholders.
- Ensure that the requirements of codes and standards are met or exceeded.
- Provide a basis for acceptance of the project.

Modifications to original contracts are made by processing a change order or amendment. Change Orders are funded from a contingency account included in the project budget. Change Orders are requested by the Contractor using a Change Order Request, initiated from the PM, by issuing a Request for Proposal. The cost of work under a Change Order can be charged in one lump sum or on a time and material basis, not to exceed amount, verified by the PM as the work is being performed by the Contractor.

## CHAPTER 12 – Appendix - Terminologies

### Acronyms

Acronyms are often used in the design and construction industry to communicate and report more efficiently. The following list of acronyms may appear in bond related communications, reports and discussions.

A/E – Architect/Engineer	HVAC – Heating, ventilation and air conditioning
ADA — Americans with Disabilities Act	IOR – Inspector of Record
ADR – Alternative Dispute Resolution	K/BRj – Kitchell/BRj
AIA – American Institute of Architects	Kitchell CEM – Kitchell Capital Expenditure Managers
ASF – Assignable Square Feet	LEED – Leadership in Energy and Environmental Design
CA – Construction Administration	MOU – Memo of understanding
CAD – Computer-Aided Drafting	NTP – Notice to Proceed
CBOC – Citizen’s Bond Oversight Committee	PE – Professional Engineer
CCCCO – CA Community College Chancellor’s Office	PI – Project Inspector
CD – Construction Document	PIP – Program Implementation Procedures
CDF – California Department of Forestry	PM – Program Management
CEQA – California Environmental Quality Act	PM – Project Manager
CHC – Crafton Hills College	PO – Purchase Order
CM – Construction Management	RFI – Request for Information
CO – Certificate of Occupancy	RFP – Request for Proposal
CO – Change Order	RFQ – Request for Qualifications
DBB – Design/Bid/Build	ROW – Right of Way
DB – Design/Build	SBCCD – San Bernardino Community College District
DD – Design Development	SBVC – San Bernardino Valley College
DGS – Department of General Services	SD – Schematic Design
DPW – Department of Public Works	SF – Square Foot
DSA – Division of State Architect	SOW – Scope of Work
EIR – Environmental Impact Report	
EMP – Educational Master Plan	
FMP – Facilities Master Plan	
FPP – Final Project Proposal	
FY – Fiscal Year	
GC – General Contractor	
GSF – Gross Square Feet	
H/L S — Health/Life Safety	

## 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: Whitney Fields, Environmental, Health & Safety Administrator and  
Pierre Galvez, Chief of Police  
DATE: November 14, 2013  
SUBJECT: Consideration of Approval to Adopt the Emergency Operations Plan

### RECOMMENDATION

It is recommended that the Board of Trustees adopt the San Bernardino Community College District Emergency Operations Plan (EOP). The Board has been provided with a hard copy and the electronic version of the EOP can be found on the website at <http://sbccd.org/eop>.

### OVERVIEW

The SBCCD EOP provides the framework for coordination and mobilization of the district sites, colleges, and external resources needed to respond during an emergency. The plan clarified strategies to 1) prepare for, 2) respond to, and 3) recover from an emergency or disaster incident that could impact the district, the campuses, or the region.

### ANALYSIS

The EOP provides authority during an emergency for coordinating response and recovery operations throughout the District. The purpose of the Plan is to ensure an effective, professional, and well-organized response to a natural disaster or a major incident. The primary objective of the Plan is to protect public safety and property and assure the overall well-being of the population.

The California Emergency Plan (CEP), promulgated in accordance with the provisions of the California Emergency Services Act (Chapter 7 of Division 1 or Title 2 of the Government Code), provides statewide authorities and responsibilities and describes the functions and operations of government at all levels during extraordinary emergencies. Section 8568 of the Act states in part that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof."

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

### FINANCIAL IMPLICATIONS

The lack of an emergency plan could lead to severe losses such as multiple casualties and the possible financial collapse of the organization.

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: November 14, 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.

November 14, 2013

Asset Number	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
17188	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	7/5/2005	\$1,273.65	\$0.00
17190	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	1/3/2005	\$1,273.65	\$0.00
17192	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	7/5/2005	\$1,273.65	\$0.00
17196	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	7/5/2005	\$1,273.65	\$0.00
17197	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	1/3/2005	\$1,273.65	\$0.00
17198	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	1/3/2005	\$1,273.65	\$0.00
17199	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	1/3/2005	\$1,273.65	\$0.00
17695	10/1/2013	CRAFTON HILLS COLLEGE	laptop	7/1/2008	\$1,531.00	\$0.00
17722	10/1/2013	CRAFTON HILLS COLLEGE	Dell Optiplex 755	2/29/2008	\$1,344.29	\$0.00
17723	10/1/2013	CRAFTON HILLS COLLEGE	Dell Optiplex 755	2/29/2008	\$1,344.29	\$0.00
17729	10/1/2013	CRAFTON HILLS COLLEGE	Dell Optiplex 755	2/29/2008	\$1,344.29	\$0.00
17914	10/1/2013	CRAFTON HILLS COLLEGE	CPU	4/17/2009	\$1,152.25	\$0.00
17919	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,157.00	\$0.00
17920	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,157.00	\$0.00
17921	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,157.00	\$0.00
17922	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,157.00	\$0.00
17923	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,157.00	\$0.00
17924	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,157.00	\$0.00
17925	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,157.00	\$0.00
17927	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,157.00	\$0.00
17929	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,157.00	\$0.00
17930	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,157.00	\$0.00
17931	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,157.00	\$0.00
17932	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,157.00	\$0.00
17933	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,157.00	\$0.00
17934	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,157.00	\$0.00
17935	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,157.00	\$0.00
17936	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,115.26	\$0.00
17937	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,115.26	\$0.00



November 14, 2013

<b>Asset Number</b>	<b>Date Retired</b>	<b>Location</b>	<b>Description</b>	<b>Date In Service</b>	<b>Initial Value</b>	<b>Current Value</b>
17940	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,115.26	\$0.00
17941	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,115.26	\$0.00
17942	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,115.26	\$0.00
17943	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,115.26	\$0.00
17944	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,115.26	\$0.00
17946	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,115.26	\$0.00
17948	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,115.26	\$0.00
17950	10/1/2013	CRAFTON HILLS COLLEGE	CPU w/monitor	4/17/2009	\$1,115.26	\$0.00
17951	10/1/2013	CRAFTON HILLS COLLEGE	cpu w/mon	4/17/2009	\$1,115.26	\$0.00
17952	10/1/2013	CRAFTON HILLS COLLEGE	cpu w/mon	4/17/2009	\$1,115.26	\$0.00
17953	10/1/2013	CRAFTON HILLS COLLEGE	cpu w/mon	4/17/2009	\$1,115.26	\$0.00
17956	10/1/2013	CRAFTON HILLS COLLEGE	cpu w/mon.	4/17/2009	\$1,115.26	\$0.00
17957	10/1/2013	CRAFTON HILLS COLLEGE	cpu w/mon	4/17/2009	\$1,115.26	\$0.00
17958	10/1/2013	CRAFTON HILLS COLLEGE	cpu w/monitor	4/17/2009	\$1,157.00	\$0.00
20281	10/1/2013	CRAFTON HILLS COLLEGE	PRINTER LASER	7/1/1998	\$1,800.00	\$0.00
20424	10/1/2013	CRAFTON HILLS COLLEGE	PRINTER LASER	7/1/1999	\$1,149.00	\$0.00
20496	10/1/2013	CRAFTON HILLS COLLEGE	PRINTER LASER	7/1/1997	\$1,525.00	\$0.00
30282	10/1/2013	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$1,300.47	\$0.00
30302	10/1/2013	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$1,300.00	\$0.00

## Non-Fixed Asset Surplus List

Page 1 of 1

**November 14, 2013**

APC Battery Backup LS500	1 ea.
HP Laserjet 5000N Printer	1 ea.
Dell Latitude D630 Laptop Computer	1 ea.
HP Officejet Pro K550	1 ea.
Dell Optiplex 745 Computer	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: Diana Johnson, Program Manager, Kitchell/BRj/Seville  
DATE: November 14, 2013  
SUBJECT: Consideration of Approval to Award Bid and Contract to  
The O.K. Earl Corporation dba Earl Corporation, Irwindale CA

RECOMMENDATION

It is recommended that the Board of Trustees award bid #101613 and contract to The O.K. Earl Corporation dba Earl Corporation for the New Science Building project at Crafton Hills College in the amount of \$18,664,131.00 (base bid plus insurance add alternate), as well as any and all change orders up to \$1,866,413.10 approved by the Vice Chancellor of Fiscal Services, as set forth in the original contract.

OVERVIEW

This project provides 30,000 square feet of space with modern science labs to address the needs of the chemistry, microbiology, anatomy, and biology programs. The project consists of lab, lab support, lecture, and office spaces. Site improvements will also address campus circulation at the project site. The total cost of the project is approximately \$25.6 million funded. It is scheduled to start construction in fall 2013 and finish in summer 2015.

ANALYSIS

A public bid opening was conducted on October 16, 2013 and the District received nine bids. The three lowest, most responsive were:

<b>Vendor</b>	<b>Base Bid</b>	<b>Bid Award with Selected Alternates</b>
The O.K. Earl Corporation dba Earl Corporation	\$18,272,531	\$18,664,131
USS Cal Builders, Inc.	\$18,400,000	\$18,714,000
Sinanian Development, Inc.	\$18,700,000	\$19,200,000

An analysis of the bids received indicates that The O.K. Earl Corporation dba Earl Corporation is the lowest, most responsive bidder. The bid documents also indicated that Earl Corporation included approximately 55% local subcontractors in their bid. The final bid award includes the insurance alternate.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2013-14 budget for Measure M.



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11711 Sand Canyon Road, Yucaipa, CA 92399

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

October 22, 2013

Timothy L. Oliver  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408

**RE: New Science Building Project  
BID ANALYSIS AND RECOMMENDATION**

Dear Mr. Oliver:

Kitchell/BRj is pleased to provide this analysis of the bid results for the Crafton Hills College – New Science Building project.

Bids were accepted until 1:00 PM on October 16, 2013. Upon closing of the bid period, the contractor proposals were opened and publicly read aloud at the San Bernardino Community College District Office, Board Room (PDC 104) located at 114 S. Del Rosa Drive in San Bernardino, CA. Nine (9) plan holders submitted bids for this project. The lowest responsible bidder was determined to be The O.K. Earl Corporation dba Earl Corporation with a **base bid amount of \$18,272,531.00.**

The bid selection criterion was developed by District's legal consulting to provide a competitive environment that meets the public contract code. The lowest bid shall be determined as follows:

(1) by adding the base price to the aggregate price for the first seven alternates identified above, provided that when added together, the total bid amount is less than, or equal to, a funding amount publicly disclosed by the DISTRICT before the first bid is opened; or

(2) If no base bid price when added to the first 7 alternates provides a total bid amount that is equal to or less than the funding amount publicly disclosed by the DISTRICT before the first bid is opened, then, the lowest bid will be determined by taking the base bid price and adding thereto as many of the alternates (from #1 thru #7) that will allow the District to receive the greatest scope of work at a total bid amount that is equal to or under the funding amount publicly disclosed by the DISTRICT before the first bid is opened; or

(3) If a low bid cannot be determined under (1) or (2) above, then the lowest bid will be determined by taking the base bid prices only.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the public entity before the ranking of all bidders from lowest to highest has been determined.

A responsible bidder who submitted the lowest bid as determined by this section shall be the low bidder for determination of award of contract. This section does not preclude the DISTRICT from adding to or deducting from the contract any of the additive or deductive items after the lowest responsible bidder has been determined.

Bid add alternate no. 08, Contractor and Subcontractors provided insurance coverage(s) was not considered in the basis of selection criteria

Before opening the bid on October 16, 2013 at 1:00 PM, Kitchell/BRj announced the available construction fund for the project which was: **\$17,176,728.68.**

Since the low bid was higher than the available construction fund, option no. 3 becomes the basis for determination of low bidder, base bid price only. Therefore, the O.K. Earl Corporation dba Earl Corporation is determined to be the lowest responsible and responsive bidder, with base bid amount of **\$18,272,531.00**.

After reviewing the contractor and subcontractors provided insurance price vs. OCIP price, the District has decided to utilize the contractor and subcontractors provided insurance price of **\$391,600**, which is added to the base bid amount for a total contract amount of **\$18,664,131**.

**Bid Analysis**

The following items were considered in our bid analysis:

- I. Comparative Pricing- based on the selection criteria. See attached bid selection analysis.
- II. Bond Review
- III. Company History
- IV. Bid Proposal/Form Review
- V. Client Reference Check
- VI. Contractor License Check

**I. Comparative Pricing (Base Bid Price)**

A.	Low bid	\$ 18,272,531.00
B.	Average bid	\$ 19,624,993.22
C.	High bid	\$ 22,475,729.00
D.	Number of Bidders	Nine (9)

**II. Bond Review**

- A. Travelers Casualty and Surety Company of America is the surety for The O.K. Earl Corporation dba Earl Corporation. Supple-Merrill & Driscoll, Inc. is the agent company authorized to transact the business of insurance in the State of California.
- B. Contractor's License Board: All California contractors are required to file a bond or cash deposit with the State in the amount of \$12,500. The Contractor's Bond No. is T-1526L10 and has been verified to be effective since January 1, 2007, and is currently on file.

**III. Company History**

The O.K. Earl Corporation dba Earl Corporation was founded in 1932, and serves in Southern California. Their specialties include General Building/Engineering Contracting and Public Works Contracts. Similar sample projects include:

- Glendale Community College: Garfield Campus Expansion (new 3-story classroom/lab building) in the amount of \$16,036,535.00.
- Chapman University: Sandhu Residence Complex in the amount of \$35,149,873.00.
- Chapman University: Lastinger Athletic Complex in the amount of \$19,610,974.00.

**IV. Bid Proposal/Form Review**

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

Note: it was noted that the contractor had three minor irregularities in their bid package: (1) bid proposal form did not carry the corporate seal, (2) The bid proposal form, section 00 30 10, signed by the bidder is not the most

recent one. Bidder should have used addendum no. 2 version vs. addendum no. 1 version not the most recent version issued in addendum no. 2 and (3) The bidder acknowledgement of project duration, section 00 30 09, signed by the bidder is not the most recent one. Bidder should have used addendum no. 2 version vs. addendum no. 1 version.

Per general conditions, "The DISTRICT reserves the right to reject any or all bids, or to waive any irregularities or informalities in any bids or in the bidding." Based on this, Kitchell/BRj recommends waiving these minor irregularities.

**V. Client Reference Check**

Client references reviewed and verified.

**VI. Contractor License Check**

- |    |                         |   |
|----|-------------------------|---|
| A. | License # and Status:   | License # 94114 Current and Active                                    |
| B. | Type of company:        | Corporation   |
| C. | Expiration date:        | October 31, 2014  |
| D. | State of Incorporation: | California  |
| E. | Type of license:        | A – General Engineering Contractor<br>B – General Building Contractor |

Based on our bid review and analysis Kitchell/BRj confirms that The O.K. Earl Corporation dba Earl Corporation is the lowest responsible bidder. We recommend that the SBCCD board accept and award the contract to The O.K. Earl Corporation dba Earl Corporation for the Crafton Hills College New Science Building Project.

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

October

Sincerely,

Kitchell/BRj

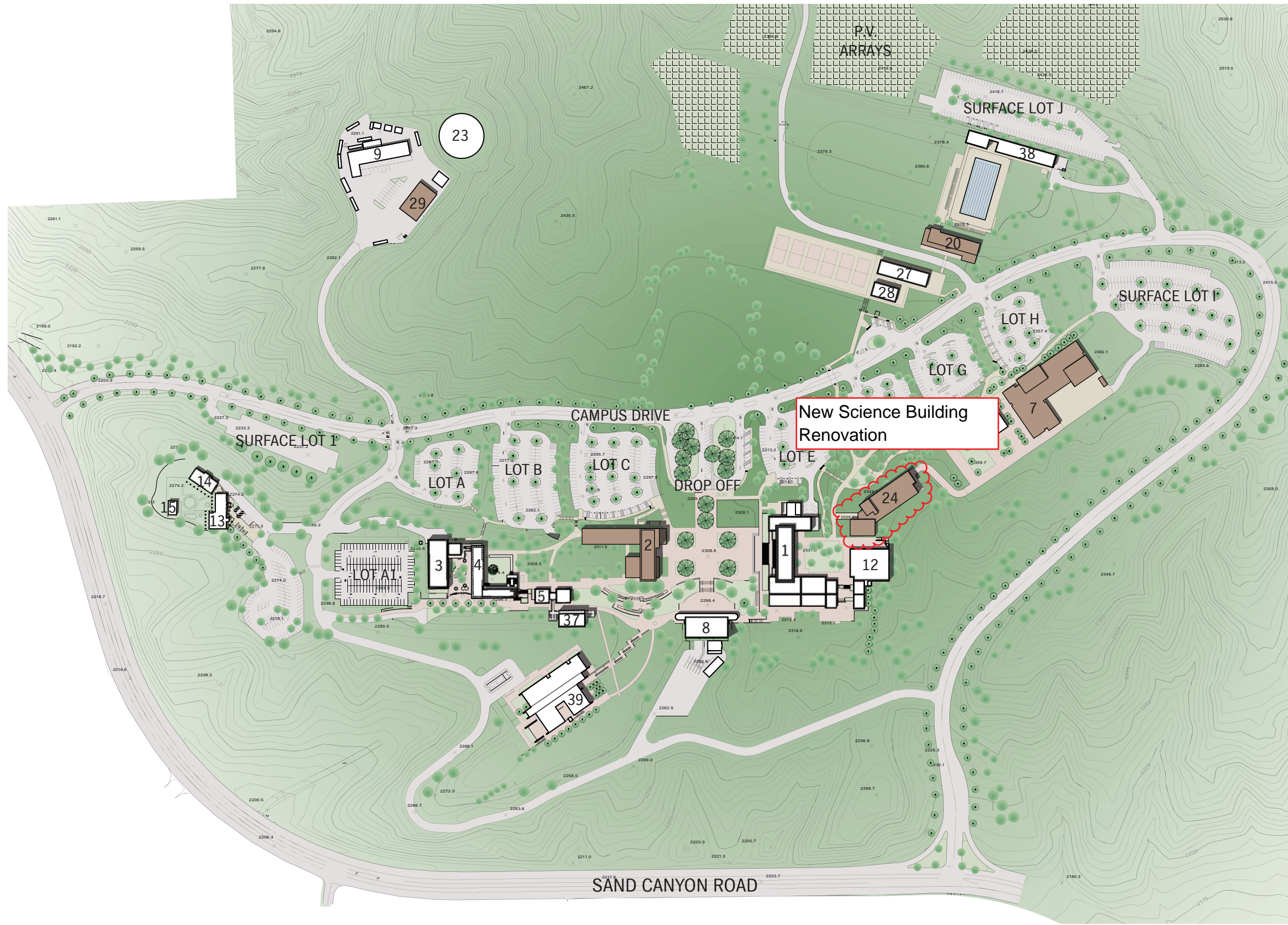
Hussain Agah  
Project Manager

cc: Diana Johnson – Kitchell/BRj  
Job File



#	Mandatory Pre Bid Attendee Contractors	City	Bid Bond Y/N	Addenda (1 - 5) Noted Y/N	Base Bid	ADD ALT #1	ADD ALT #2	ADD ALT #3	ADD ALT #4	ADD ALT #5	ADD ALT #6	ADD ALT #7	ADD ALT #8	TOTAL
1	PropWest PCM, Inc. dba ProWest Constructors	Wildomar, CA	Y	Y	\$21,500,000.00	\$135,000.00	\$105,000.00	\$240,000.00	\$85,000.00	\$25,000.00	\$80,000.00	\$50,000.00	\$625,000.00	\$22,220,000.00
2	Doug Wall Construction, Inc.	Bermuda Dunes, CA	Y	Y	\$18,821,602.00	\$110,000.00	\$80,000.00	\$298,000.00	\$85,000.00	\$35,000.00	\$150,000.00	\$22,000.00	\$1,260,000.00	\$19,601,602.00
3	The O.K. Earl Corporation dba Earl Corporation	Irwindale, CA	Y	Y	\$18,272,531.00	\$237,437.00	\$52,616.00	\$139,440.00	\$106,050.00	\$11,525.00	\$43,172.00	\$48,642.00	\$391,600.00	\$18,911,413.00
4	Echo Pacific Construction, Inc.	Escondido, CA	Y	Y	\$18,737,977.00	\$222,245.00	\$109,674.00	\$144,465.00	\$74,245.00	\$24,377.00	\$69,221.00	\$81,588.00	\$364,343.00	\$19,463,792.00
5	USS Cal Builders, Inc.	Stanton, CA	Y	Y	\$18,400,000.00	\$22,000.00	\$45,000.00	\$142,000.00	\$75,000.00	\$10,000.00	\$48,000.00	\$10,000.00	\$314,000.00	\$18,752,000.00
6	Sinanian Development, Inc.	Tarzana, CA	Y	Y	\$18,700,000.00	\$140,000.00	\$165,000.00	\$130,000.00	\$50,000.00	\$20,000.00	\$75,000.00	\$20,000.00	\$500,000.00	\$19,300,000.00
7	Royal Construction Corp.	Arcadia, CA	Y	Y	\$18,990,000.00	\$73,000.00	\$55,000.00	\$95,000.00	\$69,000.00	\$14,000.00	\$41,000.00	\$88,000.00	\$285,000.00	\$19,425,000.00
8	Stronghold Engineering Incorporated	Riverside, CA	Y	Y	\$20,727,100.00	\$30,000.00	\$65,000.00	\$150,000.00	\$60,000.00	\$120,000.00	\$120,000.00	\$60,000.00	\$250,000.00	\$21,332,100.00
9	R. J. Daum Construction	Garden Grove, CA	Y	Y	\$22,475,729.00	\$27,532.00	\$94,042.00	\$434,019.00	\$75,136.00	\$32,036.00	\$95,814.00	\$55,045.00	\$571,079.00	\$23,289,353.00
<b>Lowest Three Proposals</b>														
1	The O.K. Earl Corporation dba Earl Corporation	Irwindale, CA	Y	Y	\$18,272,531.00	\$237,437.00	\$52,616.00	\$139,440.00	\$106,050.00	\$11,525.00	\$43,172.00	\$48,642.00	\$391,600.00	\$18,911,413.00
2	USS Cal Builders, Inc.	Stanton, CA	Y	Y	\$18,400,000.00	\$22,000.00	\$45,000.00	\$142,000.00	\$75,000.00	\$10,000.00	\$48,000.00	\$10,000.00	\$314,000.00	\$18,752,000.00
3	Sinanian Development, Inc.	Tarzana, CA	Y	Y	\$18,700,000.00	\$140,000.00	\$165,000.00	\$130,000.00	\$50,000.00	\$20,000.00	\$75,000.00	\$20,000.00	\$500,000.00	\$19,300,000.00

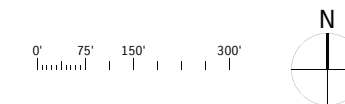




- | NO. | BUILDING NAME                                 |
|-----|---|
| 1   | LAB/ADMIN                                     |
| 2   | <b>CRAFTON CENTER</b>                         |
| 3   | CLASSROOM BUILDING 2                          |
| 4   | STUDENT SERVICES A                            |
| 5   |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

\* BOLD INDICATES NEW BUILDING

### MASTER PLAN - HORIZON 1



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services  
PREPARED BY: Jose F. Torres, Director of Fiscal Services  
DATE: November 14, 2013  
SUBJECT: Consideration of Approval to Revise the Authorized Signature List

RECOMMENDATION

It is recommended that the Board of Trustees approve the deletion of Eloise Sifford, Accounting Manager, 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 Eloise Sifford was approved to sign on several District bank accounts, as well as commercial warrants and budget/expenditure transfers.

