



San Bernardino Community College District  
Board Finance Committee  
December 10, 2021  
2:00 pm-3:30 pm Pacific Time

**MEETING AGENDA**

**Addendum to Include Item IV. C. Legislative & Budget Priorities**

*Board Finance Committee  
Friday, December 10, 2021, 2:00 p.m.  
SBCCD Boardroom Extension  
550 E. Hospitality Lane, Suite 200, San Bernardino CA*

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**I. Welcome & Introductions - Gloria Macías Harrison, Chair**

**II. Public Comment**

*Any member of the public who wishes to address the Committee on any matter is limited to five minutes. The total time for members of the public to speak on the same or a similar issue shall be limited to 20 minutes.*

**III. Approval of Minutes for November 18, 2021**

**IV. Current Topics**

- A. BFC Second Read of Proposed Board Item | Prioritized Board Directives for Development of the 2022-23 Budget
- B. BFC Review of Proposed Board Item | Revised Program-Wide Measure CC Construction Change Order Board Approval Process
- C. **2022 Legislative & Budget Priorities (Angel Rodriguez)**

**V. Updates**

- A. Measure CC Workforce Report (Ynez Canela)
- B. Measure CC Timeline & Org Chart
- C. PARS Report
- D. Budget Revenue & Expenditure
- E. 2021-22 Board of Trustees Budget

**VI. Future Topics**

- A. Trustee Suggestions

**VII. Next Meeting Date & Adjournment**

The next meeting of the Board Finance Committee is scheduled for Thursday, January 13, 2022, at 2 p.m. in the Boardroom Extension.

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*SBCCD Mission: The San Bernardino Community College District transforms lives through the education and training of students for the benefit and enrichment of our diverse communities.*

*BFC Charge: The SBCCD BFC exists as a standing, advisory committee comprised of less than a quorum of Board members and is subject to the California Public Meetings Brown Act. The committee is charged with:*

- Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf.*
- Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings.*
- Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum.*
- Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees.*
- Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf regarding the implementation and operation of bond measures.*



# Board of Trustees Finance Committee (BFC)

Meeting Minutes – November 18, 2021, 2:00 p.m.

**Members Present:** Trustee Harrison, Chair, Trustee Viricel (2-2:50 p.m.), Trustee Houston (3:08-3:30 p.m.)

**Members Absent:**

**Other Board Members Present:** Trustees Reyes

**Staff Present:**

- Chancellor Diana Rodriguez
- Executive Vice Chancellor Jose Torres
- President Kevin Horan and Interim President Scott Thayer
- Vice Presidents of Administrative Services Scott Stark and Mike Strong
- Director of Fiscal Services Larry Strong

**Guest Present:**

- Maureen Toal, PARS via Zoom

I. WELCOME & INTRODUCTIONS

*Trustee Harrison called the meeting to order at 2:00 p.m.*

II. PUBLIC COMMENT

*There were no public comments.*

III. APPROVAL OF MINUTES FOR AUGUST 12, 2021

*Trustee Viricel made a motion to approve the minutes which was seconded by Trustee Harrison. The motion was approved by the following vote.*

*Ayes: Trustees Harrison, Viricel*

*Noes: None*

*Abstentions: None*

*Absent: Trustee Houston*

IV. CURRENT TOPICS

A. Review of SBCCD’s Pension Rate Stabilization Trust with Maureen Toal of PARS

*Since Trustee Viricel could not stay for the entire meeting, this item was set aside so that the committee could discuss IV.B. and IV.C., which require a vote.*

B. Board Directives for 2022-23 Budget

*Executive Vice Chancellor Torres advised that this was an annual item which was brought to the BFC first and then later submitted to the full Board of Trustees. The committee discussed each proposed change.*

*Mr. Torres recapped that the District is working to streamline and organize its goals. The Board approved draft SBCCD Goals at its summer retreat. It is important that the budget align with the goals and objectives.*

*Committee members discussed the reserve fund directive of two months which, Mr. Torres explained, is recommended by the GFOA and endorsed by the State Chancellor's Office.*

*Trustee Harrison asked that the % be removed and just the language "two months" remain. Trustee Viricel appreciates the clarification of "minimum."*

*There was some discussion regarding removing the directives that relate to Board approved SBCCD goals. Trustee Harrison emphasized the importance of having a fund to address deferred maintenance.*

*It was confirmed that this was only an initial review of the document, and that it should be presented again at the January BFC with the goals and objectives attached.*

*In order to promote clarity at BFC meetings, staff was tasked to provide a BFC-specific cover page for Board items being reviewed.*

*SBCCD administrative procedure specifies that the budget directives should be presented prior to March 1.*

*This item was tabled and will be brought back at the January BFC meeting along with the SBCCD Goals and Objectives.*

#### C. Budget Calendar for 2022-23

*The calendar was discussed. It was determined that no changes were required as a result of tabling the board directives item until January. It was decided that the calendar will be brought back to the BFC and the full Board in January along with the budget directives. Trustee Viricel made a motion to approve the calendar Board item with the January date. Trustee Harrison seconded the motion, which was approved with the following vote.*