ANALYSIS

Eloise Sifford retired from the District on October 31, 2013 and is no longer to sign on behalf of 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.

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

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

<b>Item</b>	<b>Authorized Signatories</b>
<b>Purchase Orders</b>	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: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services  
PREPARED BY: Jose F. Torres, Director of Fiscal Services  
DATE: November 14, 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 October 29, 2013. It reflects summary information for all District funds, grouped by category within each fund.

As of October 29, the District was 33.1% through the fiscal year and had spent and encumbered about 29.1% 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

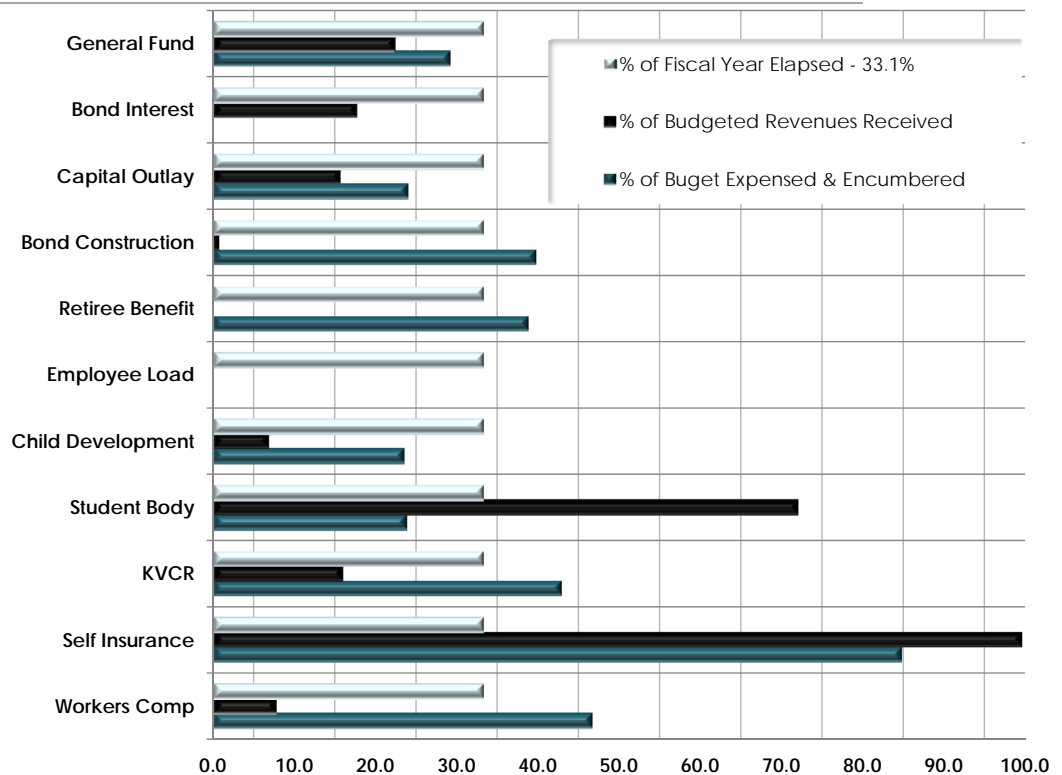
FINANCIAL IMPLICATIONS

There are no financial implications.

# Budget Revenue & Expenditure Summary

Year to Date 10/29/2013  
33.1% of Fiscal Year Elapsed

	REVENUES		EXPENDITURES		
	Budget	Received YTD	Budget	Expensed/ Encumbered YTD	
<b>01 General Fund</b>	\$ 95,631,503	\$ 21,270,677 22.2%	\$ 93,326,206	\$ 27,137,205	29.1%
<i>Regular patterns of activity throughout the year.</i>					
<b>21 Bond Interest &amp; Redemption</b>	\$ 24,226,400	\$ 4,269,564 17.6%	\$ 24,226,400	\$ 15,282,886	63.1%
<i>Majority of revenues will be received April -June of 2014. Annual payment for bonds will take effect during March &amp; April, 2014.</i>					
<b>41 Capital Outlay Projects</b>	\$ 676,215	\$ 104,704 15.5%	\$ 2,142,816	\$ 513,096	23.9%
<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>					
<b>42 Bond Construction</b>	\$ 125,000	\$ 712 0.6%	\$ 91,067,714	\$ 36,081,533	39.6%
<i>Expensed/Encumbered is comprised of expenditures in the amount of \$2,561,761 (3% of budget) and encumbrances of \$33,519,772.</i>					
<b>68 Retiree Benefit</b>	\$ 763,000	\$ - 0.0%	\$ 336,561	\$ 130,193	38.7%
<i>Management anticipates the transfer of these funds to take place on or around November 2013.</i>					
<b>69 Employee Load</b>	\$ 450	\$ - 0.0%	\$ 450	\$ -	0.0%
<b>72 Child Development</b>	\$ 2,749,090	\$ 182,232 6.6%	\$ 2,747,790	\$ 642,483	23.4%
<i>Receipts for this fund from the State will commence on or around November 2013.</i>					
<b>73 Student Body Center Fee</b>	\$ 212,952	\$ 153,371 72.0%	\$ 212,952	\$ 50,612	23.8%
<b>74 KVCR</b>	\$ 5,900,437	\$ 935,169 15.8%	\$ 6,292,244	\$ 2,694,196	42.8%
<i>Revenues in this fund are sporadic. Expensed/Encumbered is comprised of \$1,183,209 in expenditures (20% of budget), and \$1,510,987 in encumbrances.</i>					
<b>78 Self Insurance-Liability</b>	\$ 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>					
<b>84 Workers Compensation</b>	\$ 1,250,000	\$ 95,250 7.6%	\$ 1,250,000	\$ 581,654	46.5%
<i>Receipts for this fund commenced during the month of October 2013. Expenses are sporadic; encumbrances account for \$54,957.</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	183,830.50	183,830.50	3.0	0.00	5,817,802.66	96.9
8600.00 STATE REVENUES	67,082,723.30	18,737,201.78	18,737,201.78	27.9	0.00	48,345,521.52	72.0
8800.00 LOCAL REVENUES	22,523,820.00	2,333,823.55	2,333,823.55	10.3	0.00	20,189,996.45	89.6
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	95,631,503.06	21,270,677.23	21,270,677.23	22.2	0.00	74,360,825.83	77.7
1100.00 CONTRACT CLASSROOM INST.	14,906,440.40	3,031,159.39	3,031,159.39	20.3	0.00	11,875,281.01	79.6
1200.00 CONTRACT CERT. ADMINISTRATORS	8,480,298.53	1,794,964.97	1,794,964.97	21.1	0.00	6,685,333.56	78.8
1300.00 INSTRUCTORS DAY/HOURLY	6,838,374.00	1,754,646.66	1,754,646.66	25.6	0.00	5,083,727.34	74.3
1400.00 NON-INSTRUCTION HOURLY CERT.	1,413,728.98	317,055.94	317,055.94	22.4	0.00	1,096,673.04	77.5
TOTAL: 1000	31,638,841.91	6,897,826.96	6,897,826.96	21.8	0.00	24,741,014.95	78.1
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	16,995,376.00	3,884,837.78	3,884,837.78	22.8	0.00	13,110,538.22	77.1
2200.00 INSTRUCTIONAL AIDS	1,361,412.46	274,028.62	274,028.62	20.1	0.00	1,087,383.84	79.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	1,991,641.00	479,831.81	479,831.81	24.0	0.00	1,511,809.19	75.9
2400.00 INST AIDES-HOURLY- DIR. INSTRU	1,312,089.00	147,988.97	147,988.97	11.2	0.00	1,164,100.03	88.7
TOTAL: 2000	21,660,518.46	4,786,687.18	4,786,687.18	22.0	0.00	16,873,831.28	77.9
3100.00 CERTIFICATED RETIREMENT	2,121,052.39	490,933.24	490,933.24	23.1	0.00	1,630,119.15	76.8
3200.00 CLASSIFIED RETIREMENT	2,344,976.00	520,646.12	520,646.12	22.2	0.00	1,824,329.88	77.7
3300.00 OASDHI /FICA	2,068,014.00	460,877.86	460,877.86	22.2	0.00	1,607,136.14	77.7
3400.00 HEALTH AND WELFARE BENEFITS	8,740,701.54	1,864,692.10	1,864,692.10	21.3	0.00	6,876,009.44	78.6
3500.00 STATE UNEMPLOYMENT INSURANCE	27,291.00	5,802.78	5,802.78	21.2	0.00	21,488.22	78.7
3600.00 WORKERS COMPENSATION INSURANCE	1,003,881.00	220,250.00	220,250.00	21.9	0.00	783,631.00	78.0
3900.00 OTHER BENEFITS	188,630.00	50,390.35	50,390.35	26.7	0.00	138,239.65	73.2
TOTAL: 3000	16,494,545.93	3,613,592.45	3,613,592.45	21.9	0.00	12,880,953.48	78.0
4100.00 TEXTBOOKS	64,530.77	3,729.55	3,729.55	5.7	8,200.89	52,600.33	81.5
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	79,566.35	34,423.82	34,423.82	43.2	3,123.46	42,019.07	52.8
4300.00 INSTRUCTIONAL SUPPLIES	453,806.70	86,002.59	86,002.59	18.9	77,604.52	290,199.59	63.9
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	41,606.00	433.88	433.88	1.0	213.58	40,958.54	98.4
4500.00 NONINSTRUCTIONAL SUPPLIES	1,343,180.07	195,038.01	195,038.01	14.5	502,009.32	646,132.74	48.1
4700.00 FOOD SUPPLIES	9,143.00	1,051.15	1,051.15	11.4	7,091.85	1,000.00	10.9
TOTAL: 4000	1,991,832.89	320,679.00	320,679.00	16.0	598,243.62	1,072,910.27	53.8
5100.00 PERSON&CONSULTANT SVC-DIST USE	6,810,127.54	891,990.92	891,990.92	13.0	2,618,224.33	3,299,912.29	48.4
5200.00 TRAVEL & CONFERENCE EXPENSES	788,451.18	123,702.86	123,702.86	15.6	114,516.18	550,232.14	69.7
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	343,809.75	142,098.02	142,098.02	41.3	72,006.84	129,704.89	37.7
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	2,537,355.62	744,463.55	744,463.55	29.3	1,661,141.33	131,750.74	5.1
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	2,867,802.60	1,181,912.74	1,181,912.74	41.2	904,086.40	781,803.46	27.2
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	537,500.00	119,522.69	119,522.69	22.2	165,607.81	252,369.50	46.9
5800.00 OTHER OPERATING EXP-DIST. USE	6,246,742.78	330,931.45	330,931.45	5.2	110,123.68	5,805,687.65	92.9
TOTAL: 5000	20,277,789.47	3,658,395.23	3,658,395.23	18.0	5,645,706.57	10,973,687.67	54.1



Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	92,063,528.66	19,277,180.82	19,277,180.82	20.9	6,243,950.19	66,542,397.65	72.2
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	75,626.97	2,596.00	2,596.00	3.4	13,860.00	59,170.97	78.2
6300.00 LIBRARY BOOKS - EXPANSION	107,240.49	58,140.07	58,140.07	54.2	34,900.85	14,199.57	13.2
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,360,557.02	179,444.49	179,444.49	13.1	136,015.76	1,045,096.77	76.8
TOTAL: 6000	1,613,426.48	240,180.56	240,180.56	14.8	184,776.61	1,188,469.31	73.6
TOTAL: 1000-6999	93,676,955.14	19,517,361.38	19,517,361.38	20.8	6,428,726.80	67,730,866.96	72.3
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	554,245.00	70,330.11	70,330.11	12.6	345,786.70	138,128.19	24.9
TOTAL: 7000	2,649,251.00	845,330.11	845,330.11	31.9	345,786.70	1,458,134.19	55.0
TOTAL: 1000-7999	96,326,206.14	20,362,691.49	20,362,691.49	21.1	6,774,513.50	69,189,001.15	71.8

Fund: 01 GENERAL FUND

SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDING/	UNENCUMBERED	
=====		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
SUMMARY BY OBJECT		=====						
=====		=====						
TOTAL INCOME	(8000 - 8999)	95,631,503.06	21,270,677.23	21,270,677.23	22.2	0.00	74,360,825.83	77.7
TOTAL:	1000-5999	92,063,528.66	19,277,180.82	19,277,180.82	20.9	6,243,950.19	66,542,397.65	72.2
TOTAL:	1000-6999	93,676,955.14	19,517,361.38	19,517,361.38	20.8	6,428,726.80	67,730,866.96	72.3
TOTAL:	1000-7999	96,326,206.14	20,362,691.49	20,362,691.49	21.1	6,774,513.50	69,189,001.15	71.8
TOTAL EXPENSES	(1000 - 7999)	96,326,206.14	20,362,691.49	20,362,691.49	21.1	6,774,513.50	69,189,001.15	71.8

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	4,269,563.79	4,269,563.79	17.8	0.00	19,700,436.21	82.1
TOTAL: 8000	24,226,400.00	4,269,563.79	4,269,563.79	17.6	0.00	19,956,836.21	82.3
7100.00 DEBT RETIREMENT	24,226,400.00	15,282,885.61	15,282,885.61	63.0	0.00	8,943,514.39	36.9
TOTAL: 7000	24,226,400.00	15,282,885.61	15,282,885.61	63.0	0.00	8,943,514.39	36.9
TOTAL: 1000-7999	24,226,400.00	15,282,885.61	15,282,885.61	63.0	0.00	8,943,514.39	36.9

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	4,269,563.79	4,269,563.79	17.6	0.00	19,956,836.21	82.3
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	15,282,885.61	15,282,885.61	63.0	0.00	8,943,514.39	36.9
TOTAL EXPENSES	(1000 - 7999)	24,226,400.00	15,282,885.61	15,282,885.61	63.0	0.00	8,943,514.39	36.9

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	33,612.60	33,612.60	5.5	0.00	571,511.00	94.4
TOTAL: 8000	676,214.75	104,703.75	104,703.75	15.4	0.00	571,511.00	84.5
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	14,737.60	14,737.60	100.0	20,262.40	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	14,737.60	14,737.60	30.6	20,262.40	13,123.60	27.2
TOTAL: 1000-5999	59,614.60	14,737.60	14,737.60	24.7	22,422.44	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	466,579.34	466,579.34	49.8	9,356.24	459,390.84	49.1
TOTAL: 6000	1,583,201.15	466,579.34	466,579.34	29.4	9,356.24	1,107,265.57	69.9
TOTAL: 1000-6999	1,642,815.75	481,316.94	481,316.94	29.2	31,778.68	1,129,720.13	68.7
7900.00 RESERVE FOR CONTINGENCIES	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 7000	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 1000-7999	2,142,815.75	481,316.94	481,316.94	22.4	31,778.68	1,629,720.13	76.0

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	676,214.75	104,703.75	104,703.75	15.4	0.00	571,511.00	84.5
TOTAL:	1000-5999	59,614.60	14,737.60	14,737.60	24.7	22,422.44	22,454.56	37.6
TOTAL:	1000-6999	1,642,815.75	481,316.94	481,316.94	29.2	31,778.68	1,129,720.13	68.7
TOTAL:	1000-7999	2,142,815.75	481,316.94	481,316.94	22.4	31,778.68	1,629,720.13	76.0
TOTAL EXPENSES	(1000 - 7999)	2,142,815.75	481,316.94	481,316.94	22.4	31,778.68	1,629,720.13	76.0

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	711.67	711.67	.5	0.00	124,288.33	99.4
TOTAL: 8000	125,000.00	711.67	711.67	.5	0.00	124,288.33	99.4
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,063,010.00	58,592.07	58,592.07	5.5	645,280.16	359,137.77	33.7
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	219,045.77	219,045.77	6.8	0.00	2,984,469.23	93.1
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	120,000.00	34,176.03	34,176.03	28.4	22,783.97	63,040.00	52.5
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	475,000.00	15,019.00	15,019.00	3.1	220,691.00	239,290.00	50.3
5800.00 OTHER OPERATING EXP-DIST. USE	6,696,665.00	10,378.40	10,378.40	.1	302,415.00	6,383,871.60	95.3
TOTAL: 5000	11,564,190.00	337,211.27	337,211.27	2.9	1,191,170.13	10,035,808.60	86.7
TOTAL: 1000-5999	11,564,190.00	337,211.27	337,211.27	2.9	1,191,170.13	10,035,808.60	86.7
6100.00 SITES & IMPROVEMENTS-DIST. USE	1,691,400.00	136,245.55-	136,245.55-	.0	228,082.97	1,599,562.58	100.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	76,065,040.00	2,362,637.34	2,362,637.34	3.1	32,087,052.12	41,615,350.54	54.7
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,747,084.00	1,841.97-	1,841.97-	.0	13,466.33	1,735,459.64	100.0
TOTAL: 6000	79,503,524.00	2,224,549.82	2,224,549.82	2.7	32,328,601.42	44,950,372.76	56.5
TOTAL: 1000-6999	91,067,714.00	2,561,761.09	2,561,761.09	2.8	33,519,771.55	54,986,181.36	60.3

Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

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SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%	
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TOTAL INCOME	(8000 - 8999)	125,000.00	711.67	711.67	.5	0.00	124,288.33	99.4	
TOTAL:	1000-5999	11,564,190.00	337,211.27	337,211.27	2.9	1,191,170.13	10,035,808.60	86.7	
TOTAL:	1000-6999	91,067,714.00	2,561,761.09	2,561,761.09	2.8	33,519,771.55	54,986,181.36	60.3	
TOTAL:	1000-7999	91,067,714.00	2,561,761.09	2,561,761.09	2.8	33,519,771.55	54,986,181.36	60.3	
TOTAL EXPENSES	(1000 - 7999)	91,067,714.00	2,561,761.09	2,561,761.09	2.8	33,519,771.55	54,986,181.36	60.3	



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	21.76	21.76	100.0	0.00	21.76-	.0
3400.00 HEALTH AND WELFARE BENEFITS	333,559.00	127,169.87	127,169.87	38.1	0.00	206,389.13	61.8
3500.00 STATE UNEMPLOYMENT INSURANCE	2.00	1.52	1.52	76.0	0.00	0.48	24.0
3900.00 OTHER BENEFITS	3,000.00	3,000.00	3,000.00	100.0	0.00	0.00	.0
TOTAL: 3000	336,561.00	130,193.15	130,193.15	38.6	0.00	206,367.85	61.3
TOTAL: 1000-5999	336,561.00	130,193.15	130,193.15	38.6	0.00	206,367.85	61.3

Fund: 68 RETIREE BENEFIT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	763,000.00	0.00	0.00	.0	0.00	763,000.00	100.0
TOTAL:	1000-5999	336,561.00	130,193.15	130,193.15	38.6	0.00	206,367.85	61.3
TOTAL:	1000-6999	336,561.00	130,193.15	130,193.15	38.6	0.00	206,367.85	61.3
TOTAL:	1000-7999	336,561.00	130,193.15	130,193.15	38.6	0.00	206,367.85	61.3
TOTAL EXPENSES	(1000 - 7999)	336,561.00	130,193.15	130,193.15	38.6	0.00	206,367.85	61.3

Fund: 69 EMPL LOAD BANKING TRUST FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/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	21,477.67	21,477.67	14.6	0.00	125,342.33	85.3
8600.00 STATE REVENUES	2,378,527.00	149,759.72	149,759.72	6.2	0.00	2,228,767.28	93.7
8800.00 LOCAL REVENUES	223,743.00	10,994.88	10,994.88	4.9	0.00	212,748.12	95.0
TOTAL: 8000	2,749,090.00	182,232.27	182,232.27	6.6	0.00	2,566,857.73	93.3
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,181,721.00	239,647.37	239,647.37	20.2	0.00	942,073.63	79.7
2300.00 NON-INSTRUCTION HOURLY CLASS.	300,844.00	62,555.06	62,555.06	20.7	0.00	238,288.94	79.2
TOTAL: 2000	1,482,565.00	302,202.43	302,202.43	20.3	0.00	1,180,362.57	79.6
3100.00 CERTIFICATED RETIREMENT	16,709.00	4,085.09	4,085.09	24.4	0.00	12,623.91	75.5
3200.00 CLASSIFIED RETIREMENT	95,431.00	21,319.47	21,319.47	22.3	0.00	74,111.53	77.6
3300.00 OASDHI/FICA	76,910.00	15,412.78	15,412.78	20.0	0.00	61,497.22	79.9
3400.00 HEALTH AND WELFARE BENEFITS	452,126.00	94,340.37	94,340.37	20.8	0.00	357,785.63	79.1
3500.00 STATE UNEMPLOYMENT INSURANCE	639.00	131.89	131.89	20.6	0.00	507.11	79.3
3600.00 WORKERS COMPENSATION INSURANCE	61,500.00	13,000.00	13,000.00	21.1	0.00	48,500.00	78.8
3900.00 OTHER BENEFITS	5,358.00	1,247.34	1,247.34	23.2	0.00	4,110.66	76.7
TOTAL: 3000	708,673.00	149,536.94	149,536.94	21.1	0.00	559,136.06	78.8
4300.00 INSTRUCTIONAL SUPPLIES	131,877.00	654.25	654.25	.4	50,965.75	80,257.00	60.8
4500.00 NONINSTRUCTIONAL SUPPLIES	107,295.00	16,100.25	16,100.25	15.0	46,021.22	45,173.53	42.1
4700.00 FOOD SUPPLIES	88,000.00	35,546.74	35,546.74	40.3	40,203.26	12,250.00	13.9
TOTAL: 4000	327,172.00	52,301.24	52,301.24	15.9	137,190.23	137,680.53	42.0
5200.00 TRAVEL & CONFERENCE EXPENSES	2,500.00	0.00	0.00	.0	0.00	2,500.00	100.0
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	1,000.00	0.00	0.00	.0	0.00	1,000.00	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	19,575.00	0.00	0.00	.0	0.00	19,575.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	121,844.00	550.00	550.00	.4	0.00	121,294.00	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	504,590.61	504,590.61	18.9	137,190.23	2,021,548.16	75.9
6100.00 SITES & IMPROVEMENTS-DIST. USE	25,000.00	0.00	0.00	.0	0.00	25,000.00	100.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	59,461.00	0.00	0.00	.0	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	504,590.61	504,590.61	18.3	137,892.77	2,105,306.62	76.6

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	182,232.27	182,232.27	6.6	0.00	2,566,857.73	93.3
TOTAL:	1000-5999	2,663,329.00	504,590.61	504,590.61	18.9	137,190.23	2,021,548.16	75.9
TOTAL:	1000-6999	2,747,790.00	504,590.61	504,590.61	18.3	137,892.77	2,105,306.62	76.6
TOTAL:	1000-7999	2,747,790.00	504,590.61	504,590.61	18.3	137,892.77	2,105,306.62	76.6
TOTAL EXPENSES	(1000 - 7999)	2,747,790.00	504,590.61	504,590.61	18.3	137,892.77	2,105,306.62	76.6

Fund: 73 STUDENT BODY CENTER FEE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	212,952.00	153,371.25	153,371.25	72.0	0.00	59,580.75	27.9
TOTAL: 8000	212,952.00	153,371.25	153,371.25	72.0	0.00	59,580.75	27.9
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	84,504.00	20,977.00	20,977.00	24.8	0.00	63,527.00	75.1
2300.00 NON-INSTRUCTION HOURLY CLASS.	30,000.00	8,844.00	8,844.00	29.4	0.00	21,156.00	70.5
TOTAL: 2000	114,504.00	29,821.00	29,821.00	26.0	0.00	84,683.00	73.9
3200.00 CLASSIFIED RETIREMENT	9,680.00	2,409.34	2,409.34	24.8	0.00	7,270.66	75.1
3300.00 OASDHI/FICA	6,464.00	1,604.74	1,604.74	24.8	0.00	4,859.26	75.1
3400.00 HEALTH AND WELFARE BENEFITS	28,982.00	7,245.54	7,245.54	25.0	0.00	21,736.46	74.9
3500.00 STATE UNEMPLOYMENT INSURANCE	42.00	10.53	10.53	25.0	0.00	31.47	74.9
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	750.00	750.00	25.0	0.00	2,250.00	75.0
3900.00 OTHER BENEFITS	148.00	36.84	36.84	24.8	0.00	111.16	75.1
TOTAL: 3000	48,316.00	12,056.99	12,056.99	24.9	0.00	36,259.01	75.0
4500.00 NONINSTRUCTIONAL SUPPLIES	1,923.00	927.50	927.50	48.2	0.00	995.50	51.7
TOTAL: 4000	1,923.00	927.50	927.50	48.2	0.00	995.50	51.7
5200.00 TRAVEL & CONFERENCE EXPENSES	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	1,733.00	0.00	0.00	.0	0.00	1,733.00	100.0
TOTAL: 5000	3,733.00	0.00	0.00	.0	0.00	3,733.00	100.0
TOTAL: 1000-5999	168,476.00	42,805.49	42,805.49	25.4	0.00	125,670.51	74.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	28,921.00	7,806.24	7,806.24	26.9	0.00	21,114.76	73.0
TOTAL: 6000	28,921.00	7,806.24	7,806.24	26.9	0.00	21,114.76	73.0
TOTAL: 1000-6999	197,397.00	50,611.73	50,611.73	25.6	0.00	146,785.27	74.3
7900.00 RESERVE FOR CONTINGENCIES	15,555.00	0.00	0.00	.0	0.00	15,555.00	100.0
TOTAL: 7000	15,555.00	0.00	0.00	.0	0.00	15,555.00	100.0
TOTAL: 1000-7999	212,952.00	50,611.73	50,611.73	23.7	0.00	162,340.27	76.2

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)	212,952.00	153,371.25	153,371.25	72.0	0.00	59,580.75	27.9
TOTAL:	1000-5999	168,476.00	42,805.49	42,805.49	25.4	0.00	125,670.51	74.5
TOTAL:	1000-6999	197,397.00	50,611.73	50,611.73	25.6	0.00	146,785.27	74.3
TOTAL:	1000-7999	212,952.00	50,611.73	50,611.73	23.7	0.00	162,340.27	76.2
TOTAL EXPENSES	(1000 - 7999)	212,952.00	50,611.73	50,611.73	23.7	0.00	162,340.27	76.2



Fund: 74 KVCRC FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	5,200,436.97	760,168.90	760,168.90	14.6	0.00	4,440,268.07	85.3
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	935,168.90	935,168.90	15.8	0.00	4,965,268.07	84.1
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,794,116.00	334,684.18	334,684.18	18.6	0.00	1,459,431.82	81.3
2300.00 NON-INSTRUCTION HOURLY CLASS.	438,229.00	184,650.95	184,650.95	42.1	0.00	253,578.05	57.8
TOTAL: 2000	2,232,345.00	519,335.13	519,335.13	23.2	0.00	1,713,009.87	76.7
3200.00 CLASSIFIED RETIREMENT	222,601.00	46,875.45	46,875.45	21.0	0.00	175,725.55	78.9
3300.00 OASDHI/FICA	154,841.00	36,081.97	36,081.97	23.3	0.00	118,759.03	76.6
3400.00 HEALTH AND WELFARE BENEFITS	314,302.00	69,449.55	69,449.55	22.0	0.00	244,852.45	77.9
3500.00 STATE UNEMPLOYMENT INSURANCE	1,092.00	271.65	271.65	24.8	0.00	820.35	75.1
3600.00 WORKERS COMPENSATION INSURANCE	40,500.00	8,000.00	8,000.00	19.7	0.00	32,500.00	80.2
3900.00 OTHER BENEFITS	7,991.00	1,886.82	1,886.82	23.6	0.00	6,104.18	76.3
TOTAL: 3000	741,327.00	162,565.44	162,565.44	21.9	0.00	578,761.56	78.0
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	100.00	19.95	19.95	19.9	0.00	80.05	80.0
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	7,500.00	788.82	788.82	10.5	298.09	6,413.09	85.5
4500.00 NONINSTRUCTIONAL SUPPLIES	58,665.00	9,415.20	9,415.20	16.0	18,102.94	31,146.86	53.0
TOTAL: 4000	66,265.00	10,223.97	10,223.97	15.4	18,401.03	37,640.00	56.8
5100.00 PERSON&CONSULTANT SVC-DIST USE	292,500.00	65,181.80	65,181.80	22.2	124,319.17	102,999.03	35.2
5200.00 TRAVEL & CONFERENCE EXPENSES	67,400.00	11,963.55	11,963.55	17.7	11,468.30	43,968.15	65.2
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	163,615.00	60,074.92	60,074.92	36.7	26,248.84	77,291.24	47.2
5400.00 INSURANCES - DISTRICT USE	10,100.00	410.00	410.00	4.0	6,485.00	3,205.00	31.7
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	259,194.26	59,095.81	59,095.81	22.7	134,229.45	65,869.00	25.4
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	256,862.33	87,036.75	87,036.75	33.8	62,286.36	107,539.22	41.8
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	85,000.00	8,867.14	8,867.14	10.4	44,570.86	31,562.00	37.1
5800.00 OTHER OPERATING EXP-DIST. USE	2,056,148.38	191,499.65	191,499.65	9.3	1,082,273.49	782,375.24	38.0
TOTAL: 5000	3,190,819.97	484,129.62	484,129.62	15.1	1,491,881.47	1,214,808.88	38.0
TOTAL: 1000-5999	6,230,756.97	1,176,254.16	1,176,254.16	18.8	1,510,282.50	3,544,220.31	56.8
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	61,487.00	6,954.39	6,954.39	11.3	704.59	53,828.02	87.5
TOTAL: 6000	61,487.00	6,954.39	6,954.39	11.3	704.59	53,828.02	87.5
TOTAL: 1000-6999	6,292,243.97	1,183,208.55	1,183,208.55	18.8	1,510,987.09	3,598,048.33	57.1

Fund: 74 KVCR FUND

SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDING/	UNENCUMBERED	
SUMMARY BY OBJECT		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
TOTAL INCOME	(8000 - 8999)	5,900,436.97	935,168.90	935,168.90	15.8	0.00	4,965,268.07	84.1
TOTAL:	1000-5999	6,230,756.97	1,176,254.16	1,176,254.16	18.8	1,510,282.50	3,544,220.31	56.8
TOTAL:	1000-6999	6,292,243.97	1,183,208.55	1,183,208.55	18.8	1,510,987.09	3,598,048.33	57.1
TOTAL:	1000-7999	6,292,243.97	1,183,208.55	1,183,208.55	18.8	1,510,987.09	3,598,048.33	57.1
TOTAL EXPENSES	(1000 - 7999)	6,292,243.97	1,183,208.55	1,183,208.55	18.8	1,510,987.09	3,598,048.33	57.1

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	95,250.00	95,250.00	7.6	0.00	1,154,750.00	92.3
TOTAL: 8000	1,250,000.00	95,250.00	95,250.00	7.6	0.00	1,154,750.00	92.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	165,000.00	80,824.55	80,824.55	48.9	51,025.45	33,150.00	20.0
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	610,000.00	312,414.85	312,414.85	51.2	3,931.38	293,653.77	48.1
TOTAL: 5000	920,000.00	526,697.40	526,697.40	57.2	54,956.83	338,345.77	36.7
TOTAL: 1000-5999	920,000.00	526,697.40	526,697.40	57.2	54,956.83	338,345.77	36.7
7900.00 RESERVE FOR CONTINGENCIES	330,000.00	0.00	0.00	.0	0.00	330,000.00	100.0
TOTAL: 7000	330,000.00	0.00	0.00	.0	0.00	330,000.00	100.0
TOTAL: 1000-7999	1,250,000.00	526,697.40	526,697.40	42.1	54,956.83	668,345.77	53.4

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	95,250.00	95,250.00	7.6	0.00	1,154,750.00	92.3
TOTAL:	1000-5999	920,000.00	526,697.40	526,697.40	57.2	54,956.83	338,345.77	36.7
TOTAL:	1000-6999	920,000.00	526,697.40	526,697.40	57.2	54,956.83	338,345.77	36.7
TOTAL:	1000-7999	1,250,000.00	526,697.40	526,697.40	42.1	54,956.83	668,345.77	53.4
TOTAL EXPENSES	(1000 - 7999)	1,250,000.00	526,697.40	526,697.40	42.1	54,956.83	668,345.77	53.4

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	654.49	654.49	3.2	0.00	19,412.51	96.7
8600.00 STATE REVENUES	554,913.00	26,657.42	26,657.42	4.8	0.00	528,255.58	95.1
8800.00 LOCAL REVENUES	530,769.00	407,840.01	407,840.01	76.8	0.00	122,928.99	23.1
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	446,031.52	446,031.52	39.9	0.00	670,594.08	60.0
1100.00 CONTRACT CLASSROOM INST.	4,401,913.40	962,716.58	962,716.58	21.8	0.00	3,439,196.82	78.1
1200.00 CONTRACT CERT. ADMINISTRATORS	2,618,473.00	521,495.67	521,495.67	19.9	0.00	2,096,977.33	80.0
1300.00 INSTRUCTORS DAY/HOURLY	2,101,526.00	452,275.19	452,275.19	21.5	0.00	1,649,250.81	78.4
1400.00 NON-INSTRUCTION HOURLY CERT.	139,713.00	24,814.30	24,814.30	17.7	0.00	114,898.70	82.2
TOTAL: 1000	9,261,625.40	1,961,301.74	1,961,301.74	21.1	0.00	7,300,323.66	78.8
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,323,181.00	846,463.74	846,463.74	25.4	0.00	2,476,717.26	74.5
2200.00 INSTRUCTIONAL AIDS	573,284.00	106,433.45	106,433.45	18.5	0.00	466,850.55	81.4
2300.00 NON-INSTRUCTION HOURLY CLASS.	119,465.00	58,587.94	58,587.94	49.0	0.00	60,877.06	50.9
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	366,959.00	52,587.55	52,587.55	14.3	0.00	314,371.45	85.6
TOTAL: 2000	4,382,889.00	1,064,072.68	1,064,072.68	24.2	0.00	3,318,816.32	75.7
3100.00 CERTIFICATED RETIREMENT	515,151.39	144,941.93	144,941.93	28.1	0.00	370,209.46	71.8
3200.00 CLASSIFIED RETIREMENT	533,848.00	121,411.86	121,411.86	22.7	0.00	412,436.14	77.2
3300.00 OASDHI/FICA	484,124.00	110,374.05	110,374.05	22.7	0.00	373,749.95	77.2
3400.00 HEALTH AND WELFARE BENEFITS	2,210,851.00	467,892.12	467,892.12	21.1	0.00	1,742,958.88	78.8
3500.00 STATE UNEMPLOYMENT INSURANCE	7,230.00	1,509.49	1,509.49	20.8	0.00	5,720.51	79.1
3600.00 WORKERS COMPENSATION INSURANCE	261,276.00	57,487.74	57,487.74	22.0	0.00	203,788.26	77.9
3900.00 OTHER BENEFITS	57,174.00	15,426.26	15,426.26	26.9	0.00	41,747.74	73.0
TOTAL: 3000	4,069,654.39	919,043.45	919,043.45	22.5	0.00	3,150,610.94	77.4
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	6,580.00	439.95	439.95	6.6	248.94	5,891.11	89.5
4300.00 INSTRUCTIONAL SUPPLIES	51,741.00	17,149.06	17,149.06	33.1	5,862.91	28,729.03	55.5
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	6,825.00	0.00	0.00	.0	213.58	6,611.42	96.8
4500.00 NONINSTRUCTIONAL SUPPLIES	155,464.00	33,914.77	33,914.77	21.8	72,926.48	48,622.75	31.2
TOTAL: 4000	220,610.00	51,503.78	51,503.78	23.3	79,251.91	89,854.31	40.7
5100.00 PERSON&CONSULTANT SVC-DIST USE	55,297.00	6,523.59	6,523.59	11.7	26,411.00	22,362.41	40.4
5200.00 TRAVEL & CONFERENCE EXPENSES	72,088.00	8,087.95	8,087.95	11.2	8,526.66	55,473.39	76.9
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	44,090.00	33,581.86	33,581.86	76.1	1,543.84	8,964.30	20.3
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	722,737.00	188,666.47	188,666.47	26.1	515,620.53	18,450.00	2.5
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	423,871.00	120,969.16	120,969.16	28.5	203,270.43	99,631.41	23.5
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	169,575.00	2,989.29	2,989.29	1.7	12,895.37	153,690.34	90.6
TOTAL: 5000	1,493,158.00	360,818.32	360,818.32	24.1	773,767.83	358,571.85	24.0
TOTAL: 1000-5999	19,427,936.79	4,356,739.97	4,356,739.97	22.4	853,019.74	14,218,177.08	73.1
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	1,224.11	1,224.11	12.2	8,775.89	0.00	.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	57,216.00	21,537.88	21,537.88	37.6	4,945.82	30,732.30	53.7
TOTAL: 6000	67,816.00	22,761.99	22,761.99	33.5	13,721.71	31,332.30	46.2
TOTAL: 1000-6999	19,495,752.79	4,379,501.96	4,379,501.96	22.4	866,741.45	14,249,509.38	73.0



Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,116,625.60	446,031.52	446,031.52	39.9	0.00	670,594.08	60.0
TOTAL:	1000-5999	19,427,936.79	4,356,739.97	4,356,739.97	22.4	853,019.74	14,218,177.08	73.1
TOTAL:	1000-6999	19,495,752.79	4,379,501.96	4,379,501.96	22.4	866,741.45	14,249,509.38	73.0
TOTAL:	1000-7999	19,495,752.79	4,379,501.96	4,379,501.96	22.4	866,741.45	14,249,509.38	73.0
TOTAL EXPENSES	(1000 - 7999)	19,495,752.79	4,379,501.96	4,379,501.96	22.4	866,741.45	14,249,509.38	73.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	3,000.00	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	%	PENDING/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