*Ayes: Trustees Harrison, Viricel*

*Noes: None*

*Abstentions: None*

*Absent: Trustee Houston*

#### A. Review of SBCCD's Pension Rate Stabilization Trust with Maureen Toal of PARS (out of sequence)

*Maureen Toal of PARS joined via Zoom and made the presentation. The trust has been in existence since July 2017 and has earned SBCCD approximately \$25 million.*

## V. UPDATES

## A. Enrollment

*BFC members reviewed the Enrollment update. Executive Vice Chancellor Torres explained that the numbers are a snapshot of where we were prior to the Promise and the Pandemic. Enrollment has declined about 21%, which is in line with other districts.*

*Trustee Harrison asked about SBCCD's Hold Harmless status. Mr. Torres advised that SBCCD was funded based on a total computational revenue developed by the State for the number of 2018 FTES times the rate that year. As long as the District remains in a Hold Harmless status, it will be funded by that amount (plus any COLA). Hold Harmless is schedule to end in 2023. FTES is not the same as headcount.*

B. COVID-19 Expenditures - *This item was not discussed.*

C. PARS Report - *This item was not discussed.*

D. Commercial Property – Vacancy by Site & Marketing Brochures

*Mr. Torres called attention to pages containing these reports and the marketing brochures. One of the larger spaces is being reduced to smaller spaces. Staff will provide printed brochures so that the Trustees can distribute them.*

E. Measure CC Timeline & Org Chart - *This item was not discussed.*

F. Budget Revenue & Expenditure - *This item was not discussed.*

G. 2021-22 Board of Trustees Budget - *This item was not discussed.*

## VI. FUTURE TOPICS

*Trustee Suggestions - There were no new topics introduced.*

## VII. NEXT MEETING DATE &amp; ADJOURNMENT

*The committee decided to change its December meeting date from the 9<sup>th</sup> to the 10<sup>th</sup> to coincide with the full Board. The meeting adjourned at 3:32 p.m.*



Board of Trustees Finance Committee (BFC)

**AGENDA ITEM IV. A. BFC SECOND READ OF PROPOSED BOARD ITEM**

December 10, 2021

**TO:** Board Finance Committee

**FROM:** Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Jose F. Torres, Executive Vice Chancellor

**DATE:** December 10, 2021

**SUBJECT:** BFC Second Read of Proposed Board Item  
**Prioritized Board Directives for Development of the 2022-23 Budget**

**SUMMARY**

District Administrative Procedure 6200, Budget Preparation, calls for the Board of Trustees to give initial direction concerning the distribution of resources for the 2022-23 budget prior to March 1, 2022.

As requested by the BFC, staff has added the draft SBCCD Goals and Objectives to the proposed Prioritized Board Directives for Development on the 2022-2023 Budget.

The Directives have been collegially reviewed by the District Budget Advisory Committee. If approved by the BFC, staff will present the attached Board Memo to the Board of Trustees for consideration during its January 24-25 mid-year retreat.

The Directives are different from those of 2021-22 in order to align SBCCD resources with the Board tentative SBCCD Goals and Objectives. Specific changes include:

- Former directives 2) *Allocate resources to support college affordability*, and 4) *Allocate funding through the budget process for deferred maintenance*, are being removed as they will be incorporated into the SBCCD Goal 3 Ensure Fiscal Accountability/ Sustainability.
- Former directive 3) *Maintain a fund balance range of 10-15%...* is being revised to reflect the Government Finance Officers Association and State Chancellor's Office recommendation to maintain a minimum fund balance of approximately two months of expenditures.

This is another great step toward aligning our budget with the proposed SBCCD Goals and Objectives.

This is a proposed Board item.  
It is being submitted to the BFC for review and approval before being sent to the full Board.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: January 24-25, 2022

SUBJECT: Consideration of Approval to Accept the Prioritized Board Directives for Development of the 2022-23 Budget for First Read

### RECOMMENDATION

It is recommended that the Board of Trustees accept the attached Prioritized Board Directives for Development of the 2022-23 for first read.

### OVERVIEW

District Administrative Procedure 6200, Budget Preparation, calls for the Board of Trustees to give initial direction concerning the distribution of resources for the 2022-23 budget prior to March 1, 2022.

The attached directives have been collegially reviewed by the District Budget Advisory Committee and discussed at the Board Finance Committee. It is anticipated that the Board of Trustees will consider the directives during its January 24-25 mid-year retreat.

### ANALYSIS

The attached directives are different from those of 2021-22 in order to align SBCCD resources with the Board approved SBCCD Goals and Objectives. Specific changes include:

- › Former directives 2) *Allocate resources to support college affordability*, and 4) *allocate funding through the budget process for deferred maintenance*, are being removed as they will be incorporated into the SBCCD Goal 3 Ensure Fiscal Accountability/Sustainability.
- › Former directive 3) *Maintain a fund balance range of 10-15%...* is being revised to reflect the Government Finance Officers Association and State Chancellor's Office recommendation to maintain a minimum fund balance of approximately two months of expenditures.