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED 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	75,758.78	75,758.78	5.5	0.00	1,290,338.22	94.4
8800.00 LOCAL REVENUES	592,512.00	193,993.27	193,993.27	32.7	0.00	398,518.73	67.2
TOTAL: 8000	2,012,109.00	272,155.35	272,155.35	13.5	0.00	1,739,953.65	86.4
1100.00 CONTRACT CLASSROOM INST.	10,417,495.00	2,048,564.01	2,048,564.01	19.6	0.00	8,368,930.99	80.3
1200.00 CONTRACT CERT. ADMINI STRATORS	3,403,871.00	761,322.41	761,322.41	22.3	0.00	2,642,548.59	77.6
1300.00 INSTRUCTORS DAY/HOURLY	4,713,042.00	1,302,372.35	1,302,372.35	27.6	0.00	3,410,669.65	72.3
1400.00 NON-INSTRUCTION HOURLY CERT.	408,803.00	64,092.60	64,092.60	15.6	0.00	344,710.40	84.3
TOTAL: 1000	18,943,211.00	4,176,351.37	4,176,351.37	22.0	0.00	14,766,859.63	77.9
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	5,737,643.00	1,434,816.87	1,434,816.87	25.0	0.00	4,302,826.13	74.9
2200.00 INSTRUCTIONAL AIDS	775,804.46	165,224.21	165,224.21	21.2	0.00	610,580.25	78.7
2300.00 NON-INSTRUCTION HOURLY CLASS.	280,807.00	105,275.05	105,275.05	37.4	0.00	175,531.95	62.5
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	222,980.00	32,687.67	32,687.67	14.6	0.00	190,292.33	85.3
TOTAL: 2000	7,017,234.46	1,738,003.80	1,738,003.80	24.7	0.00	5,279,230.66	75.2
3100.00 CERTIFICATED RETIREMENT	1,344,987.00	301,544.06	301,544.06	22.4	0.00	1,043,442.94	77.5
3200.00 CLASSIFIED RETIREMENT	873,043.00	202,960.82	202,960.82	23.2	0.00	670,082.18	76.7
3300.00 OASDHI /FICA	860,275.00	197,945.98	197,945.98	23.0	0.00	662,329.02	76.9
3400.00 HEALTH AND WELFARE BENEFITS	4,218,438.54	965,180.61	965,180.61	22.8	0.00	3,253,257.93	77.1
3500.00 STATE UNEMPLOYMENT INSURANCE	13,464.00	2,926.46	2,926.46	21.7	0.00	10,537.54	78.2
3600.00 WORKERS COMPENSATION INSURANCE	483,437.00	110,827.90	110,827.90	22.9	0.00	372,609.10	77.0
3900.00 OTHER BENEFITS	89,418.00	23,152.30	23,152.30	25.8	0.00	66,265.70	74.1
TOTAL: 3000	7,883,062.54	1,804,538.13	1,804,538.13	22.8	0.00	6,078,524.41	77.1
4100.00 TEXTBOOKS	20,760.77	2,333.55	2,333.55	11.2	7,666.45	10,760.77	51.8
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	33,503.00	17,288.19	17,288.19	51.6	1,029.50	15,185.31	45.3
4300.00 INSTRUCTIONAL SUPPLIES	71,124.93	21,438.31	21,438.31	30.1	15,311.05	34,375.57	48.3
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	431,370.99	85,912.92	85,912.92	19.9	209,219.45	136,238.62	31.5
4700.00 FOOD SUPPLIES	3,243.00	828.35	828.35	25.5	1,414.65	1,000.00	30.8
TOTAL: 4000	570,033.69	127,801.32	127,801.32	22.4	234,641.10	207,591.27	36.4
5100.00 PERSON&CONSULTANT SVC-DIST USE	930,049.07	24,162.90	24,162.90	2.5	520,347.90	385,538.27	41.4
5200.00 TRAVEL & CONFERENCE EXPENSES	138,839.00	21,642.45	21,642.45	15.5	20,032.80	97,163.75	69.9
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	116,950.00	48,722.58	48,722.58	41.6	46,641.86	21,585.56	18.4
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	466,552.90	466,552.90	31.6	949,529.69	59,614.41	4.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	903,473.24	192,607.59	192,607.59	21.3	334,054.02	376,811.63	41.7
5800.00 OTHER OPERATING EXP-DIST. USE	326,079.00	4,661.64	4,661.64	.0	50,710.85	280,029.79	100.0
TOTAL: 5000	3,892,087.31	749,026.78	749,026.78	19.2	1,921,317.12	1,221,743.41	31.3
TOTAL: 1000-5999	38,305,629.00	8,595,721.40	8,595,721.40	22.4	2,155,958.22	27,553,949.38	71.9

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	19,280.00	0.00	0.00	.0	13,000.00	6,280.00	32.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	262,741.00	64,019.70	64,019.70	24.3	46,428.09	152,293.21	57.9
TOTAL: 6000	282,021.00	64,019.70	64,019.70	22.7	59,428.09	158,573.21	56.2
TOTAL: 1000-6999	38,587,650.00	8,659,741.10	8,659,741.10	22.4	2,215,386.31	27,712,522.59	71.8

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	272,155.35	272,155.35	13.5	0.00	1,739,953.65	86.4
TOTAL:	1000-5999	38,305,629.00	8,595,721.40	8,595,721.40	22.4	2,155,958.22	27,553,949.38	71.9
TOTAL:	1000-6999	38,587,650.00	8,659,741.10	8,659,741.10	22.4	2,215,386.31	27,712,522.59	71.8
TOTAL:	1000-7999	38,587,650.00	8,659,741.10	8,659,741.10	22.4	2,215,386.31	27,712,522.59	71.8
TOTAL EXPENSES	(1000 - 7999)	38,587,650.00	8,659,741.10	8,659,741.10	22.4	2,215,386.31	27,712,522.59	71.8

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/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

=====		WORKING	EXPENDED/RECEIVED			PENDING/	UNENCUMBERED	
=====		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
SUMMARY BY OBJECT								
=====		=====						
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



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: November 14, 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 \$11,955,100.

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	25,739	24,091	22,142	25,924	23,282	23,013	24,081	25,840	22,861		
<b>Receipts</b>														
Federal	11		172	15	682	732	3	24	896	467	1,014	1,985		6,002
State	4,255	4,449	9,455	5,388	4,340	4,762	4,938	4,205	7,627	3,560	3,148	2,934		59,059
State Deferrals													8,023	8,023
Local	765	3	1,207	385	1,932	6,158	495	3,239	227	6,158	1,191	762		22,524
Temporary Borrowings														
Inc Transfer & Sale of Assets		16					8							23
Accounts Receivable/Accruals	15,593	346	1,783											17,722
<b>Total Receipts</b>	<b>20,623</b>	<b>4,814</b>	<b>12,617</b>	<b>5,788</b>	<b>6,954</b>	<b>11,653</b>	<b>5,442</b>	<b>7,469</b>	<b>8,750</b>	<b>10,185</b>	<b>5,354</b>	<b>5,681</b>	<b>8,023</b>	<b>113,353</b>
<b>Disbursements</b>														
Academic Salaries	-4	1,131	2,813	2,958	2,963	3,005	3,078	2,753	2,969	3,016	3,009	4,170		31,862
Classified Salaries	1,400	1,510	1,602	1,695	2,042	2,096	1,903	1,700	1,678	1,874	1,638	2,301		21,440
Benefits	651	1,103	1,251	1,275	1,414	1,440	1,411	1,367	1,354	1,393	1,337	2,457		16,452
Supplies & Materials	5	79	133	123	127	100	156	102	170	179	215	584		1,973
Other Operating Exp	171	1,234	1,287	1,113	1,437	1,073	1,375	1,462	1,277	1,691	1,866	6,451		20,438
Capital Outlay	33	32	46	141	115	90	68	275	94	115	116	388		1,512
Other Outgo		50	738	130	804	69	94	79	140	158	151	237		2,649
Loan Repayment														
Accounts Payable/Accruals	3,322	10,891	2,358											16,571
<b>Total Disbursements</b>	<b>5,579</b>	<b>16,031</b>	<b>10,228</b>	<b>7,436</b>	<b>8,902</b>	<b>7,871</b>	<b>8,085</b>	<b>7,737</b>	<b>7,682</b>	<b>8,427</b>	<b>8,333</b>	<b>16,587</b>		<b>112,897</b>
<b>Increase / (Decrease) in Cash Balance</b>	<b>15,044</b>	<b>-11,217</b>	<b>2,389</b>	<b>-1,648</b>	<b>-1,948</b>	<b>3,782</b>	<b>-2,643</b>	<b>-268</b>	<b>1,068</b>	<b>1,759</b>	<b>-2,979</b>	<b>-10,906</b>		
Ending Cash Balance	34,567	23,350	25,739	24,091	22,142	25,924	23,282	23,013	24,081	25,840	22,861	11,955		

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: November 14, 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 \$101,655.00 which is 0.149% 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 \$2,020,240.83 which is only 2.95% of the project cost of \$68,437,780.45.

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**

November 14, 2013

(Including any contract amendments and change orders on the 11/14/13 agenda)

**CONTRACT AMENDMENTS**

PROJECTS	Original Contract Amount	Contract Amendments		Base Contract Amount	Cumulative Contract Amendments
		Previous	Pending		
CHC-Crafton Hills College	\$ 36,534,057.50	\$ 402,801.00	\$ -	\$ 36,936,858.50	1.10%
SBVC-San Bernardino Valley College	\$ 31,903,722.95	\$ 130,483.49	\$ -	\$ 32,034,206.44	0.41%
				\$ -	
<b>TOTAL for CONTRACT AMENDMENTS</b>	<b>\$ 68,437,780.45</b>	<b>\$ 533,284.49</b>	<b>\$ -</b>	<b>\$ 68,971,064.94</b>	<b>0.78%</b>

**CHANGE ORDERS**

PROJECTS	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending		
CHC-Crafton Hills College	\$ 36,936,858.50	\$ 563,697.76	\$ -	\$ 37,500,556.26	1.53%
SBVC-San Bernardino Valley College	\$ 32,034,206.44	\$ 821,603.58	\$ 101,655.00	\$ 32,957,465.02	2.88%
<b>TOTAL for CHANGE ORDERS</b>	<b>\$ 68,971,064.94</b>	<b>\$ 1,385,301.34</b>	<b>\$ 101,655.00</b>	<b>\$ 70,458,021.28</b>	<b>2.16%</b>

Measure M Projects  
CHANGE SUMMARY by PROJECT

November 14, 2013

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	\$ 18,729,831.00	\$ -	\$ -	\$ 492.89	\$ -	\$ 18,730,323.89	0.00%
Crafton Center	\$ 141,480.00	\$ -	\$ -	\$ 3,502.49	\$ -	\$ 144,982.49	2.48%
<b>TOTAL</b>	<b>\$ 36,534,057.50</b>	<b>\$ 402,801.00</b>	<b>\$ -</b>	<b>\$ 563,697.76</b>	<b>\$ -</b>	<b>\$ 37,500,556.26</b>	<b>1.53%</b>

**NO NEW CHANGE ORDERS**

Measure M Projects  
CHANGE SUMMARY by PROJECT

November 14, 2013

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

Measure M Projects  
CHANGE SUMMARY by PROJECT

November 14, 2013

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

**NO NEW CHANGE ORDERS**

Measure M Projects  
CHANGE SUMMARY by PROJECT

November 14, 2013

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

**NO NEW CHANGE ORDERS**



Measure M Projects  
CHANGE SUMMARY by PROJECT

November 14, 2013

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

**NO NEW CHANGE ORDERS**

Measure M Projects  
CHANGE SUMMARY by PROJECT

November 14, 2013

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

**NO NEW CHANGE ORDERS**

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

Measure M Projects  
CHANGE SUMMARY by PROJECT

November 14, 2013

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%
<b>TOTAL</b>	<b>\$ 654,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 654,000.00</b>	<b>0.00%</b>

NO NEW CHANGE ORDERS

Measure M Projects  
CHANGE SUMMARY by PROJECT

November 14, 2013

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%
<b>TOTAL</b>	<b>\$ 278,450.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (26,099.38)</b>	<b>\$ -</b>	<b>\$ 252,350.62</b>	<b>-9.37%</b>

NO NEW CHANGE ORDERS

Measure M Projects  
CHANGE SUMMARY by PROJECT

November 14, 2013

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%
<b>TOTAL</b>	<b>\$ 4,511,070.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,511,070.00</b>	<b>0.00%</b>

**NO NEW CHANGE ORDERS**

Measure M Projects  
CHANGE SUMMARY by PROJECT

November 14, 2013

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%
<i>Building</i>							
Earl Corporation	\$ 18,664,131.00	\$ -	\$ -	\$ -	\$ -	\$ 18,664,131.00	0.00%
<b>TOTAL</b>	<b>\$ 18,729,831.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 492.89</b>	<b>\$ -</b>	<b>\$ 18,730,323.89</b>	<b>0.00%</b>

**NO NEW CHANGE ORDERS**

Measure M Projects  
CHANGE SUMMARY by PROJECT

November 14, 2013

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%
<b>TOTAL</b>	<b>\$ 141,480.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,502.49</b>	<b>\$ -</b>	<b>\$ 144,982.49</b>	<b>2.48%</b>

**NO NEW CHANGE ORDERS**

Measure M Projects  
CHANGE SUMMARY by PROJECT

November 14, 2013

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Central Plant / Infrastructure	\$ 11,820,565.00	\$ 83,941.49	\$ -	\$ 63,383.00	\$ 535.00	\$ 11,968,424.49	0.54%
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	\$ 89,162.00	\$ 10,691,780.95	8.67%
Site Signage	\$ 2,622,963.00	\$ 34,333.00	\$ -	\$ 44,839.58	\$ -	\$ 2,702,135.58	#REF!
Auditorium	\$ 6,800,000.00	\$ -	\$ -	\$ -	\$ 11,958.00	\$ 6,811,958.00	0.18%
	<b>\$ 31,903,722.95</b>	<b>\$ 130,483.49</b>	<b>\$ -</b>	<b>\$ 821,603.58</b>	<b>\$ 101,655.00</b>	<b>\$ 32,957,465.02</b>	<b>2.88%</b>



Measure M Projects  
CHANGE SUMMARY by PROJECT

November 14, 2013

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%
Broughton - ADA Access	\$ 26,485.00	\$ -	\$ -	\$ -	\$ 535.00	\$ 27,020.00	2.02%
<b>TOTAL</b>	<b>\$ 11,820,565.00</b>	<b>\$ 83,941.49</b>	<b>\$ -</b>	<b>\$ 63,383.00</b>	<b>\$ 535.00</b>	<b>\$ 11,968,424.49</b>	<b>0.54%</b>

Measure M Projects  
CHANGE SUMMARY by PROJECT

November 14, 2013

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
BP 1: Arrowhead Mechanical	\$ 183,000.00	\$ -	\$ -	\$ -	\$ -	\$ 183,000.00	0.00%
BP 2: Arrowhead Mechanical	\$ 142,000.00	\$ -	\$ -	\$ -	\$ -	\$ 142,000.00	0.00%
				\$ -			
<b>TOTAL</b>	<b>\$ 325,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 325,000.00</b>	<b>0.00%</b>

**NO NEW CHANGE ORDERS**

Measure M Projects  
CHANGE SUMMARY by PROJECT

November 14, 2013

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

**NO NEW CHANGE ORDERS**







## SAN BERNARDINO 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: November 14, 2013  
SUBJECT: Revised Measure M Program Implementation Plan

### RECOMMENDATION

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

### OVERVIEW

On July 8, 2010, the Board of Trustees approved the Measure M Program Implementation Plan which outlined and clarified specific processes to help ensure the success of this SBCCD bond measure. The Program Implementation Plan is a critical component for success in the development and implementation of our major construction program. This revision includes modifications to bring the 2010 plan up to date based on program activity and process changes.

### ANALYSIS

As stated in the 2010 Board document, the Program Implementation Plan is the road map for implementation of the Measure M Bond Program. Our goals in developing the original and revised plans are:

1. Clearly define the decision-making process and communication model to be used.
2. Develop and implement operational guidelines for the Bond Program to maintain cost-efficiency, standard operating procedures and accountability.
3. Establish indicators for success and how to measure those indicators.
4. Incorporate best practices learned in Measure P and ensure a smooth transition to Measure M.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

The Revised Measure M Program Implementation Plan is an updated tool that the District will use to maintain a cost-effective and well-managed Bond Program.



# Program Implementation Plan

## Measure M Bond

San Bernardino Community College District





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## CHAPTER 1 – PROGRAM OVERVIEW

### ***Bond Program***

In February 2008, San Bernardino Community College District (SBCCD) passed a \$500M Capital Improvement bond for Measure M. Subsequently, to this allocated amount, on April 05, 2011 the SBCCD Community was sent an update from Charlie Ng, Vice-Chancellor at the San Bernardino Community College District. This update stated that due to the financial climate, the district sold bonds and funding for \$258,000,000 of the total \$500M. As a result, the district proceeded with building projects consistent with what the voters approved for San Bernardino Valley College (SBVC) and Crafton Hills College (CHC) for the allocation of the \$258,000,000. Each campus was given the process of evaluating and reprioritizing their respective projects based on this development. As a result, SBVC received \$109,806,586, CHC received \$140,641,220, the District received \$2,052,194, and \$5,500,000 was left as an allocation for Program reserves.

### ***Program Implementation***

The District and Community expect an efficient and effective delivery of the Bond Projects. A well-planned orderly system will support these goals.

**The following Program Implementation Procedures (PIP) is provided to establish the basic framework by which this program of capital improvements will be carried out.**

PIP considers various planning documents for each campus:

- Five Year Construction Plan
- Campus Master Plan
- Sustainability Plan

## CHAPTER 2 – PROGRAM OBJECTIVES AND GUIDING PRINCIPALS

### ***Introduction***

If the results are to be effective and efficient, then order, discipline, and focus are required to complete the complex sets of interconnected tasks and projects. For its foundation, the PIP uses the District's bond program objectives along with key guiding principles which are common to highly successful capital improvement programs throughout the country.

### ***Updates***

From the inception of the PIP, there is an expectation that this is a "living document" and therefore requires regular updates on an as needed basis. After the initial approval of the PIP by the Board of Trustees, all project budget, schedules and scopes will be monitored and rebalanced as necessary.

### ***Principles of PIP Development***

- Identify San Bernardino Community College District key program objectives
- Employ Best Management Practices of the design/construction industry
- Incorporate lessons learned from current program work experience
- Use the adopted missions, visions and values of the District and both Colleges as the underlying missions, visions and values of the Bond Program
- Establish metrics for success
- Assign accountability so that it is clear who is responsible to assess and redirect, as necessary, any program elements that are not meeting their established metrics.

### ***Key Objectives***

- Model Program that meets voter's expectations
- Well-defined and managed Project Scopes
- Well-defined and managed Project Budgets
- Well-defined and managed Project Schedules
- Well-defined metrics for measuring Program success
- Well-defined Program Team roles and responsibilities
- Well-defined, effective, and utilized decision-making procedures
- Community and other stakeholders fully informed of program processes and results
- Program participants educated to a common understanding of Bond Program elements
- Open and transparent reporting
- A Program which fully supports and contributes to the essential missions and ongoing operations of the District and Colleges

### ***Best Management Practices***

- Defined Organizational Structure
- Qualified Participants
- Empowered Participants
- Strategic Planning
- Checks and Balances
- Communication
- Standard Implementation Policy & Process
- Program Team Collaboration

### ***Metrics of Program Success***

The most important elements in the PIP are defining the scope, budget, and schedule for each project. All three of these elements are variables, and the success of the program depends on a careful balance and management of these variables throughout the life of the program.

- Scope is defined as the physical requirement of the project, site circulation, the number of rooms, the size of the rooms, material choices and other requirements of the space.
- Budget is the projected cost of construction, inflation, architectural, engineering, and all the other costs associated with a building program.
- Schedule is the timeline for executing the individual projects and taking into consideration all secondary effects, including any requirements for swing space, bond cash flow requirements, additional work required due to effects of primary projects, and the move in time to the additional classroom space created.

The Program's success will be measured by the specific outcomes of each project as compared to the established scope, schedules and budgets.

### ***Mission, Vision, Values***

The Program Implementation Procedures will be guided by the Mission, Vision and Values of the District and respective Campuses. Attitudes, philosophies and beliefs uniquely pattern a culture, and guide an organization's internal conduct as well as its relationship with the external world.

## CHAPTER 3 – PROGRAM STRUCTURE & DECISION-MAKING

### ***Introduction***

The Program Implementation Procedures (PIP) is the road map for the implementation of the Measure M Bond Program. In order for the Program goals to be achieved, the Program team must address all challenges in a proactive and collaborative manner. Supported by leadership, communication, organization and process, the orderly implementation of the procedure will serve to guide the Program in an efficient and cost effective manner. Integral to the structure of a successful team is the clear definition of individual roles and responsibilities, and the subsequent establishment of a thorough decision-making process and authority matrix.

### ***Principles of PIP Development***

The PIP was created by:

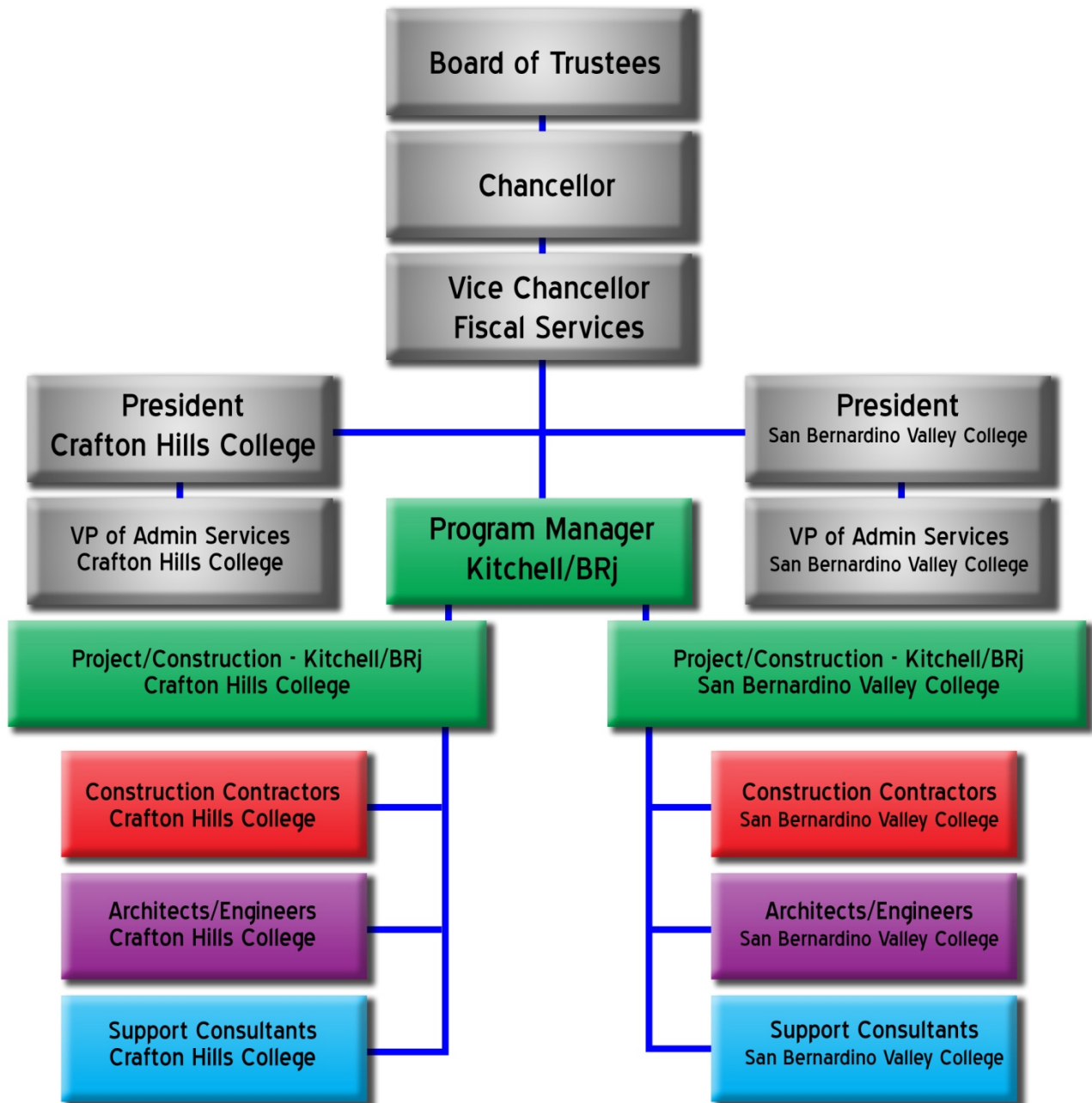
- Meeting with Program stakeholders for review and approval
- Adopting “lessons learned” from Measure P and M
- Applying Industry best practices

### ***Program Organizational Structure***

As a program organizational structure to support initial decisions, updates and feedback, each college has established project user groups to provide recommendations to the college Presidents. In turn the Presidents will make recommendations to the Vice Chancellor of Fiscal Services. The Vice Chancellor of Fiscal Services acts in the capacity of the Chief Financial Officer for the District. The primary goal is effective information distribution to facilitate informed decisions.

**Contents**

The Program Reporting Structure shown below identifies the established organizational lines to be followed for any necessary decision making or conflict resolution. Problems should be solved at the lowest level possible by those closest to the issue.





### ***Roles and Responsibilities***

Responsibilities for each of the team members are described generally in this PIP.

#### Board of Trustees

The elected Board of Trustees is directly responsible for setting policy regarding all district actions. Duties related to the Bond Program include:

- Initial adoption of Program Implementation Procedures
- Adoption of Campus Master Plans
- Adoption of Five-Year Capital Improvement Plan
- Approval of contract awards and contract modifications
- Approval of Bond Sales
- Approval of Project Prioritization List and Project Budgets

#### Chancellor

The Chancellor is the Chief Executive Officer of the District with overall responsibility for the management of all District affairs, including the Bond Program. As such, the Chancellor has ultimate authority and responsibility for all Program activities. The delegation of responsibilities is outlined below for each team member. Specific activities to be carried out by the Chancellor include, but are not limited to:

- Recommend Initial Program Implementation Procedures
- Reviews and approves Program Implementation Procedures
- Recommend Campus Master Plans
- Recommend Five-Year Capital Improvement Plan annually
- Recommend to award contracts and contract modifications
- Recommend approval of all budgets and expenditures for Bond Program projects
- Final arbiter of Facility Master Plan as it supports the Educational Master Plan
- Recommend Bond Sales
- Recommend Project Prioritization List and Project Budgets

#### Vice Chancellor, Fiscal Services

The Vice Chancellor is the primary administrative authority for the remainder of the Bond Program Team, with overall administrative and directive responsibility for the Program activities, including, but not limited to:

- Oversight of Capital Program
- Recommend Program Implementation Procedures
- Recommend Facilities Master Plans
- Recommend Five-Year Capital Improvement Plan annually
- Recommend contract awards
- Approve contract modifications up to \$ 50,000.00 or 10%, whichever is higher
- Approve campus change requests
- Approve Capital Program Procedures
- Communicates District's requirements
- Meets with the Program Manager on a regular basis
- State funding applications (IPP/FPP/Scheduled Maintenance)

- Recommend all bond appropriate program expenditures
- Authorized owner representative for compliance with applicable codes and regulations

Campus President (some of these duties can be delegated to the VP of Administrative Services at the President's discretion)

- Recommend approval of Program Implementation Procedures updates
- Recommend approval of Campus Facility Master Plan
- Recommend approval of Five-Year Capital Construction Plan annually
- Approve campus change requests over \$ 5,000.00
- Recommend approval of project priority list
- Ensures that Facility Master Plan supports Educational Master Plan
- Review and approve critical project milestones (project scopes, project schedules, project budgets, design milestones, furniture, fixtures, equipment)
- Selection and appointment of campus user groups
- Arbiter of campus aesthetics

Campus Vice-President of Administrative Services (some of these duties can be delegated to the Director of Facilities at the VP's discretion)

- Responsible for timely processing of appropriate information, direction, correspondence, and program documents
- Communicates with campus staff on all necessary matters relating to the bond program
- Communication with program and project managers
- Recommend project occupancy dates
- Manage internal relocations of existing campus programs, with input from Project Manager
- Facilitates and manages communication and coordination between M&O and Capital program
- Review and recommends critical project milestones (project scopes, project schedules, project budgets, design milestones, furniture, fixtures, equipment)
- Coordinate district requirements with construction team to ensure all campus communication, IT, AV, etc. is coordinated with construction schedule
- Assignment of campus personnel for required training, phasing milestones, weekly construction meetings, punch list walks, utility surveying, and commissioning
- Initiates/Recommends campus change requests, and approves campus change requests up to \$ 5,000.00
- Provides input for Campus Facility Master Plan
- Recommend Five-Year Capital Construction Plan annually
- Recommend award of contracts and contract modifications
- Provides input, recommends, and approves campus design and construction standards
- Review and recommend all construction scope changes

### Project User Groups

Each project will have a representative group that will meet with the program manager and the architect on a regular basis during the design phase of the project. This group will:

- Be appointed by the President or designee
- Provide project specific input to the design team, consistent with the Educational Plan and Facility Master Plan
- Attend and participate in project user meetings

### Project Management Firm

The Project Management Firm reports to the District's Vice Chancellor of Fiscal Services for all Program-wide services.

The Project Management Firm provides the District services in accordance with the agreement between the District and Project Management Firm for program, project, and construction management services effective as of June 1, 2012.

### Project Management Firm's Team

The PM team consists of a group of key individuals with particular program/project management skills and expertise. The PM team interacts daily with the District, Campuses, Consultants, Contractors and other stakeholders in the Program. Staff positions are as follows:

#### Program Executive:

The Program Executive provides oversight control and is the responsible agent for overall project administration.

- Manages the contract terms and conditions between the District and PM firm.
- Periodically meets with the District to ensure client satisfaction and program success.
- The Program Executive is responsible for the commitment of resources to each project within the program.

#### Program Manager:

The Program Manager is accountable for reporting program information to the Owner. The Program Manager plans, directs and ensures the effective execution of project or construction management services for the program.

Specific duties include:

- Directs, leads and is accountable for all phases of projects within the program.
- Ensures program operations are executed in accordance with program management procedures and policies.
- Maintains and ensures client satisfaction and effectively resolves complaints.
- Participates in preparation and negotiation of owner contracts and ensures delivery and adherence to contractual requirements and that all aspects of owner contracts are accomplished.

- Oversees preparation and maintenance of program budget, construction schedule and master program schedule.
- Oversees preconstruction, construction progress, team performance, and project closeout, to ensure conformance with schedule, budget and contractual requirements
- Implements and maintains effective systems of communication with appropriate stake holders to ensure constructive relationships and the adequate flow of information
- Ensures preparation and distribution of construction observation reports, progress status reports, schedules, pay applications and cost control reports
- Ensures implementation and maintenance of effective document control mechanisms for the program including as-builts, submittals and requests for information
- Maintains high quality standards, understands key process issues and ensures implementation of process improvements
- Identifies and manages risk
- Assists with strategy development
- Ensures workplace health and safety policies and procedures are clearly communicated and understood by program employees and enforces rules fairly and uniformly
- Maintains appropriate staff for effective execution of project or construction management services for the program
- The Program Manager will meet with both cabinets on a regular basis to provide updates, raise issues on projects, and give budget and schedule status.

Project Manager:

Project Managers are assigned to specific projects, and act in the capacity of district/campus extensions of staff to provide leadership and direction to each project within the constraints of the scopes, schedule and budget established in the Program. They provide daily management control and problem-solving.

Specific duties include:

- Meets regularly with the user groups to develop a clear understanding of their respective projects' needs
- Communicates project progress and coordinates project related actions with Presidents and campus representatives
- Provides management oversight of Architects performance throughout the design process
- Develops and maintains budgets and, provides support for timely decision making. They will provide ongoing reviews of project budgets and estimates, evaluate alternative project systems and delivery methods, and assist in life cycle cost analysis and value engineering. They will evaluate bids received, leading to an award recommendation, and all contractor submitted requests for change orders during construction
- Reviews and tracks project construction and recovery schedules and associated costs to achieve completion of projects within time and monies allocated

- Develops a project master schedule that coordinates the design efforts with procurement and construction schedules. The PM is responsible for working directly with all project team members to analyze, refine, and make adjustments to the master schedule as required to clearly define and control all phases of the project
- Manages preconstruction, construction progress, and project closeout to ensure conformance with schedule, budget, and contractual requirements
- Responsible for procuring and negotiating contracts with various consultants

#### Project Engineer:

PE's provide technical support to the project manager with assigned duties in the areas of scope, schedules and budgets. PE's maintain an effective and professional working relationship with Owners, Architects, Engineers, Contractors, Suppliers, etc.

Specific duties include:

- Assists in the monitoring, controlling, and updating of project schedules and budgets
- Prepares Change Order Requests and coordinates c.o. documentation
- Provides photo documentation of projects
- Provides administrative and technical support for all project documents

#### Contract Manager & Accounting Specialists

Conducts daily business activities to facilitate payment to vendors and produces reports and correspondence to document the fiscal activities of the Program.

Specific duties include:

- Processes vendor pay applications
- Tracks all cost associated with the projects and produces periodic cost status reports

#### Project Coordinator

This position provides clerical, administrative support, and all document control for a project. Ensures the field office operates efficiently and effectively.

#### Engineering and Architectural Services Group

Kitchell's in-house resource group consists of architects, engineers, programmers, schedulers and estimators who provide design and constructability review, estimating, value engineering, scheduling, and special studies, as required.

#### Project Architects/Engineers/Planners

The District employs a qualifications based selection process, and has selected architectural firms who were assigned projects based on previous similar project experience, staff availability, and ability to meet design schedule deadlines. The selection process for consultants is delineated in Chapter 12. Efforts will be made to distribute projects to firms based on experience and capacity to complete the work effectively and in a timely manner. Designers are responsible to:

- Design to an established Bid Day budget
- Interact with User groups to develop designs

- Coordinate all processes required through the Division of State Architect (DSA) to obtain approval of the design
- Provide a complete set of Bidding Documents for each project
- Provides project administration for RFI's, submittals, shop drawings, etc.
- Provide oversight of construction close-out documents for conformance to the contract specifications
- Participates in project close-out procedures
- Provide written interpretation of contract documents
- Implement Owner directed project changes
- Acquires DSA close-out certification

### ***Decision Making***

Timely allocation of resources influences the cost and success of the program. To this end, a Decision Matrix has been developed and ascribed to by the District in order to facilitate efficient decision making and manage expectations. The matrix includes a list of all groups that will be provided a regular input or update on project decisions.

It is the District's goal to maintain an open and active communication process during the Measure M Bond Program so all interested parties can have input into the bond activities and stay informed. The purpose of the matrix is to gain clarity and agreement on key areas of accountabilities as they relate to the program.

In the table below, various codes are used to articulate responsibility for the various Program and Project decisions through the Measure M life cycle.

- A - Approves the deliverable
- R – Recommends approval.
- C - Creates the deliverable. (Usually there is only one person who is responsible for creating a deliverable, although many people may provide input.)
- I - Provides input
- N – Is notified when a deliverable is complete
- M - Manages the deliverables

	Program Mngr	User Groups	College V. Pres, Inst, SS	College V. Pres, Admn	College President	V. Chancellor Fiscal	Chancellor	Board of Trustees	Notes
									A - Approves or authorizes
									R - Recommends Approval
									C - Creates deliverable or documentation
									I - Provides input
									N – Notified when a decision/deliverable is complete Notifications typically occur via the Monthly Report
									M - Manages the decision or deliverable
<b>Project Budgets</b>									
Program Budget Allocation	RCM		N	R	R	R	R	A	
Project Budget	RCM		N	R	R	R	R	A	
Any changes in total project budget	RCM		N	R	R	R	R	A	
Funds availability						A	N		
Expenditure Reporting	RCM			N	N	N	N	N	



	Program Mngr	User Groups	College V. Pres, Inst, SS	College V. Pres, Admin	College President	V. Chancellor Fiscal	Chancellor	Board of Trustees	Notes
									A - Approves or authorizes
									R - Recommends Approval
									C - Creates deliverable or documentation
									I - Provides input
									N - Notified when a decision/deliverable is complete Notifications typically occur via the Monthly Report
									M - Manages the decision or deliverable
<b>Changes</b>									
Errors & Omissions, Unforeseen, Jurisdictional	RCM			N	N	R	R	A	
Owner Initiated Scope Changes	RCM			R	R	R	R	A	Changes under or at \$5,000, the VP of Admin Services recommends and the President is notified. Changes between \$5,000 and \$50,000, the President recommends and the Vice Chancellor approves. Changes over \$50,000, the President and Vice Chancellor recommend and the Board approves.
<b>Project Schedules</b>									
Site Project Priority List	CM	I	I	R	R	R	R	A	
Establish Occupancy Dates	RCM		R	R	A	N	N	N	
Project Milestone Schedules	RCM		N	A	N	N	N	N	
Recovery Schedules	CM		N	N	N	N	N	N	
<b>Project Scopes</b>									
Program Requirements	CM	I	R	R	A	I	N	N	
Schematic Design Approval	RCM	I	R	R	A	N	N	N	
Design Development Approval	RCM	I	R	R	A	N	N	N	
Construction Document Approval	RCM	I	R	R	A	N	N	N	
Approval to Bid	RCM		N	R	N	A	N	N	
Award Approval	RCM		N	R	N	R	R	A	

## **CHAPTER 4 – COMMUNICATIONS & REPORTING**

### ***Introduction***

It is the District's goal to maintain an open and active communication process during the Measure M Bond Program, so that all interested parties can stay informed and have an opportunity to comment on bond activities.

### ***Reporting Tools***

To support this goal, the Program Manager will provide regular updates using various reporting and communications tools. The reporting frequency shall be a minimum standard, and as necessary, additional reports shall be provided for significant developments, potential issues, and program accomplishments.

### ***Monthly Progress Reports***

The Program Manager, will issue a detailed progress report on a monthly basis. The report will address scope, budget, schedule, and outstanding issues for each active project. The report shall be posted on the district's web site.

### ***President's Construction Meeting***

The Program Manager will facilitate a monthly Capital Improvement Program (CIP) meeting on each campus with the President's cabinet. The PM will provide an agenda and document action items. The meetings focus will be on planning and design issues, construction updates, and activities that will interrupt or inconvenience the campus during the construction phase of a project.

### ***Program Management Meeting***

During the startup and construction phases of all active projects, the Project Manager will prepare a weekly construction update. This report will provide information about current and planned future activities; possible utility or access disruptions, and an update of the project's progress. This report will be provided to the key campus communication representative, the VP for Administrative Services, for distribution to staff and students.

### ***Dashboard Reporting***

A bond program web site will be maintained by the District's webmaster, and the Program Manager will provide regular updates. The website links to each college's web sites and to the District web site. The web site will include general Program information, project summaries, schedules, budgets, recent activities, and upcoming activities to show ongoing progress on active construction projects.

***Community Information***

The District desires to proactively notify and engage the public in the Measure M activities. Each College will schedule a number of activities to publicize, inform and solicit input from the local communities. The Public Information Officer or others as designated by the campus president with support from the Program Manager will develop collateral materials. Outreach activities will include:

- Environmental Impact Reports (EIR)
- Open-house presentations
- Ground breaking ceremonies
- Building dedications
- Project signage
- Presentations to local government and organizations
- Press conferences

***Metrics of Program Success***

- Monthly written progress report
- Weekly construction updates
- Website updated monthly
- Meetings Attended
- Reports Produced

## CHAPTER 5 – MASTER PROGRAM BUDGET AND COST CONTROL

### ***Introduction***

Initial budgets were established in the planning phase for each project. As each project progresses through their respective design phases, budgets are reconfirmed or modified. Control is provided by comparisons of actual results against budget plan. Departures from budget can then be investigated and the reasons for the differences can be divided into controllable and non-controllable factors enabling remedial action to be taken as variances emerge.

### ***Guiding Principles and Participants***

The Program Manager will work with the District to establish a baseline Master Program Budget beginning with the District's preliminary outline of projects and budgets developed by the District and approved by the Board. The Master Program Budget will be updated periodically as project estimates are better defined during the design phases and when actual costs are identified after bidding and completion of construction.

For the Schematic, Design Development, and Construction Document phases of a project the Architect will provide the District a construction estimate which will be verified by the Program Manager. Design phase estimates shall include a contingency amount that reduces as the design develops. Escalation costs are also added for multi-year projects.

After a construction contract is awarded, the PM shall track costs and submit a projection of construction costs and exposures each month until the project is complete. The disposition of contingency use during construction and at the project completion is left up to the discretion of the District.

The PM will use this information along with other data to forecast final projected costs. A monthly report that also includes encumbrances, projected cost to complete and expense to date will be reported to the Chancellor, Board of Trustees, Citizen's Bond Oversight Committee and other stakeholders as directed by the District.

### ***Goals and Objectives***

- Establish and meet achievable Budgets for each project
- Provide a base against which actual performance can be measured and managed
- Balance the cost of extensive or special investigations against the risk of change orders for unforeseen conditions
- Eliminate scope changes after approval of Programming Document
- Achieve the lowest possible bids from responsive bidders
- Minimize the chances of change orders and claims after construction begins by supporting practices that lead to high quality bidding documents

## ***Budgeting***

### **Master Program Budget Development**

The Master Program Budget includes a conceptual estimate for each project in the program. The conceptual estimate is broken down into various components that are classified as hard or soft costs. Hard costs are the estimated cost associated with physically constructing each facility. Soft costs are the non-construction related costs such as professional services, permits, fees, contingencies and escalation.

Baseline budgets will be conceptual using square foot cost estimates for construction and percentages of construction cost for non-construction items such as professional services, permits and fees, contingencies and escalation.

### **Design and Construction Phase Estimates**

The PM reviews the Architect's cost estimates submitted at each design review (Schematic, Design Development and Construction Documents). A/E cost estimates shall include a narrative of the estimator's assumptions and the appropriate contingency amount for the phase as stated below:

- Schematic Design: 15-20%
- Design Development: 10-15%
- Intermediate Contract Documents: 5-10%
- Final Contract Documents: 3- 5%

If the PM disagrees with the Architect's estimate and differences cannot be resolved, the PM and the Architect will meet with the District to reconcile differences/discrepancies before moving forward to the next document phase. If it is determined that the estimated cost of the Architect's design exceeds the project budget, the A/E shall present cost saving options to the Owner for consideration and approval

## ***Cost Control***

### **Variance Control**

One of the objectives of budgeting is to provide a base against which actual performance can be measured and managed. The Program team will provide constant monitoring of the approved budgets and provide recommendations for corrective actions should unacceptable variances develop.