### INSTITUTIONAL VALUES

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

## FINANCIAL IMPLICATIONS

This direction of the Board of Trustees on the 2022-23 development budget process will facilitate the following:

- Alignment of resources with the SBCCD Board approved Goals and Objectives.
- Establishment of reserve levels following Government Finance Officers Association and State Chancellor's Office recommendations.
- Establishment of preliminary budget allocations for the colleges, DSO and other sites.

*Proposed Board item for BFC Review and Approval*



**Prioritized Board Directives for the  
2022-23 SBCCD Budget**

(Presented for First Read January 24-25, 2022)

Consistent with SBCCD Administrative Procedure 6200 Budget Preparation, the Board of Trustees provides staff with initial direction concerning the distribution of resources for the next fiscal year's budget prior to March 1. SBCCD's budget shall be prepared in accordance with Title 5, the California Community Colleges Budget and Account Manual, and all other related state and federal laws and regulations.

- 1) Align unrestricted general fund and student success funding with the attached SBCCD Goals and Objectives.
- 2) Maintain a minimum fund balance of approximately two months of expenditures in the Unrestricted General Fund as recommended by the Government Finance Officers Association and the State Chancellor's Office, unless fund balance is utilized for specially identified *one-time*<sup>1</sup> needs as authorized by the Board of Trustees.
- 3) New positions must be approved through the process of program review or any other prioritization process as established at SBCCD.

Attachment: SBCCD Goals & Objectives (Pending Final Board Approval)

Proposed Board item for BFC Review and Approval

**Prioritized Board Directives for the  
2022-23 SBCCD Budget**

Attachment

**GOAL 1: CONTINUE TO EXPAND STUDENT ACCESS AND SUCCESS**

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**Value Statement:** SBCCD is in the business of transforming the lives of our students by both expanding access to high quality educational opportunities and regularly deploying interventions to support students from matriculation to completion.

**Objective 1.1:** Continue efforts to increase college-going culture.

**Objective 1.2:** Investigate and promote the success of our identity-based programs and student support services to gain insight that can be leveraged to enhance current efforts to improve the broader student experience at SBCCD.

**Objective 1.3:** Develop a state-of-the-art technology system that delivers a student-centered experience, improves efficiency and effectiveness, and provides analytical strategies and infrastructure that allows SBCCD to make Data-Driven Decisions.

**Objective 1.4:** Grow and expand Dual/Concurrent Enrollment and K-12 Articulations.

**Objective 1.5:** Implement a Board approved KVCR plan.

**Prioritized Board Directives for the  
2022-23 SBCCD Budget**

Attachment

**GOAL 2:** ADVANCE ACCESS TO ADDRESS DIVERSITY, EQUITY, INCLUSION and ANTI-RACISM (DEI-A)

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**Value Statement:** *SBCCD is committed to fostering an inclusive and antiracist environment where persons of all intersecting identities might thrive.*

**Objective 2.1:** Implement the four Pillars of Guided Pathways (GP).

**Objective 2.2:** Increase access and sense of belonging districtwide and foster a culture of inclusion that is supported by targeted professional development and sustained DEIA initiatives.

**Objective 2.3:** Leverage partnerships with community-based organizations to expand SBCCD's sphere of influence and include constituent voices in decision making.

**Prioritized Board Directives for the  
2022-23 SBCCD Budget**

Attachment

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**Value Statement:** *SBCCD is dedicated to excellence in operations as demonstrated by fiscal responsibility and the proactive identification and establishment of diverse revenue streams.*

**Objective 3.1:** Expand grants, partnerships with regional employers, and philanthropic culture.

**Objective 3.2:** Continue to advocate for local state and federal funding to support SBCCD's mission.

**Objective 3.3:** Enhance innovation in our investments, space utilization, and growth to (1) remain at the vanguard of facilities development; (2) improve our ability to respond to variations in capital and operational budgets and; (3) setting aside funds for deferred maintenance.

**Objective 3.4:** Leverage resources to decrease student cost of attaining a high-quality education.

**Prioritized Board Directives for the  
2022-23 SBCCD Budget**

Attachment

**GOAL 4: POSITION SBCCD AS REGIONAL LEADER**

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**Value Statement:** *SBCCD is uniquely poised to lead our region into a transformative period for the California Community College System. We will capitalize on this opportunity through innovative and data-driven decision making.*

**Objective 4.1:** Develop a Strategic Plan that will signal to all constituents that SBCCD has a comprehensive vision that positively impacts our region and effectively employs strategies that will enable our students to develop the knowledge, confidence, and ability to succeed.

**Objective 4.2:** Institutionalize our commitment to investing in cultivating leadership skills within our District as a vehicle for expanding SBCCD's ability to influence economic and educational initiatives around the region, state, and country.

**Objective 4.3:** Grow our reputation as a leading higher education institution by enhancing and cultivating community partnerships with K-12 partners, businesses, and community organizations.

**Prioritized Board Directives for the  
2021-22/2022-23 SBCCD Budget**

(Presented for First Read January 24-25, 2022)

Consistent with SBCCD Administrative Procedure 6200 Budget Preparation, the Board of Trustees provides staff with initial direction concerning the distribution of resources for the next fiscal year's budget prior to March 1. SBCCD's budget shall be prepared in accordance with Title 5, the California Community Colleges Budget and Account Manual, and all other related state and federal laws and regulations.