Variance control starts with realistic budgets. To support this approach the following budget tools will be implemented:

- Certain design phases will be supported by a professional estimate, reconciled by the Program Manager
- Forecasts will occur monthly to provide current information
- Schedule reviews of budget and estimates to ensure that decisions are made in an appropriate time to avoid additional cost

Specific strategies and approaches by each phase are outlined below:

### **Pre-Design Phase**

The Program Team will meet regularly with the campus user groups and design consultants during conceptual and preliminary design to advise on site use and improvements, selection of materials, building systems and equipment. Discussions will include:

- Identify factors (i.e.: risks) likely to affect construction costs
- Develop a preliminary estimate of the total project cost
- Evaluate alternative sites and develop cost & benefit analysis

### **Design Phase**

The Program Team will participate by providing recommendations and timely cost advice as the design evolves. Areas to be considered include:

- Construction feasibility
- Availability of materials and labor
- Time requirements for installation and construction
- Preparing estimates as the design evolves and to the same level of detail available on the drawings, such as schematic design, design development and completion of bid documents
- Identify and pre-purchase long lead items
- Preparing estimates of escalation based on expected local conditions
- Value engineering studies. Performing the studies, reviewing the recommendations from the value engineering study with the project team and adjusting estimates for those items adopted by the team
- Providing constructability reviews identifying and resolving potential claims or problem areas and deficiencies that may occur during the construction phase of a project, done by eliminating errors, omissions, and ambiguities in the contract documents
- Maximum effort will be expended to segregate all design decisions during the appropriate project phases. Design modifications after the Bid phase are often much more costly

### **Bid and Award Phase**

Contracting strategies that may include:

- Separate contracts to save markups for overhead and profit
- Pre-purchases for group discounts with contracts assigned to the general contractor
- Proactive bid enhancement to ensure local participation and lower bids
- Tabulating all bids and preparing a bid analysis, including evaluation of all alternate bid items and unit prices and comparing it to the budget and estimate
- Providing recommendations to the District for award

**Construction and Acceptance Phase**

- Monitor and manage change order review process.
- Perform independent estimates and analysis for change orders to determine reasonableness, as required.

**Types of Change Orders:**

- Changes in the Specifications or Plans
- Changes in the owner-furnished facilities, equipment, materials, services or site
- Changes directing acceleration of the Work
- Changes authorizing added time to the substantial completion milestone

**Change Amendments:**

## Unforeseen Conditions

- Some condition of the site differs from what could reasonably be inferred from all information known and communicated to the Contractor at the time of bid

All Change Orders will go to the Board of Trustees for approval or ratification.

***Request for Proposal (RFP)***

The District may at any time, by written order, and without notice to the sureties, make changes to the Contract if within the general scope of the Project. All District proposed changes will be initiated through the PM. Once a change has been initiated, the PM will prepare a Request for Proposal (RFP). The RFP will set forth in reasonable detail the nature of the change, whether additions, deletions or other revisions to the Contract Documents. If such change causes an increase or decrease in Contractor's cost and/or time required for performance of the Agreement, an equitable adjustment will be made and the Contract Sum and/or Contract Time modified in writing accordingly by a Change Order.

**Campus Change Request (CCR)**

If the Campus identifies additional scope that appears to be reasonably consistent with the intent of the project scope but clearly not included in the contract documents, the Campus can request a change be issued to encapsulate such items. The PM will outline the Change proposed by the Campus on a CCR outlining impacts to the Contract Sum and or Contract Schedule. The CCR once properly drafted shall be submitted to the Vice Chancellor of Fiscal Services. The Vice Chancellor of Fiscal services will approve or deny such request as appropriate.

***Contractor Changes – Change Order Request (COR)***

If the Contractor believes a change in the Contract is appropriate, the Contractor submits a COR to the PM within 10 calendar days of the event giving rise to the change. The COR will include a description of the proposed change, the contractual basis for the change and any proposed change in the Contract Sum and/or Contract Time. If the COR includes a proposal to extend the Contract Time, the Contractor must include a description of: (1) the nature of the delay; (2) the date (or anticipated date) of

commencement of the delay; (3) activities on the Project Schedule affected by the delay, any new activities created by the delay, and their relationship with existing activities; (4) the persons, organizations, or events responsible for the delay; (5) the anticipated extent of the delay; and (6) recommended action to avoid or minimize the delay. All Change Order Requests that affect the Contract Sum will be submitted as a lump sum price, itemized and supported with sufficient substantiating data such as detailed estimates, price quotes, invoices and rate sheet to permit evaluation with respect to the following costs:

- Professional services showing hourly rates times estimated hours
- Labor showing estimated hours
- Payroll taxes and applicable insurance burdens on labor
- Materials, supplies and equipment, including unit costs and estimated quantities
- Machinery and equipment rental, including rental rates and estimated durations
- Premiums for all bonds and insurance and sales tax
- Overhead and profit not to exceed 15% by the party performing the work and a 5% mark-up by the Contractor if not directly performing the work

The PM will review the Contractor's COR information and determine if a change to the Contract is allowable. For Change Order Requests that are not allowable, or incomplete, the PM will return to the Contractor with an explanation as to why the COR is being rejected. For Change Order Requests the PM considers allowable under the Contract, the PM will review cost and schedule information provided by the Contractor. If the PM enters into negotiations with the Contractor, the PM will prepare minutes of the negotiation meeting(s). If approved, the PM will prepare a Lump Sum Change Order for execution by the District and the Contractor. If denied, the PM will notify the Contractor of the denial.

### ***Change Order Funding***

Change Order funding is provided in the Project Budget Contingency. The PM will track change order activity and its effect on the Project Budget Contingency in the monthly Exposure Report, including potential change orders, proposed discretionary changes, change order requests from the Contractor and executed change orders. The cumulative total of all change orders shall not exceed 10% of the original Contract Price.

### ***Processing Agreed to Change Orders***

Once a Change Order has been agreed to by the Contractor and District, the Contractor prepares 3 original copies of the Change Order for execution. The Contractor delivers the Change Order copies to the PM for signature. The PM will acquire signatures from the Architect and the District. Once the PM has acquired all signatures the Change Order shall be presented to the District. The Program Manager prepares a Board agenda item for Change Order approval at the next regularly scheduled Board meeting. The Program Manager and the PM attend the Board meeting to answer any questions that might be posed by the Board. Change Orders approved by the Board are executed and returned to the Program Manager, who retains one signed copy for the District's files. The Program Manager forwards 2 copies of the executed Change Order to the PM, who delivers one signed copy to the Contractor and one signed copy to the



Architect. The Architect forwards the Change Order and any other information to DSA for review and approval.

***Metrics of Program Success***

- Each project meets or is under baseline budget.
- Contingency usage within the following limits:
  - Design Phase <10% of total budget
  - New Construction Phase <5% of total budget
  - Modernization Phase <10% of total budget
- Pre-bid estimates within 5% of the median bid.

## CHAPTER 6 – SCHEDULING AND SCHEDULE CONTROLS

### ***Introduction***

The project schedules are also one of the tools used to track costs for the Measure M Program. This information will be updated periodically, and will be reported to the Vice Chancellor of Fiscal Services, Board of Trustees, and Citizen's Bond Oversight Committee.

The Program Manager shall develop a Master Project Schedule based on the District and campus program priorities for accomplishing the work. After the Master Project Schedule has been established, the Program Manager shall periodically update the Master Project Schedule to reflect actual progress and/or any project re-phasing required by the District.

Prior to starting a design, the Program Manager shall develop a project duration detailing design phase milestones through DSA Approval. The project schedule shall be included in the Agreements between the Architect, PM and the District. The Program Manager shall update the Project Schedule during the design and permitting phases of the project.

Prior to design completion, the PM shall develop the Project Construction Outline. The Construction Outline shall detail the contract duration for construction activities with all necessary milestones. The PM's Project Outline shall be included in the contract documents issued to bidders and made part of the construction contract for incorporation into the Contractor's Baseline Schedule for attachment to the Contractors Agreement with the District. The PM shall monitor the Project progress during construction and close-out.

### **Master Project Milestone Schedule**

The Program Manager will develop the Master Project Milestone Schedule, which tracks the progress of the entire Program. The level of detail listed for each project on the Master Project Schedule is limited to single activities for design, DSA review and approval, bid period and time of construction. The Program Manager shall periodically update the Master Project Schedule, compare actual to planned progress and prepare a report to the Board.

### **Project Schedule (Design Phase)**

As projects enter the design phase, the Program Manager expands the Project Milestone Schedule to include activities for design reviews, agency approvals, District pre-purchase items (if applicable), period of bid marketing, advertisement for bids, addendum, bid opening, Board approval, pre-construction conference and construction period. The Project Schedule is made a part of the Architect's Agreement with the District to establish the critical timeline for A/E performance. The Program Manager shall review and update progress during the design and bid phases of a project.

**Project Schedule (Construction Phase)**

The PM shall ensure a Project Baseline schedule is issued in conformance with the specifications. The PM shall receive monthly updates with the Contractor's Pay Application verifying the "Work In Progress" and Cost to Complete values is representative and in compliance with the Schedule specifications.

**Look Ahead Schedules (Construction Phase)**

The PM will chair weekly meetings with construction contractors. During weekly meetings the PM and contractors will review Look Ahead Schedules showing activities for the current week and a two week look ahead. Any activities identified as being behind schedule or having the potential for going behind schedule will be documented in the meeting minutes and tracked.

**Recovery Schedules (Construction Phase)**

In the event that the critical path of the Project Schedule shows an impact of 10 or more days of negative float the Contractor shall issue either a Time Impact Analysis (TIA) or a Recovery Schedule. If the TIA proves critical path delays are excusable and compensable, the PM shall process a change order extending the end date of the contract with a full explanation of why the delay is excusable. If critical path delays are not excusable, the PM has several remedies to utilize in order to bring the project back within the contracted delivery timeline. One remedy is for contractor to develop a Recovery Schedule accepted by the PM to finish the project on time. Recovery schedules may include working on weekends and extra shifts or paying premiums to expedited deliveries in order to complete the project on time.

**Metrics of Program Success**

- Design - Conclude each design phase consistent with established milestone schedules
- Construction – Conclude each critical milestone within 10 days of established date
- Construction - Each building fully functional by established occupancy dates

## CHAPTER 7 – PROJECTS DELIVERY OPTIONS

### ***Introduction***

The construction industry recognizes several delivery methods that a public agency may consider when awarding capital construction projects. SBCCD's construction program consists of multiple building types to suit multiple requirements per the Educational Master Plan.

The Delivery Methods outlined below are available at the District's discretion:

### ***Delivery Methods***

- Design-Bid-Build – The District hires an Architect, who fully develops the design, and bids are received from General Contractors. The lowest responsive bidder enters into a fixed fee contract with the District for the construction of the Project. The General Contractor in turn contracts with various subcontractors to execute the work.
- Agency PM/Multiple Prime - The District hires an Architect, who fully develops the design. A Construction Manager is hired who manages the Construction phase, but is not under contract to build the facility. Bids are received from numerous Prime Contractors, often the same firms that would be Sub-contractors in the Design-Bid-Build approach. The lowest responsive bidder in each work category enters into a fixed fee contract with the District for the construction of their specific part of the Project.
- Lease-leaseback – This approach allows the District to choose a contractor based on perceived best value, rather than price alone. The lease-leaseback approach is realized by having the District enter into two leases with a chosen contractor: a site lease and a facilities lease. The Site Lease is the document in which the District will lease the real property to the builder for \$1 per year. The Facilities Lease is the document the school district will utilize to lease back the real property and completed facilities, and will also be the document that includes construction provisions which set the fixed price to be paid by the school district for the completion of the Project ("Guaranteed Maximum Price"). The construction provisions will reference the plans and specifications completed by the Architect.
- Design-Build - A single entity provides both the design and construction through the use of a single contract between the District and the design-build (D-B) contractor.

### ***The Process***

The PM assists the District in analyzing project deliverable methods according to the criteria listed below. The following steps/measures are taken:

- A. PM meets with the District to review and identify a project's requirements
- B. PM analyzes the project requirements based on the criteria below to against each project deliverable's traits to determine the delivery application
- C. PM makes recommendations to the District of the most effective delivery method based on the analysis taken in step B

### ***Criteria Influencing Choice of Delivery Methods***

The District has established goals and objectives that will be considered when analyzing the appropriate delivery method. The delivery method for a project affects budget, schedule, team and consultant selection, quality control, and all the other elements of the program management process. Among these are:

- Project schedule needs and constraints
- Budget requirements and parameters
- Utilization of local contractors & vendors
- Jobs for local community residents
- Diversity in the workforce
- Opportunities for emerging firms
- Economic and operational Efficiency
- Risk factors

### ***Application of Process Based on Criteria***

Example: \$9 Million Modernization of campus Business Building. The delivery method used was design-bid-build for the following reasons:

- Competitive bid environment produced more bidders and subsequently lower bids.
- District has a professional and construction staff to manage construction
- Recognized method of deliverable by most local vendors

Example: \$6 Million Solar Power Panel Project. Delivery method used was design-build for the following reasons:

- Project schedule was constrained
- Specialized vendors were required
- Single contract created economic and operational efficiency

## CHAPTER 8 – SAFETY

### ***Introduction***

Site Safety is a major concern on campus projects such as these. Our goal is to plan in advance for safe construction implementation and minimal disruptions to the educational environment. Protecting people and existing buildings from the construction activities are paramount.

The primary objective of the Safety Program is the elimination of all incidents, the prevention of personal injury and property loss, and to promote a higher degree of efficiency. The effectiveness of this program depends upon the active interest and cooperative effort of all Program participants

### ***Guiding Principles***

Items that help manage the Safety success of the General Contractor during the execution of all construction activities.

- 1) The General Conditions of each contract require the Contract to submit several items related to safety prior to start of construction
  - a. A job specific IIPP (Injury and Illness Prevention Plan) for the company must be submitted to the PM
  - b. Current Insurance Certs are required to be submitted to the PM prior to the mobilization of the contractor onto the project site
  - c. Weekly safety meeting are required to be held with a mandatory all hands present sign in sheet and a copy of the safety topic submitted to the PM
  - d. A JHA (Job Hazard Analysis) is to be submitted to the PM when starting new phases of work to insure that the safety measure are considering real time hazards related to current activities
- 2) OCIP (Owner Controlled Insurance Program) Mandatory all projects > 1,000,000
  - a. The District employs a third party administrator that enrolls the General Contractor and Sub Contractors into the OCIP Plan. The third party monitors and tracks all contractors to help ensure they are properly enrolled prior to starting work
  - b. Site Visits
    - i. The third party administrator has a safety professional that does periodic inspections to ensure job site safety and good housekeeping is being employed by all construction team members
- 3) Non OCIP projects (as decided and < \$1,000,000).

District requires the contractor to maintain the following requirements

General Liability	\$ 2,000,000 Aggregate
	\$ 1,000,000 Per Occurrence
	\$ 1,000,000 Project Aggregate
	\$ 2,000,000 Products 7 Complete Operations
	\$ 1,000,000 Personal & Advertising Injury Limit



Auto Liability	\$ 1,000,000 Auto, Leased, hired, or borrowed \$ 1,000,000 Material Hoist \$ 1,000,000 Explosion, Collapse, and underground
Excess Liability	\$ 2,000,000 Contracts < \$ 500,000 \$ 5,000,000 Contracts > \$ 500,000
Professional Liability occurrence	\$ 3,000,000 Aggregate limit – \$ 50,000 per
Workman's Comp	\$ 1,000,000
Additional Insured	San Bernardino County SBCCD Kitchell/BRJ AOR IOR The State of California, Their officers, employees, Agents and Independent Contractors
Certificate of Insurance Holder	San Bernardino Community College District C/O Kitchell/BRJ Campus and Project Name 114 South Del Rosa Drive San Bernardino, CA 92408

***Metrics of Program Success***

The Program team is committed to a safe workplace. The team will strive to provide students, workers, staff and visitors possible workplace with no work stoppage accidents, injuries or property damage. It is the Program's policy that a safe work place will be provided at all times and that all operations will be conducted in a manner as to provide protection for all individuals who might come into contact with these operations. There shall be no operation considered so important or scheduling deadline so critical that safety is compromised.

## CHAPTER 9 – QUALITY STANDARDS & CONTROL

### ***Introduction***

Quality assurance is the systematic monitoring and evaluation of the various project components and requirements to ensure that standards of quality are being met or exceeded.

All members of the team; Program Manager, Architect, Contractors, Inspectors of Record and Special Inspectors, have a role in assuring that the Quality Standards for each project are met.

Quality assurance is conducted by:

- Measurement of work activity
- Identification of nonconforming services
- Development of corrective action plans
- Implementation of plan

### ***Quality Objectives***

The objective during the planning/design phase is to develop a set of contract documents, in collaboration with the user and design team, that accurately address project scope, program, budget and schedule that can be supported by a procurement process that will result in the successful completion of the project in accordance with all the project quality requirements.

The objective during the construction phase is to complete construction in accordance with the requirements of the contract documents and with documentation confirming that such compliance was achieved.

### ***Quality Processes***

The major elements during the planning/design phase will be:

- Implement a system for information sharing to all affected members on the team related to progress and design issues
- Ensure that design review meetings include design review comments and come to a mutual understanding between the project team and the design professionals.
- Control expansion of scope by continually tracking project costs against the budget
- Interdisciplinary coordination and independent (third party) document reviews
- Control of design criteria changes
- Quality assurance reviews
- Constructability reviews
- Value engineering
- Construction testing requirements defined

The major elements of the construction phase quality management plan will include:

- Mandatory Pre-construction Conferences before the start of the affected work.
- Detailed planning and scheduling
- Formal inspection and testing program
- Defined and timely reporting and record keeping
- Control of changes in the work



- Document control and distribution
- Early documentation and correction of nonconforming and deficient work
- Final review, documentation, and punch list work completion

To support final satisfactory facility use/occupancy, the Project Manager will also perform the following activities related to the administration of the Work:

- Maintenance manuals and operating procedures are obtained, indexed, and organized for future maintenance
- Spare parts and warranties are reviewed for contract compliance and archived
- Final permits are obtained and satisfy agency requirements
- Move-in plan prepared and implemented
- Start-up of major equipment and confirmation of performance is verified
- Punch list items corrected
- Final payment conditions met
- Contract close out
- Close-out reports prepared
- Submission of final documentation required for DSA closeout

***Metrics of Program Success***

- All non-conforming work corrected
- Start-up of major equipment, confirmation of performance is verified, training is provided to the campus, and the building is appropriately commissioned
- Contract close out within 90 days of final completion
- DSA closeout within 180 days of final completion

## CHAPTER 10 – PLANNING & DESIGN PHASE

### ***Introduction***

Throughout the lifecycle of each Project, the Program Manager will implement a set of processes and procedures to support the Measure M Bond goals. The focus will be on the four major categories of:

- Scope/Quality Control
- Budget
- Schedule
- Risk- (safety of people & buildings, and preserving the Colleges' education mission during design and construction)

### ***Planning and Design Objectives***

- Budget efficiency with design costs- define # of meetings and maximize benefit
- Timely decisions- affect costs and schedule
- Consider the goals of the Master Plan, Campus Plan, and Sustainability Plan
- Educational Program driven design
- Consistent Architectural Standards between campuses as appropriate
- Equity between campuses
- Achieve best value by “right balancing” quality, schedule and budget
- Life cycle analysis - balance first cost with operational costs

### ***Project User Groups***

Each project will have an assigned group that will meet with the Program Manager and the Project architect on a regular basis during the design phase of the Project. This group will provide project specific direction to the design team and will work to set priorities to keep the project on budget and on schedule. The Program Manager and the President's Cabinet shall meet with this group on a regular basis.

### ***Project Architects/Engineers/Planners***

The District has completed a qualifications based selection process, and has selected architectural firms who were assigned projects based on previous similar project experience, staff availability, and ability to meet design schedule deadlines. Efforts will be made to distribute projects based on experience and firm capacity to complete work effectively and in a timely manner.

### ***Process for the Registration, Screening and Recommendation of Professional Services Providers***

The District process is comprised of four major phases:

- Phase I – Outreach Process
- Phase II – Screening Advisory Committee
- Phase III – Criteria and Screening Process
- Phase IV – Final Recommendation, Fees and Contract

**Phase I:** The District will reach out to the professional services community as required by the bond project list, to solicit the registration of firms for the Measure M Project Interest List. Outreach will be done through the placement of newspaper advertisements, notice to professional publications and organizations and posting on the District website. Firms will self-identify their experience in specific project categories. A registration list will be developed and firms will be notified of as projects become available. Firms are responsible to renew their registration for project eligibility.