- 1) Align unrestricted general fund and student success funding with the ~~State Chancellor's Vision for Success and Guided Pathways frameworks~~ attached SBCCD Goals and Objectives.
- ~~2) Allocate funding resources to support college affordability.~~
- ~~3) 2) Maintain a minimum fund balance ~~range of approximately two months of expenditures~~ 10-15% in the Unrestricted General Fund, unless fund balance is utilized for specially identified *one-time*<sup>1</sup> needs as authorized by the Board of Trustees.~~
- ~~4) Allocate funding through the budget process for ~~deferred maintenance~~.~~
- ~~5) 3) New positions must be approved through the process of program review or any other prioritization process as established at SBCCD.~~

Attachment: SBCCD Goals & Objectives (Pending Board Approval)

<sup>1</sup> *One-time* is defined as an expenditure that has no ongoing commitment. While one-time needs may be repeated in future years, the nature of the expenditure must conform to the definition.



Board of Trustees Finance Committee (BFC)

**AGENDA ITEM IV. B. BFC REVIEW OF PROPOSED BOARD ITEM**

December 10, 2021

**TO:** Board Finance Committee

**FROM:** Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Jose F. Torres, Executive Vice Chancellor

**DATE:** December 10, 2021

**SUBJECT:** BFC Review of Proposed Board Item  
**Revised Program-Wide Measure CC Construction Change Order Board Approval Process**

**SUMMARY**

On August 13, 2020, the Board of Trustees approved a Program-Wide Measure CC Construction Change Order Percentage Goal and Construction Change Order Board Approval Process in order to:

- Assist the Measure CC program and project management team manage project schedules.
- Minimize excessive document review times.
- Ensure timely payments to contractors.
- Maintain collaborative relationships with District partners in the industry.

As of today, the total change order of the Bond Program is 1.59%. Due to the success of the Change Order Board Approval Process on Measure CC, staff is recommending implementing the process district-wide.

If approved by the BFC, staff will present the attached Board Memo to the Board of Trustees for consideration during its January 13 Board meeting.

This is a Proposed Board Item.  
It is being submitted to the BFC for review and approval before being sent to the full Board.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Gloria Macías Harrison, Board Finance Committee Chair

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Director, Facilities Planning, Emergency Management & Construction

DATE: January 13, 2022

SUBJECT: Consideration of Approval to Revise the Program-Wide Measure CC Construction Change Order Board Approval Process

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised Program-Wide Measure CC Construction Change Order Board Approval Process, as attached, and authorize its use for all SBCCD construction change orders – both bond and non-bond.

OVERVIEW

On August 13, 2020 the Board approved a Construction Change Order Board Approval Process for the Measure CC Bond Program. The process has proven to assist the project management team in managing project schedules, minimizing excessive document review, ensuring timely payments to contractors, and maintaining collaborative relationships with SBCCD partners in the industry on Measure CC projects. Staff is now proposing the implementation of the process as attached for all construction projects – both bond and non-bond.

ANALYSIS

It is being recommended that the existing Construction Change Order Board Approval Process for Measure CC be revised as attached, and approved for use for all SBCCD construction change orders – both bond and non-bond. Revisions include:

- Removing references to Measure CC,
- Separating the \$250,000 limit requirement from the percentage requirements in the flow chart for clarity,
- Modifying the language to correctly reflect that change orders under the limit would be submitted to the Board as information, as is the current practice.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

The implementation of the Construction Change Order Process for all construction projects will increase department efficiencies, reduce man hours, help to ensure that projects remain on schedule and greatly reduce fees for schedule delays.





**Revised**  
**CONSTRUCTION CHANGE ORDER BOARD APPROVAL PROCESS**  
 Submitted for Board Approval January 13, 2022.

[v.12.3.2021.p.1|2]

**Stage 1: Pre-Requisites to Requesting Change Order Authorization**

- Validity and Necessity of the Change has been substantiated
- Scope has been defined
- Design Changes (if any) have been integrated
- Final Price (if any) has been negotiated
- Time Impacts (if any) have been confirmed
- As Applicable, Received the Concurrence of
  - Facilities/Campus Project Manager
  - Campus Vice President of Administrative Services
  - Program Manager
  - Construction Manager

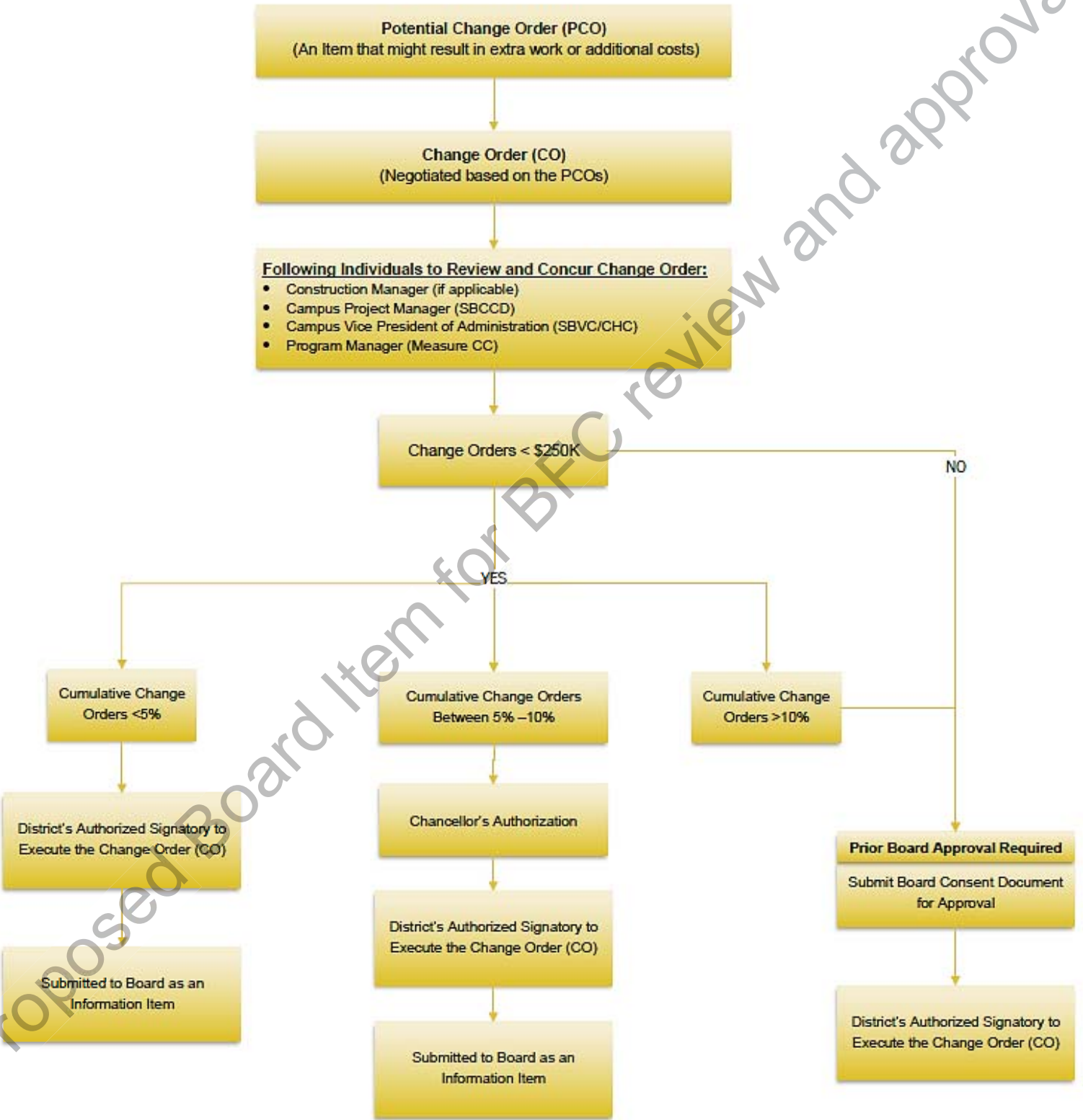
**Stage 2: Change Order Authorization**

- A Change Order with a cost less than 5% of the original Contract or a Change Order that will not cause the cumulative value of Project Change Orders to exceed 5% will be authorized at the Executive Vice Chancellor's level, executed, conformed into the Contract, and submitted to the Board of Trustees for information at the soonest available Board Meeting following its execution.
- A Change Order with a cost greater than 5% but less than 10% of the original Contract or a Change Order that will cause the cumulative value of Project Change Orders to exceed 5% but not 10% will also require the Chancellor's concurrence, be authorized at the Executive Vice Chancellor's level, executed, conformed into the Contract, and submitted to the Board of Trustees for information at the soonest available Board Meeting following its execution.
- No action shall be taken on any Change Order with a cost greater than 10% of the original Contract or any Change Order that will cause the cumulative value of Project Change Orders to exceed 10% without discussion and approval from the Board of Trustees. Any Change Order greater than 10% of the original Contract amount requires Board Resolution to proceed. Upon approval of the Board Resolution, the Change Order shall be authorized at the Vice Chancellor's level, executed, and conformed into the Contract.
- Any Change Order, regardless of relative percentage, with a cost greater than \$250,000.00 will require approval from the Board of Trustees prior to execution. It will then be authorized at the Executive Vice Chancellor's level, executed, and conformed into the Contract.



Revised  
CONSTRUCTION CHANGE ORDER BOARD APPROVAL PROCESS  
Submitted for Board Approval January 13, 2022.

[v.12.3.2021.p.2|2]



Measure CC commits to stay within the 5% or less program-wide change order goal as Board approved on August 13, 2020.