**Phase II:** A Screening Advisory Committee will be established for each project or project group. The committee will be comprised of one faculty member, one classified staff member, the College President or designee, the Vice President for Administrative Services, Director of Campus Facilities, and the Vice Chancellor, Fiscal Services. At the campus president's discretion, the administrator responsible for the instruction/services to be housed in the proposed facility will participate.

**Phase III:** The Screening Advisory Committee will establish the evaluation criteria and determine the rating criteria for the project. Firms with self-reported experience relevant to the project requirements will be invited to submit a proposal that would minimally include relevant experience, project approach, project schedule and a staffing plan. The firms with the highest scores will be invited to interview with the Screening Advisory Committee. Whenever possible a minimum of four to six firms will be invited to interview.

**Phase IV:** The Screening Advisory Committee will establish the evaluation criteria and determine the rating criteria for the project interviews. The members of the committee will rate and rank each firm. The District will conduct reference checks on the top ranked firms. A draft contract and fee will be negotiated with the highest ranking firm and will be submitted to the Board of Trustees for action. A summarized review of the process will be provided with the committee recommendation.

### ***Design Review***

As a special consideration for new construction projects which will either define or significantly alter the fabric of the campus, a formal design review and approval process will be used. The President's Cabinet will serve the role of determining the aesthetic appropriateness of each project proposal. At the conclusion of the Programming, Schematic Design, Design Development and Construction Documents phases, a formal written approval process will be employed.

### ***Design Phases***

Architectural design is a creative problem-solving process applied to each unique project. The first task is always to understand the user's needs, budget, and schedule; secondly, to develop a design; and then to prepare drawings and specifications to guide the contractor in building. Planning and design services are implemented in the following sequence:

1. **Programming and Pre-design Phase**
2. **Schematic Design**
3. **Design Development**
4. **Construction Documents**

***Metrics of Program Success***

- Effective design reviews resulting in user understanding of scopes
- Documented Design Reviews
- High quality documents that are biddable and buildable
- Timeliness of design services and reviews

## CHAPTER 11 – BIDDING AND CONSTRUCTION

### ***Introduction***

It is essential that all bidding and construction components be executed expertly, and within established cost, schedule, scope and safety parameters. The Program Management team will work collaboratively with the District and College staff to develop responsive project controls to support project success.

### ***Bidding & Construction Objectives***

- Enhanced notification to potential local bidders.
- Minimize uncertainty regarding bid documents.
- Provide bidding documents that clearly describe the end product in terms which communicate expectations of the end user.
- Seek multiple competitive bids.
- Transparent procurement processes.
- Timely decisions ensure costs and schedule are maintained.
- Bid awards to qualified contractors.
- Document contractors' performance.
- Maintaining a safe environment at all times.
- Minimizing disruption/inconvenience to the users and public at all times.
- Maintaining effective communications with all stakeholders.
- Ensure that the requirements of codes and standards are met or exceeded.
- Provide a basis for acceptance of the project.

Modifications to original contracts are made by processing a change order or amendment. Change Orders are funded from a contingency account included in the project budget. Change Orders are requested by the Contractor using a Change Order Request, initiated from the PM, by issuing a Request for Proposal. The cost of work under a Change Order can be charged in one lump sum or on a time and material basis, not to exceed amount, verified by the PM as the work is being performed by the Contractor.

## CHAPTER 12 – Appendix - Terminologies

### Acronyms

Acronyms are often used in the design and construction industry to communicate and report more efficiently. The following list of acronyms may appear in bond related communications, reports and discussions.

A/E – Architect/Engineer	HVAC – Heating, ventilation and air conditioning
ADA — Americans with Disabilities Act	IOR – Inspector of Record
ADR – Alternative Dispute Resolution	K/BRj – Kitchell/BRj
AIA – American Institute of Architects	Kitchell CEM – Kitchell Capital Expenditure Managers
ASF – Assignable Square Feet	LEED – Leadership in Energy and Environmental Design
CA – Construction Administration	MOU – Memo of understanding
CAD – Computer-Aided Drafting	NTP – Notice to Proceed
CBOC – Citizen’s Bond Oversight Committee	PE – Professional Engineer
CCCCO – CA Community College Chancellor’s Office	PI – Project Inspector
CD – Construction Document	PIP – Program Implementation Procedures
CDF – California Department of Forestry	PM – Program Management
CEQA – California Environmental Quality Act	PM – Project Manager
CHC – Crafton Hills College	PO – Purchase Order
CM – Construction Management	RFI – Request for Information
CO – Certificate of Occupancy	RFP – Request for Proposal
CO – Change Order	RFQ – Request for Qualifications
DBB – Design/Bid/Build	ROW – Right of Way
DB – Design/Build	SBCCD – San Bernardino Community College District
DD – Design Development	SBVC – San Bernardino Valley College
DGS – Department of General Services	SD – Schematic Design
DPW – Department of Public Works	SF – Square Foot
DSA – Division of State Architect	SOW – Scope of Work
EIR – Environmental Impact Report	
EMP – Educational Master Plan	
FMP – Facilities Master Plan	
FPP – Final Project Proposal	
FY – Fiscal Year	
GC – General Contractor	
GSF – Gross Square Feet	
H/L S — Health/Life Safety	

**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: November 14, 2013

SUBJECT: MOUs: CSEA Reclassification Moratorium & Senior Programmer/Analyst  
Salary Adjustment

RECOMMENDATION

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

OVERVIEW

The District & Association met on August 23, 2013, and the parties entered into MOUs for Reclassification Moratorium During Reclassification Study & Senior Programmer/Analyst Salary Adjustment.

ANALYSIS

The Memorandum of Understandings constitute the full and complete Agreement regarding the Reclassification Moratorium and Adjustment of the Senior Programmer Analyst salaries.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 291  
AND SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

MEMORANDUM OF UNDERSTANDING

RECLASSIFICATION MORATORIUM DURING RECLASSIFICATION STUDY

This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its San Bernardino Community College District Chapter 291 (hereinafter, "Association").

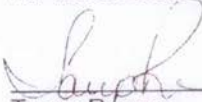
In order to facilitate the reclassification and compensation study, the District and the Association agree to a temporary moratorium on accepting reclassification requests in current positions from the effective date of this agreement up to and including June 30, 2014.

Reclassification requests and reclassification appeals submitted prior to the effective date of this agreement shall continue through the normal process per Article 16.3 of the parties' Collective Bargaining Agreement.


This MOU is subject to the approval process of both parties. It shall be in effect upon the approval of both CSEA and the SBCCD Board.


This tentative agreement is made and entered into this 23 day of August, 2013.

For the SBCCD District

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

For CSEA Chapter 291

  
\_\_\_\_\_  
Colleen Gamboa  
President, CSEA Chapter 291

  
\_\_\_\_\_  
Beth Caskie  
CSEA Labor Representative



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
AND  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
CHAPTER 291

This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, San Bernardino Community College District Chapter 291 (hereinafter, Association).

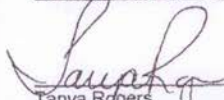
The District and the Association agree to approve the Senior Programmer's salary schedule adjustment accordingly from range 54 to range 58 to improve the District's ability to recruit for the position:

58	Senior Programmer/Analyst	Monthly	6,250	6,563	6,891	7,236	7,598
		Hourly	35.92	37.72	39.60	41.59	43.67
		Annually	75,000	78,756	82,692	86,832	91,176

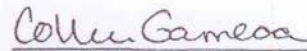

This Memorandum of Understanding constitutes the full and complete Agreement regarding the adjustment of the Senior Programmer/Analyst salaries.

The effective date of this MOU is August 23, 2013.

For the SBCCD District

  
\_\_\_\_\_  
Tanya Rogers  
Interim Vice Chancellor HR  
Date 8/23/13

For CSEA, Chapter 291

  
\_\_\_\_\_  
Colleen Gamboa  
President, CSEA Chapter 291  
  
\_\_\_\_\_  
Beth Caskie  
CSEA Labor Relations Representative

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services  
PREPARED BY: Steven J. Sutorus, Business Manager  
DATE: November 14, 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 141784 – 142152 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
141789	REVOLVING CASH	Athletic Entry Fee	\$ 50.00
141919	REVOLVING CASH	Athletic Entry Fee	\$ 75.00
141920	REVOLVING CASH	Athletic Entry Fee	\$ 75.00
141921	REVOLVING CASH	Athletic Entry Fee	\$ 150.00
141788	SYSCO FOOD SERVICES	CDC Food Supplies	\$ 5,400.00
141924	BARNES & NOBLE	Classroom Textbooks	\$ 534.44
141795	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 725.00
141796	BAUGHER, JEFF	Conference	\$ 250.00
141800	OLIVER, TIM	Conference	\$ 313.00
141797	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 330.00
141798	KING, MELISSA	Conference	\$ 496.00
141799	DUSICK, DIANE M	Conference	\$ 490.00
141801	HAMDY, RANIA	Conference	\$ 996.00
141802	NSCPOD	Conference	\$ 670.00
141803	JACKSON, DENNIS L	Conference	\$ 333.33
141804	SABIO, NEOMI	Conference	\$ 333.33
141805	FOGLE OLIVER, MELINDA	Conference	\$ 750.00
141828	GROSS, DAWN	Conference	\$ 1,563.00
141824	ZINN, WENDY	Conference	\$ 390.00
141825	ZINN, WENDY	Conference	\$ 794.00
141826	CCCAOE	Conference	\$ 395.00
141827	HACU	Conference	\$ 949.00
141822	TRUSSELL, DEANNA	Conference	\$ 40.39
141823	COLLEGE OF THE CANYONS - SANTA	Conference	\$ 49.00
141841	TRUSSELL, DEANNA	Conference	\$ 154.66
141842	COLLEGE OF THE CANYONS	Conference	\$ 49.00
141840	KLINGSTRAND, MARIANNE	Conference	\$ 333.33
141843	SBCSBA	Conference	\$ 45.00
141846	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 1,325.00
141848	RIVERA, ERNESTO	Conference	\$ 40.00
141847	ELIZALDE, NOEMI	Conference	\$ 99.00
141868	REECE, BRYAN	Conference	\$ 890.00
141869	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 738.97
141870	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 738.97
141871	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 390.10
141872	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 1,000.00
141889	LEADERSHIP SAN BERNARDINO	Conference	\$ 550.00
141890	RIVERA-REZA, ROSEMARY	Conference	\$ 132.37
141891	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 820.00
141892	FISHER, GLORIA	Conference	\$ 150.00
141917	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 800.00
141918	KUCK, GLEN	Conference	\$ 100.00
141925	CABRALES, JOE	Conference	\$ 441.00
141926	WINGSON, KIMBERLY	Conference	\$ 53.00

PO No.	Vendor Name	Purchase Order Description	Amount
141927	GASCA, SUSAN	Conference	\$ 53.00
141928	GASCA, SUSAN	Conference	\$ 10.00
141947	WORD, DANIEL	Conference	\$ 283.88
141946	AMERICAN RED CROSS	Conference	\$ 270.00
141954	SAN BERNARDINO COUNTY SCHOOL	Conference	\$ 90.00
141952	GILBERT, JEREMIAH	Conference	\$ 393.03
141955	GILBERT, JEREMIAH	Conference	\$ 981.95
141977	STRONG, LAWRENCE	Conference	\$ 335.00
141973	CALIFORNIA PEACE OFFICERS	Conference	\$ 250.00
141974	PRESTRIDGE, KATIE JO	Conference	\$ 96.88
141975	AGUILAR-KITIBUTR, AILSA	Conference	\$ 598.21
141976	METU, REGINALD	Conference	\$ 749.96
141978	COTA, MARCO	Conference	\$ 629.08
142024	INSTRUCTIONAL TECHNOLOGY COUNC	Conference	\$ 475.00
142025	KUCK, GLEN	Conference	\$ 250.00
142026	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 1,950.00
141994	MATTHEWS, DAMARIS	Conference	\$ 545.00
141995	SACRAMENTO STATE COLLEGE	Conference	\$ 275.00
142019	MUSKAVITCH, JOHN	Conference	\$ 1,752.32
141996	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 350.00
142029	CENTER FOR HEALTHCARE EDUCATIO	Conference	\$ 680.00
142020	ACADEMIC SENATE, THE	Conference	\$ 600.00
142021	ACADEMIC SENATE, THE	Conference	\$ 600.00
142022	KINDE, HARAGWEN A	Conference	\$ 100.00
142023	HUSTON, CELIA	Conference	\$ 249.89
142031	GIACONA, JUDY	Conference	\$ 192.80
142041	MALONEY HINDS, COLLEEN	Conference	\$ 225.00
142043	CHAVIRA, REJOICE C	Conference	\$ 862.36
142042	ZOUMBOS, NICKOLAS W	Conference	\$ 1,176.82
142044	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 1,925.00
142089	RIVERA, ERNESTO	Conference	\$ 65.00
142090	HOGREFE JR, RICHARD K	Conference	\$ 1,175.81
142092	NATIONAL COLLEGIATE	Conference	\$ 425.00
142091	CABRALES, JOE	Conference	\$ 71.46
142093	GLOBAL ENVIRO TRAIN & CONSULT	Conference	\$ 640.00
142094	AU, ALGIE	Conference	\$ 100.00
142098	SAN BERNARDINO AREA CHAMBER	Conference	\$ 1,650.00
142097	COLVEY, KIRSTEN	Conference	\$ 632.43
142099	HALLEX, ALICIA	Conference	\$ 216.19
142102	ELIZALDE, NOEMI	Conference	\$ 198.00
142124	ASSOCIATION OF COMMUNITY	Conference	\$ 677.00
142125	FLORES, YASMEEN	Conference	\$ 260.00
142100	ACADEMIC SENATE, THE	Conference	\$ 600.00
142101	COLLEGE OF THE DESERT	Conference	\$ 600.00

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
142137	CHANG, ANDREW	Conference	\$ 100.00
142138	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 750.00
142134	RIVERA, ERNESTO	Conference	\$ 394.23
142135	MENCHACA, PATRICIA	Conference	\$ 295.23
142136	MARRIOTT WARDMAN PARK HOTEL	Conference	\$ 1,199.96
142149	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 381.06
142152	MARSHALL, CHERYL A	Conference	\$ 1,130.00
142150	SIMS, JEREMY	Conference	\$ 100.00
142151	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 899.00
142148	US BANK CORPORATE PMT SYSTEMS	Custodial Supplies	\$ 200.00
141829	CA ORGANIZATION OF ASSOC	Dues & Memberships	\$ 100.00
141849	WACAC	Dues & Memberships	\$ 45.00
141850	SCIAC	Dues & Memberships	\$ 75.00
141930	US BANK CORPORATE PMT SYSTEMS	Dues & Memberships	\$ 23.40
141997	BLANQUET, FRANCISCO	Dues & Memberships	\$ 59.95
142083	HONORS TRANSFER COUNCIL OF CA	Dues & Memberships	\$ 90.00
141806	SAN BERNARDINO AREA CHAMBER	Dues & Memberships	\$ 225.00
141851	ACADEMIC SENATE, THE	Dues & Memberships	\$ 1,114.75
141895	SOCIETY FOR COLLEGE AND	Dues & Memberships	\$ 810.00
141807	AACC CONVENTION	Dues & Memberships	\$ 12,626.00
141896	AMERICAN WELDING SOCIETY	Dues & Memberships	\$ 246.00
141808	WEIZ, MIKE	Equipment	\$ 1,000.00
141809	UNITED REFRIGERATION INC	Equipment	\$ 2,240.22
141852	AVOTEK	Equipment	\$ 5,385.52
141876	INTERIOR OFFICE SOLUTIONS	Equipment	\$ 5,635.65
141897	DESERT BUSINESS INTERIORS	Equipment	\$ 8,349.27
141887	EUROSPORT	Equipment	\$ 1,569.90
141888	INTERIOR OFFICE SOLUTIONS	Equipment	\$ 762.48
141979	POCKET NURSE	Equipment	\$ 948.60
141980	GENUINE AUTO PARTS	Equipment	\$ 7,538.18
142012	GRAINGER INC, W W	Equipment	\$ 1,530.42
142013	BIO-RAD LABORATORIES	Equipment	\$ 876.09
142014	RANESCO TECHNICAL TRAINING	Equipment	\$ 11,989.78
142015	POCKET NURSE	Equipment	\$ 1,269.68
142016	GRAINGER INC, W W	Equipment	\$ 209.58
142017	CARMEN'S CUSTOM DRAPERY	Equipment	\$ 228.00
142033	AMAZON.COM	Equipment	\$ 288.90
142046	LAB-VOLT SYSTEMS INC	Equipment	\$ 791.40
142078	KIDWIND PROJECT INC	Equipment	\$ 414.61
142081	GERBER, GUY	Equipment	\$ 396.36
142082	SIGMANET INC	Equipment	\$ 7,352.19
142077	SNAP-ON INDUSTRIAL	Equipment	\$ 1,532.31
142079	AQUA SPRING	Equipment	\$ 11,583.00
142080	FERGUSON ENTERPRISES #1071	Equipment	\$ 1,632.50

<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
142126	DIGITAL BUYER	Equipment	\$ 835.92
142047	US BANK CORPORATE PMT SYSTEMS	Instructional Supplies	\$ 43.98
141810	AMAZON.COM	Instructional Supplies	\$ 83.07
141837	WETPAINT TSHIRTS	Instructional Supplies	\$ 207.86
141853	GLOVE NATION	Instructional Supplies	\$ 1,597.24
141854	CYNMAR CORPORATION	Instructional Supplies	\$ 2,765.66
141855	ALLIED REFRIGERATION INC	Instructional Supplies	\$ 969.60
141886	FLINN SCIENTIFIC INC	Instructional Supplies	\$ 283.34
141898	CARDIAC DIRECT	Instructional Supplies	\$ 73.87
141899	P & R PAPER	Instructional Supplies	\$ 147.65
141931	LAKESHORE LEARNING MATERIALS	Instructional Supplies	\$ 756.00
141932	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	\$ 864.00
141933	DICK BLICK	Instructional Supplies	\$ 215.30
141951	FLINN SCIENTIFIC INC	Instructional Supplies	\$ 628.62
141981	POCKET NURSE	Instructional Supplies	\$ 509.11
141982	CYCLERY USA	Instructional Supplies	\$ 848.70
142006	HOUR GLASS & MIRROR INC	Instructional Supplies	\$ 25.00
142007	POCKET NURSE	Instructional Supplies	\$ 1,116.49
142008	FISHER SCIENTIFIC	Instructional Supplies	\$ 315.36
142009	FLINN SCIENTIFIC INC	Instructional Supplies	\$ 998.30
142010	MEDCO SPORTS MEDICINE	Instructional Supplies	\$ 1,453.87
142011	STAPLES	Instructional Supplies	\$ 344.95
142034	UNITED STATES PLASTIC CORP	Instructional Supplies	\$ 192.34
142048	US BANK CORPORATE PMT SYSTEMS	Instructional Supplies	\$ 2,000.00
142049	BOUND TREE MEDICAL	Instructional Supplies	\$ 1,371.70
142050	CUEVAS, DION	Instructional Supplies	\$ 192.20
142051	PATTON SALES CORP	Instructional Supplies	\$ 184.68
142052	MOORE MEDICAL CORPORATION	Instructional Supplies	\$ 156.83
142106	AMAZON.COM	Instructional Supplies	\$ 40.72
142107	FLINN SCIENTIFIC INC	Instructional Supplies	\$ 732.60
142108	STAPLES	Instructional Supplies	\$ 337.14
142109	CYNMAR CORPORATION	Instructional Supplies	\$ 516.27
142142	OLIVER, MELINDA	Instructional Supplies	\$ 61.47
141811	APPLE COMPUTER INC	IT Equipment	\$ 790.56
141900	DELL COMPUTER COMPANY	IT Equipment	\$ 1,679.18
141915	APPLE COMPUTER INC	IT Equipment	\$ 855.36
141916	DELL COMPUTER COMPANY	IT Equipment	\$ 7,677.06
142005	SYMMETRY DATA INC	IT Equipment	\$ 2,113.70
142076	DELL COMPUTER COMPANY	IT Equipment	\$ 169.28
142110	SEHI COMPUTER PRODUCTS INC	IT Equipment	\$ 1,131.97
141983	ALSCO INC	Laundry	\$ 600.00
141998	SO CA NEWS CIRCULATION	Magazines & Subscriptions	\$ 95.00
142053	US BANK CORPORATE PMT SYSTEMS	Magazines & Subscriptions	\$ 59.00
141950	JONES & BARTLETT LEARNING LLC	Media	\$ 213.58

PO No.	Vendor Name	Purchase Order Description	Amount
142035	GIACONA, JUDY	Mileage Reimbursement	\$ 19.67
142036	OLIVER, TIM	Mileage Reimbursement	\$ 500.00
142075	TRASPORTE, CATALINA	Mileage Reimbursement	\$ 400.00
142112	MANIAOL, ALBERT	Mileage Reimbursement	\$ 1,500.00
141820	RUBIO, EDUARDO	Mileage Reimbursement	\$ 700.00
141814	STAPLES	Non Instructional Supplies	\$ 170.21
141813	IMAGE MASTER DISPLAYS	Non Instructional Supplies	\$ 462.88
141812	AMAZON.COM	Non Instructional Supplies	\$ 236.64
141859	SBVC BOOKSTORE	Non Instructional Supplies	\$ 500.00
141914	STAPLES	Non Instructional Supplies	\$ 137.86
141935	STAPLES	Non Instructional Supplies	\$ 428.54
141936	AMAZON.COM	Non Instructional Supplies	\$ 81.27
141949	US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	\$ 500.00
141956	STAPLES	Non Instructional Supplies	\$ 923.14
141965	STAPLES	Non Instructional Supplies	\$ 556.61
141984	HARRIS, DENNIS	Non Instructional Supplies	\$ 600.00
141985	FISHER SCIENTIFIC	Non Instructional Supplies	\$ 69.49
142000	WALKER, JAMES	Non Instructional Supplies	\$ 22.45
141999	ECOLAB	Non Instructional Supplies	\$ 500.00
142003	STAPLES	Non Instructional Supplies	\$ 321.04
142004	STAPLES	Non Instructional Supplies	\$ 160.59
142054	STAPLES	Non Instructional Supplies	\$ 183.85
142114	STAPLES	Non Instructional Supplies	\$ 162.84
142127	STAPLES	Non Instructional Supplies	\$ 461.64
141901	SBCCD PRINTING SERVICES	Non Instructional Supplies	\$ 7,646.40
142115	CFS PRODUCTS	Non Instructional Supplies	\$ 448.20
142037	STATER BROS MARKETS	Non Instructional Supplies	\$ 250.00
141913	STAPLES	Non Instructional Supplies	\$ 230.61
142116	CHC BOOKSTORE	Non Instructional Supplies	\$ 300.00
142055	WISEGARVER, LILLIAN	Non Instructional Supplies	\$ 70.11
141815	AARDVARK CLAY & SUPPLIES	Non Instructional Supplies	\$ 99.24
141787	STAPLES	Non Instructional Supplies	\$ 136.35
141816	STAPLES	Non Instructional Supplies	\$ 328.15
141817	STAPLES	Non Instructional Supplies	\$ 83.20
141818	STAPLES	Non Instructional Supplies	\$ 224.75
141836	STAPLES	Non Instructional Supplies	\$ 240.93
141830	GANDER PUBLISHING	Non Instructional Supplies	\$ 97.89
141860	GAYLORD BROS INC	Non Instructional Supplies	\$ 517.36
141879	REVOLVING CASH	Non Instructional Supplies	\$ 97.66
141880	MDI	Non Instructional Supplies	\$ 328.32
141883	US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	\$ 224.43
141881	PRUDENTIAL OVERALL SUPPLY INC	Non Instructional Supplies	\$ 38.88
141882	STAPLES	Non Instructional Supplies	\$ 524.77
141903	BMI SUPPLY	Non Instructional Supplies	\$ 1,719.97

PO No.	Vendor Name	Purchase Order Description	Amount
141902	SBCCD PRINTING SERVICES	Non Instructional Supplies	\$ 600.00
141904	GRAINGER INC, W W	Non Instructional Supplies	\$ 335.09
141908	STAPLES	Non Instructional Supplies	\$ 221.82
141912	STAPLES	Non Instructional Supplies	\$ 652.59
141937	STAPLES	Non Instructional Supplies	\$ 173.72
141911	STAPLES	Non Instructional Supplies	\$ 761.92
141944	SBVC BOOKSTORE	Non Instructional Supplies	\$ 300.00
141943	SBVC BOOKSTORE	Non Instructional Supplies	\$ 300.00
141945	STAPLES	Non Instructional Supplies	\$ 495.64
141957	QUALITY COPYING INC	Non Instructional Supplies	\$ 500.00
141958	STAPLES	Non Instructional Supplies	\$ 179.01
141959	STAPLES	Non Instructional Supplies	\$ 325.84
141960	SBVC BOOKSTORE	Non Instructional Supplies	\$ 300.00
141967	STAPLES	Non Instructional Supplies	\$ 501.55
141968	STAPLES	Non Instructional Supplies	\$ 172.65
141970	STAPLES	Non Instructional Supplies	\$ 110.01
141966	PRUDENTIAL OVERALL SUPPLY INC	Non Instructional Supplies	\$ 25.92
141969	AMAZON.COM	Non Instructional Supplies	\$ 431.57
142002	KESLING, SUSANIEL	Non Instructional Supplies	\$ 118.63
142038	CHC BOOKSTORE	Non Instructional Supplies	\$ 50.00
142039	STAPLES	Non Instructional Supplies	\$ 516.30
142056	STAPLES	Non Instructional Supplies	\$ 268.25
142057	US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	\$ 48.59
142058	INMARK	Non Instructional Supplies	\$ 33.35
142059	STAPLES	Non Instructional Supplies	\$ 185.07
142060	STAPLES	Non Instructional Supplies	\$ 287.26
142073	STAPLES	Non Instructional Supplies	\$ 1,049.61
142074	REECE, BRYAN	Non Instructional Supplies	\$ 55.95
142117	STAPLES	Non Instructional Supplies	\$ 67.07
142128	STAPLES	Non Instructional Supplies	\$ 302.69
142118	BADGE EXPRESS	Non Instructional Supplies	\$ 14.47
142129	BADGE EXPRESS	Non Instructional Supplies	\$ 72.90
142143	STAPLES	Non Instructional Supplies	\$ 251.84
142144	STAPLES	Non Instructional Supplies	\$ 141.85
141861	STAPLES	Non Instructional Supplies	\$ 156.62
141786	REVOLVING CASH	Officials	\$ 2,640.00
141835	SBVC FOOD SERVICES	Operational Expenses & Fees	\$ 272.18
141905	SBVC FOOD SERVICES	Operational Expenses & Fees	\$ 157.68
141785	US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	\$ 320.75
141819	SOUTH COAST AIR QUALITY	Operational Expenses & Fees	\$ 660.00
141834	SBCCD FINANCIAL AID	Operational Expenses & Fees	\$ 7,000.00
141832	DOLBY THEATRE	Operational Expenses & Fees	\$ 2,080.00
141831	MENDOZA, SERGIO JR	Operational Expenses & Fees	\$ 1,618.86
141844	SAN BERNARDINO COUNTY	Operational Expenses & Fees	\$ 1,000.00



<b>PO No.</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
141862	NATIONAL LEAGUE FOR NURSING	Operational Expenses & Fees	\$ 2,400.00
141906	LOGIC EXTENSION RESOURCES	Operational Expenses & Fees	\$ 4,375.00
141910	EL POLLO LOCO	Operational Expenses & Fees	\$ 351.00
141939	SBVC SUN ROOM	Operational Expenses & Fees	\$ 753.30
141938	CAMPUS MARKETING SPECIALISTS	Operational Expenses & Fees	\$ 1,391.36
141987	SBVC FOOD SERVICES	Operational Expenses & Fees	\$ 312.88

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: November 14, 2013  
SUBJECT: Quarterly Investment Report

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.



**Quarterly Investment and Deposit Report**

Quarter Ending September 30, 2013

<b>Account</b>	<b>Amount</b>	<b>Interest</b>	<b>Type</b>	<b>Institution</b>
<b>General Fund</b>				
Clearing Account	\$ 67,650.00	0.00	Checking	Citizens Business Bank, San Bernardino CA
Revolving Cash/Flex Fund	20,001.00	0.00	Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 87,651.00</u>			
<b>Bond Fund</b>	\$ 143,336,727.96	0.00	Investment	Bank of New York Mellon, Los Angeles CA
<b>Enterprise Funds</b>				
Bookstore	\$ 355,345.20	0.00	Checking	Bank of America, Colton CA
Cafeteria	169,041.48	0.00	Checking	Bank of America, Colton CA
Bookstore CD ( <i>due 2/2/2014</i> )	105,693.07	(y)0.80	CD	Inland Valley Bank, Redlands CA
	<u>\$ 630,079.75</u>			
<b>Internal Service Funds</b>				
Workers Comp	120,000.00	0.05	Checking	Union Bank, Los Angeles CA
Property & Liability	25,000.00	0.00	Checking	Bank of America, Concord CA
	<u>\$ 145,000.00</u>			
<b>Trust Funds</b>				
Financial Aid	\$ 322,800.44	0.00	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	114,812.96	0.05	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	69,833.63	0.00	Checking	Citizens Business Bank, San Bernardino CA
Scholarships	32,668.00	0.20	Checking	Community Bank, Redlands CA
Emergency Loan	17,501.53	0.00	Checking	Community Bank, Redlands CA
SBVC Clubs/Trusts	242,012.90	0.00	Checking	Wells Fargo, San Bernardino CA
SBVC ASB	71,138.47	0.00	Checking	Wells Fargo, San Bernardino CA
CHC Clubs/Trust & ASB	81,809.01	0.00	Checking	Bank of America, Yucaipa CA
Scholarships	90,702.11	0.70	Money Market	Inland Valley Bank, Redlands CA
SBVC/CHC Student Rep Fee	92,084.66	0.00	Checking	Inland Valley Bank, Redlands CA
SBVC ASB CD ( <i>due 12/3/13</i> )	47,500.29	(y)0.40	CD	Inland Valley Bank, Redlands CA
	<u>\$ 1,182,864.00</u>			
<b>Total Checking, Savings &amp; Investments</b>	<b>\$ 145,382,322.71</b>			

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: November 14, 2013  
SUBJECT: Enhancement of Applause Recognition Program

RECOMMENDATION

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

OVERVIEW

The Caring Hands Applause Cards have been an important program at SBCCD to recognize good customer service among its many staff members. Enhancements to the program are being made to improve the recognition of recipients. The Applause certificate was modified to have the same look across the different campuses. A new trophy was developed to further promote the importance of good customer service within the District. The person at each college and the District Office (including EDCT, TESS and District Police) who receives the most applause cards during the year will be recognized at the District's Annual Holiday Party. There will be one award for each campus, one award for the District, and one overall perpetual plaque to be displayed in the District conference room.

ANALYSIS

The *Caring Hands* Applause Card was developed so that employees, students, visitors and vendors would have the opportunity to recognize employees at SBCCD who provide outstanding service.

BOARD IMPERATIVE

- I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

There are no financial implications.

## Draft Procedures

- **Board Agenda:**
  - Applause cards are forwarded to the President’s Office or the mail room throughout the month or submitted by completing the On-line applause card on the website.
  - Compile list of all names of individuals from cards or from e-mail group list from offices/departments/divisions.
  - Follow sample template for “applause cards” in board agenda sample folder.
    - List by Last name, First name (sort alphabetical)
  - Copy and paste compiled applause cards list of names into District board folder under SBVC - Applause Cards each board date.
- **AFTER Board Meeting:**
  - Complete a certificate for each name on compiled list after each board approval or at the time you compile list of names for board information item.
  - Customize by completing the “fill in” sections on the certificate.
    - Refer to the applause card template to be used located in the applause card folder.
  - Forward “Caring Hands Pin” to first time applause card recipients with certificate (via mail/email).
    - Input the name, etc. of person on the excel caring hands pin tracking list for each pin forwarded.
    - Caring Hands Pin ordered in bulk for all campuses (CHC, District & SBVC) to save cost. Order and cost of pins is split three ways.
  - Input the number of applause cards issued for campus each board date on the excel applause card tracking list and complete additional required information (email address, dept./division/office, etc...).
    - TRACKING FROM DECEMBER PRIOR YEAR TO NOVEMBER CURRENT YEAR – 12 MONTHS
- **MONTH OF NOVEMBER:**
  - EMAIL COMPLETED tracking list to Stacey in the Chancellor’s office.
    - Chancellor’s office will determine recipients by reviewing each campus list (CHC, District & SBVC) after November board date:
      - Recipient for each campus for the most applause cards awarded
        - Individual trophies will be awarded to each recipient. **(Note: If a tie, additional trophies will be ordered).**
      - Overall recipient of the three who had the most applause cards awarded for the entire district.
        - Perpetual Plaque will be awarded and displayed in the District conference room.
    - Cost of trophies will be split three ways and Stacey will invoice campuses for their portion of cost.

- **MONTH OF DECEMBER:**

- EMAIL INVITE will be sent to all recipients to be awarded trophies by the Chancellor's office.
- Announcement & trophies will be given to recipients at the Chancellor's Holiday party in December of each year.
- List of recipients will be announced in the Chancellor's Chat and in the President's Board Reports.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Bruce Baron, Chancellor  
**DATE:** November 14, 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.

**Caring Hands Applause Cards – November 2013**

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.

The attached individuals have received special recognition for extending that extra effort in providing quality service and valued assistance:

**DISTRICT**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DIV/DEPT/OFFICE</b>	<b>Details of the Service</b>	<b>Recognized By</b>
Brady	Jason	TESS	Jason has been very helpful in the distribution of our Annual Security Report. He has helped develop our police website and continues to make improvements.	Chief Galvez
Brady	Jason	TESS	Super service to a CHC Classified employee.	Employee
Brady	Cory	TESS	Cory has been very helpful in the distribution of our Annual Security Report. He has helped develop our police website and continues to make improvements.	Chief Galvez
Goodrich	Kelly	Fiscal Services	Thank you for your willingness to help me and making yourself available whenever I needed your help!	Stacey Nikac
Higgins	Earnest	Custodial Services	Thank you for all of the last minute errands you do for me and thank you for always doing it with a smile!	Stacey Nikac
Jiles	Dione	Police	Dione is always happily willing to do whatever is needed and goes above and beyond in service to the campus! Thank you Dione!!	Tina Marie Gimple



LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Norton	Lorraine	Human Resources	Thank you for your willingness to help me and making yourself available whenever I needed your help!	Stacey Nikac
Singer	Don	Board of Trustees	Thank you for delivering the welcome and investiture at the Presidential Inauguration. We truly appreciate you and your participation in this event!	Michelle Riggs
Smith	Debra	Custodial Services	Thank you for all of the last minute errands you do for me and thank you for always doing it with a smile!	Stacey Nikac

**SBVC**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DIV/DEPT/OFFICE</b>	<b>Details of the Service</b>	<b>Recognized By</b>
Avelar	Amy	Science Division	Significant contributions to developing the Supplemental Instruction (SI) program. These contributions include developing the SI handbook for the student leaders and guidelines for the faculty, creating and implementing training sessions for the SI leaders, and providing information sessions for faculty.	Dr. Susan Bangasser
Blackwell	Shari	Student Services	Promoting team concept. Helping update the "SBVC" 2013 Staff Directory section of the Master District Directory.	Debby Gallagher
Camacho	Albert	Custodial	He was very polite. Leaving work late and carrying extra boxes for co-worker. Not only did he help me carry the boxes, he asked if I needed more and gave me extra empty boxes without hesitation.	Julia Sanchez
Heibel	Todd	Geology, Oceanography and Water Supply Technology	Service towards the success of the Empowering Men in Mathematics and Science.	Dr. Haragewen A. Kinde
Hollis	Patrice	Financial Aid	Excellent service, knowledgeable and awesome attitude.	Nonya, Student

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Johnson	Janet	Administrative Services	Promoting team concept. Helping update the "SBVC" 2013 Staff Directory section of the Master District Directory.	Debby Gallagher
Manzo	Berenice	Math, Business Admin & Computer Technology/STEM PASS GO	Service towards the success of the Empowering Men in Mathematics and Science.	Dr. Haragewen A. Kinde
Mayne	Michael	Math	Service towards the success of the Empowering Men in Mathematics and Science.	Dr. Haragewen A. Kinde
Pasillas	Karol	Administrative Services	Promoting team concept. Helping update the "SBVC" 2013 Staff Directory section of the Master District Directory.	Debby Gallagher
Ramsey	Daniele	Math, Business Admin & Computer Technology/STEM PASS GO	Service towards the success of the Empowering Men in Mathematics and Science.	Dr. Haragewen A. Kinde
Samarin	Hisbirikia	Student Success Center	Service towards the success of the Empowering Men in Mathematics and Science.	Dr. Haragewen A. Kinde
Stanskas	Dr. John	Chemistry	Commendation from VPI for his commitment to excellence and SBVC through his webinar participation on <u>Out of Sequence Pre and Corequisites Board Policy and Level of Scrutiny!!!</u>	Dr. Haragewen A. Kinde

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Vasquez	Tatiana	Science Division	Significant contributions to developing the Supplemental Instruction (SI) program. These contributions include developing the SI handbook for the student leaders and guidelines for the faculty, creating and implementing training sessions for the SI leaders, and providing information sessions for faculty.	Dr. Susan Bangasser
Vasquez	Tatiana	Biology	Her dedication and commitment to students through her leadership in addressing coordination of STEM Supplemental Instruction logistics for faculty and student.	Dr. Haragewen A. Kinde
Williams	Nicole	Instruction Office	Promoting team concept. Helping update the "SBVC" 2013 Staff Directory section of the Master District Directory.	Debby Gallagher

**CHC**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DIV/DEPT/OFFICE</b>	<b>Details of the Service</b>	<b>Recognized By</b>
Bryson	Rich	Custodial	Thank you for setting up everything for the Presidential Inauguration. I really appreciate your help in making this event such a great one!	Michelle Riggs
Chavez	Eddie	Custodial	Thank you so much for your help with the Presidential Inauguration. I really appreciate your willingness to help wherever needed. You are truly a team-player and I don't know what I'd do without your help.	Michelle Riggs
Chavez	Gloriann	Bookstore	Thank you for handling the regalia order, distribution, and returns for the Presidential Inauguration. Your knowledge and experience is much appreciated!	Michelle Riggs
Chavira	Sharen	Instruction	Sharen offered to do the Budget Analysis for Part-time Faculty and Overloads during the Fall semester. The spreadsheet is a very detailed and well organized document. I am very impressed with her work and she deserves all the credit. This is going to help the VP for planning for the Spring semester.	Cyndi Gundersen

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Childers	Karen	Resource Development and Grants	Thank you for all you did to make the Presidential Inauguration such a great success.	Michelle Riggs
Cook	Larry	Maintenance and Operations	Thank you for coordinating all of the months' worth of preparations to make everything perfect for the Presidential Inauguration. I really appreciate all of your behind the scenes work that contributed to a very successful event.	Michelle Riggs
Crooks	Jeremy	Custodial	Thank you so much for all of your help with the Presidential Inauguration. You are truly an asset to us here at Crafton and I really appreciate everything you did to make everything run smoothly.	Michelle Riggs
Hanley	Jodi	Math	Super service to a CHC Classified employee.	Employee
Hoffmann	Donna	Marketing	Thank you for all of your help with the Presidential Inauguration.	Michelle Riggs
Holbrook	Jim	Emergency Medical Services	Thank you for your expertise in public speaking. I really appreciate you emceeing the Presidential Inauguration. The ceremony ran seamlessly and the event was a great success. Many thanks to you.	Michelle Riggs

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
McConnell	Mark	Music	Thank you for coordinating all of the music for the Presidential Inauguration program. I truly appreciate all of your expertise and talent. The event would not have been the same without you.	Michelle Riggs
Mottl	Karen	Technology Services	For going above and beyond in assisting with making our existing technology function with our new library software system. Thank you for your continued efforts along with your willing and congenial attitude.	Elizabeth Mealey
Mudgett	Ben	Admissions	Ben was recently invited to a meeting to discuss the degree audit process and work on strategies to fully implement degree audit. After the meeting he took the initiative and proposed working on the individual components required to implement degree audit. As a result the DAWG committee has started making progress on degree audit. Thanks Ben!	Keith Wurtz

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Paddock	Erica	Student Life	Thank you so much for all of your help with the Presidential Inauguration. I truly appreciate your coordination of all of the student helpers. The event was a great success thanks to your efforts!	Michelle Riggs
Palkki	Kevin	Theatre	Thank you for your expertise in the Theatre. I really appreciate you coordinating all the lights and sounds during the Presidential Inauguration to make the ceremony run seamlessly.	Michelle Riggs
Pompa	Rebecca	Administrative Services, Facilities Use	Very helpful!	Barbara Williams
Schmidt	Jeff	Spanish	Super service to a CHC Classified employee.	Employee
Sousa	Juanita	Financial Aid	Super service to a Classified Staff member.	Employee
St. Jean	Cyndie	Resource Development and Grants	Thank you for all you did to make the Presidential Inauguration such a great success.	Michelle Riggs
Warren-Marlatt	Rebeccah	Student Services	Thank you for all you did to make the Presidential Inauguration such a successful event. You are such an asset and I really appreciate you!	Michelle Riggs



<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DIV/DEPT/OFFICE</b>	<b>Details of the Service</b>	<b>Recognized By</b>
White	Anthony	Technology Services	Super service to a Classified Staff member.	Employee
Xayaphanthong	Souts	Counseling	She was very helpful in directing me on my Ed Plan. She is very kind and knowledgeable.	Amanda Francis
Zuniga	Ruby	Title V	Thank you for all you did to make the Presidential Inauguration such a great success.	Michelle Riggs