## MEASURE CC

BUILDING NEW OPPORTUNITIES FOR  
OUR STUDENTS & OUR COMMUNITY

[v.07.29.2020.p.1/2]

Existing - Board Approved August 13, 2021

### CONSTRUCTION CHANGE ORDER BOARD APPROVAL PROCESS

#### Stage 1: Pre-Requisites to Requesting Change Order Authorization:

- Validity and necessity of the change has been substantiated
- Scope has been defined
- Design Changes (if any) have been integrated
- Final Price (if any) has been negotiated
- Time Impacts (if any) have been confirmed
- As Appropriate, Received the Concurrence of
  - ~~Construction Manager~~
  - Facilities/Campus Project Manager
  - Campus Vice President of Administrative Services
  - Construction Manager
  - Program Manager

#### Stage 2: Change Order Authorization

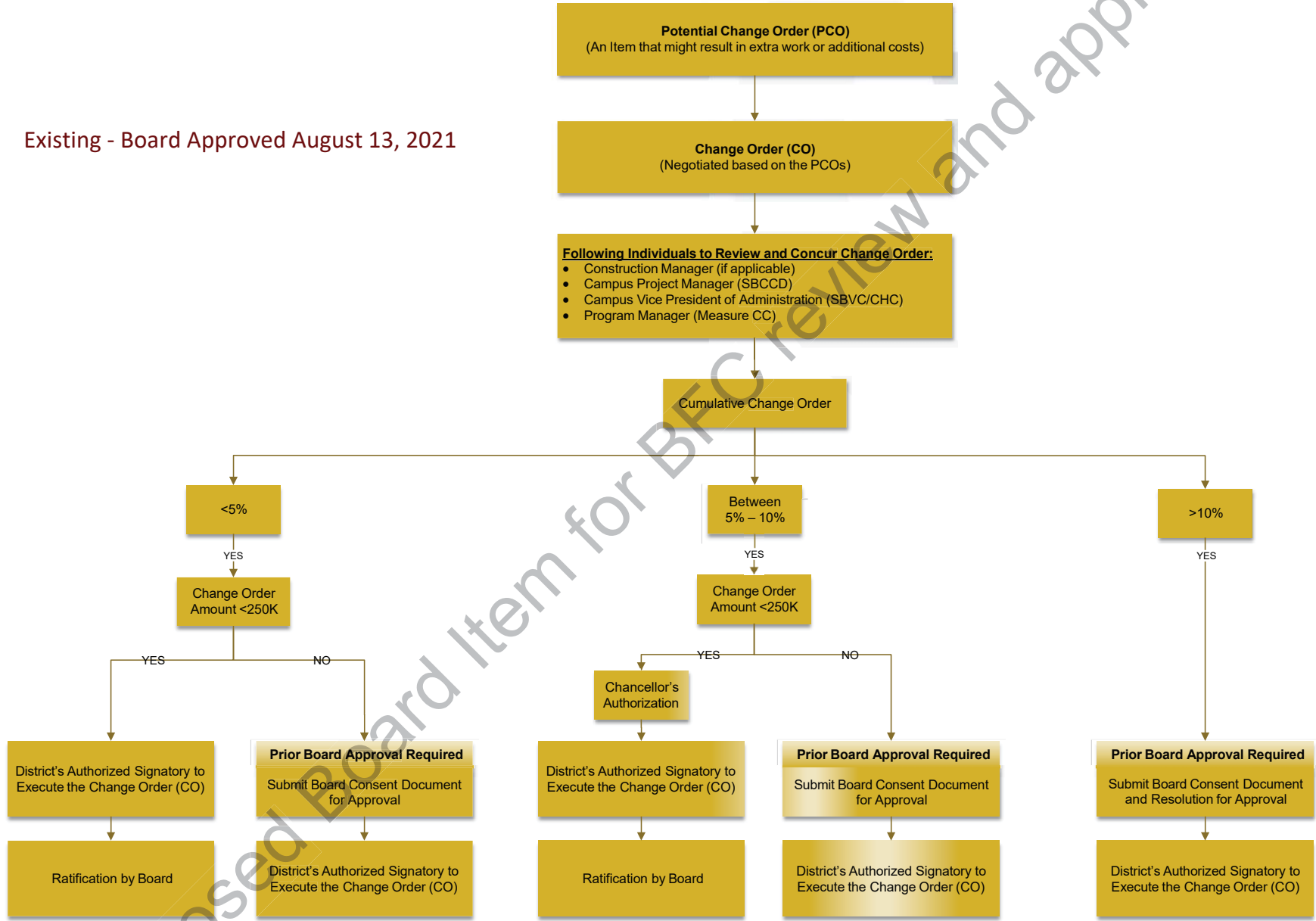
- A Change Order with a cost **less than** 5% of the original Contract or a Change Order that **will not** cause the cumulative value of Project Change Orders to exceed 5% will be authorized at the Executive Vice Chancellor's level, executed, conformed into the Contract, and submitted to the Board of Trustees for ratification at the soonest available Board Meeting following its execution.
- A Change Order with a cost **greater than** 5% but **less than** 10% of the original Contract or a Change Order that **will** cause the cumulative value of Project Change Orders to exceed 5% but not 10% will also require the Chancellor's concurrence, be authorized at the Executive Vice Chancellor's level, executed, conformed into the Contract, and submitted to the Board of Trustees for ratification at the soonest available Board Meeting following its execution.
- No action shall be taken on any Change Order with a cost **greater than** 10% of the original Contract or any Change Order that **will** cause the cumulative value of Project Change Orders to exceed 10% without discussion and approval from the Board of Trustees.

Any Change Order greater than 10% of the original Contract amount requires Board Resolution to proceed. Upon approval of the Board Resolution, the Change Order shall be authorized at the Vice Chancellor's level, executed, and conformed into the Contract.

- Any Change Order, regardless of relative percentage, with a cost **greater than** \$250,000.00 will require approval from the Board of Trustees prior to execution. It will then be authorized at the Executive Vice Chancellor's level, executed, and conformed into the Contract.

### Board Approval Flow-chart for Processing Change Orders (CO)

Existing - Board Approved August 13, 2021



Proposed Board Item for BFC review and approval.

# Measure CC Construction Contract Change Order Status Review



December 2021

**Scott Jewell**  
Interim Program Manager  
AECOM

# Background

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- **On August 13, 2020, the Board of Trustees approved a Program-Wide Measure CC Construction Change Order Percentage Goal and Construction Change Order Board Approval Process in order to:**
  - Assist the Measure CC program and project management team manage project schedules
  - Minimize excessive document review times
  - Ensure timely payments to contractors
  - Maintain collaborative relationships with District partners in the industry

# Current Change Order Status: Summary



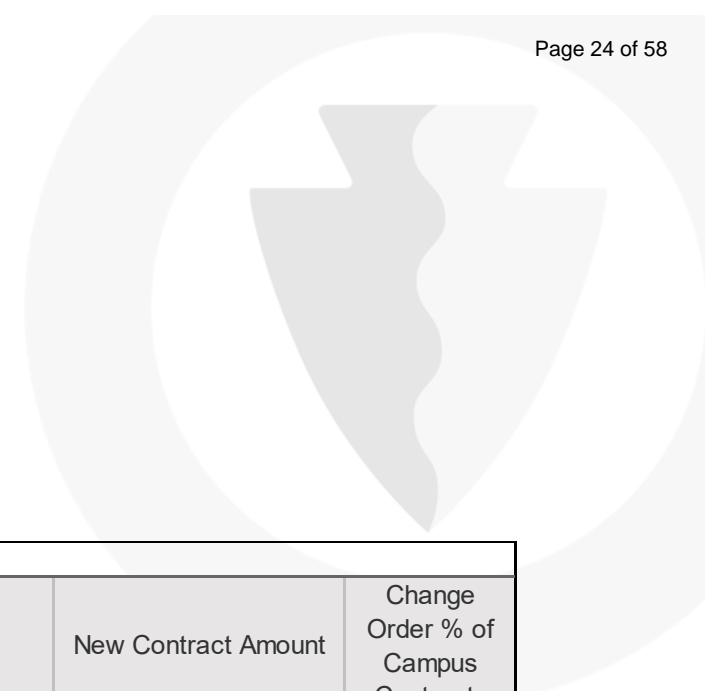
## SBCCD CONSTRUCTION CHANGE ORDER SUMMARY

Campus	Original Contract Amount	Approved Change Orders	New Contract Amount	Change Order % of Program
CC01-1000 : San Bernardino Valley College	\$831,541.00	-\$24,340.40	<b>\$807,200.60</b>	-2.93%
CC02-2000 : Crafton Hills College	\$9,980,829.00	\$194,125.40	<b>\$10,174,954.40</b>	1.94%
CC03-3000 : San Bernardino Community College District Wide	\$185,805.17	\$4,812.02	<b>\$190,617.19</b>	2.59%
<b>TOTAL FOR CHANGE ORDERS</b>	<b>\$10,998,175.17</b>	<b>\$174,597.02</b>	<b>\$11,172,772.19</b>	<b>1.59%</b>

# Current Change Order Status: Valley College



## SBCCD CONSTRUCTION CHANGE ORDER SUMMARY CC01-1000 : San Bernardino Valley College



CC01-1000 : San Bernardino Valley College									
Projects		Original Contract Amount	Change Orders	New Contract Amount		Change Order % of Campus Contracts			
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)		\$831,541.00	-\$24,340.40	\$807,200.60		-2.93%			
<b>CC01-1000 : San Bernardino Valley College Total</b>		<b>\$831,541.00</b>	<b>-\$24,340.40</b>	<b>\$807,200.60</b>		<b>-2.93%</b>			
CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date									
Project	Contract	Change Order #	Original Contract Amount	Change Orders	% of Base Contract	% of Base Contract (Cumulative)	Executed Date	Board Date	
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	C/O #3	\$483,000.00	-\$10,000.00	-2.07%	-5.04%	Jul-29-21	Oct-7-21	
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	C/O#2	\$483,000.00	\$0	-	-2.97%	Feb-8-21	May-13-21	
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	C/O #1	\$483,000.00	-\$14,340.40	-2.97%	-2.97%	Oct-28-20	Jan-14-21	
<b>CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date</b>				<b>-\$24,340.40</b>					



# Current Change Order Status: Crafton Hills



## SBCCD CONSTRUCTION CHANGE ORDER SUMMARY CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College								
Projects	Original Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts				
CC02-3623 : Gym Demolition (DBB)	\$1,254,535.00	\$96,347.19	\$1,350,882.19	7.68%				
CC02-3625 : East Valley Public Safety Training Center (DB)	\$6,781,795.00	\$0	\$6,781,795.00	-				
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	\$1,944,499.00	\$97,778.21	\$2,042,277.21	5.03%				
<b>CC02-2000 : Crafton Hills College Total</b>	<b>\$9,980,829.00</b>	<b>\$194,125.40</b>	<b>\$10,174,954.40</b>	<b>1.94%</b>				
CC02-2000 : Crafton Hills College - Executed Change Orders To Date								
Project	Contract	Change Order #	Original Contract Amount	Change Orders	% of Base Contract	% of Base Contract (Cumulative)	Executed Date	Board Date
CC02-3626: Campus-Wide Infrastructure CHC (DBB)	Borden Excavating, Inc. Building 17 Main Repair PH 1	C/O #1	\$22,000.00	-\$5,225.46	-23.75%	-23.75%	Oct-7-21	Nov-18-21
CC02-3626: Campus-Wide Infrastructure CHC (DBB)	Borden Excavating, Inc. Building 17 Main Repair PH 2	C/O #1	\$15,000.00	-\$4,592.20	-30.61%	-30.61%	Oct-7-21	Nov-18-21
CC02-3626: Campus-Wide Infrastructure CHC (DBB)	Mike's Custom Flooring, Inc. M&O Office Trailer Upgrades	C/O #1	\$8,000.00	-\$418.00	-5.23%	-5.23%	Oct-1-21	Nov-18-21
CC02-3623: Gym Demolition (DBB)	Mac Dad Builders, Inc. Gym Demolition	C/O #3*	\$1,074,000.00	\$49,449.22	4.60%	8.26%	Sep-7-21	Oct-7-21
CC02-3623: Gym Demolition (DBB)	Borden Excavating, Inc. Gym Demo -Bldg 17 Phase 3	C/O #1*	\$77,555.00	\$7,629.57	9.84%	9.84%	Aug-26-21	Oct-7-21
CC02-3626: Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	C/O #2*	\$435,592.00	\$41,166.00	9.45%	9.45%	Jun-29-21	Oct-7-21
CC02-3626: Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. Exterior Lighting Improvements	C/O #2*	\$834,900.00	\$62,480.87	7.48%	8.01%	Jun-28-21	Oct-7-21
CC02-3623: Gym Demolition (DBB)	Mac Dad Builders, Inc. Gym Demolition	C/O #2	\$1,074,000.00	\$34,757.37	3.24%	3.66%	Jun-9-21	Aug-12-21
CC02-3626: Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. Exterior Lighting Improvements	C/O #1	\$834,900.00	\$4,367.00	0.52%	0.52%	Apr-1-21	May-13-21
CC02-3623: Gym Demolition (DBB)	Mac Dad Builders, Inc. Gym Demolition	C/O #1	\$1,074,000.00	\$4,511.03	0.42%	0.42%	Feb-22-21	Apr-8-21
CC02-3626: Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	C/O #1	\$435,592.00	\$0	-	-	Feb-16-21	Apr-8-21
<b>CC02-2000: Crafton Hills College - Executed Change Orders To Date</b>				<b>\$194,125.40</b>				

\* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%, or greater than \$250,000

# Current Change Order Status: District Wide



**SBCCD**  
**CONSTRUCTION CHANGE ORDER SUMMARY**  
**CC03-3000 : San Bernardino Community College District Wide**

<b>CC03-3000 : San Bernardino Community College District Wide</b>									
Projects		Original Contract Amount	Change Orders	New Contract Amount		Change Order % of Campus Contracts			
CC03-3640 : District-Wide		\$185,805.17	\$4,812.02	\$190,617.19		2.59%			
<b>CC03-3000 : District Wide Total</b>		<b>\$185,805.17</b>	<b>\$4,812.02</b>	<b>\$190,617.19</b>		<b>2.59%</b>			
<b>CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date</b>									
Project	Contract	Change Order #	Original Contract Amount	Change Orders	% of Base Contract	% of Base Contract (Cumulative)	Executed Date	Board Date	
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	C/O #1	\$185,805.17	\$4,812.02	2.59%	2.59%	Nov-19-20	Jan-14-21	
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	C/O #2	\$185,805.17	\$0	-	2.59%	Mar-17-21	May-13-21	
<b>CC03-3000 : District Wide - Executed Change Orders To Date</b>				<b>\$4,812.02</b>					

# Change Order Mitigation Measures

---

## 1 Design Document Quality

- Constructability/ Buildability Reviews
- Interdisciplinary Reviews
- Proper Code Interpretations

## 2 End User Engagement & Buy-In

- Increased understanding of the design
- Increased understanding of the budget & priorities
- Fewer end user changes

## 3 Allowances

- Included in the the Base Bid
- Used for known scope of unknown quantity:  
i.e., Roof Deck Replacement

## 4 Timely Processing & Issue Resolution

- Fewer compounding delays associated with additional approval and processing time
- GC's and subcontractors can proceed with work and get paid sooner

## 5 Existing & Pre-Condition Surveys

- Investment in learning what is not apparent
- Requires “work” to uncover or excavate existing structure or utilities to confirm placement and condition

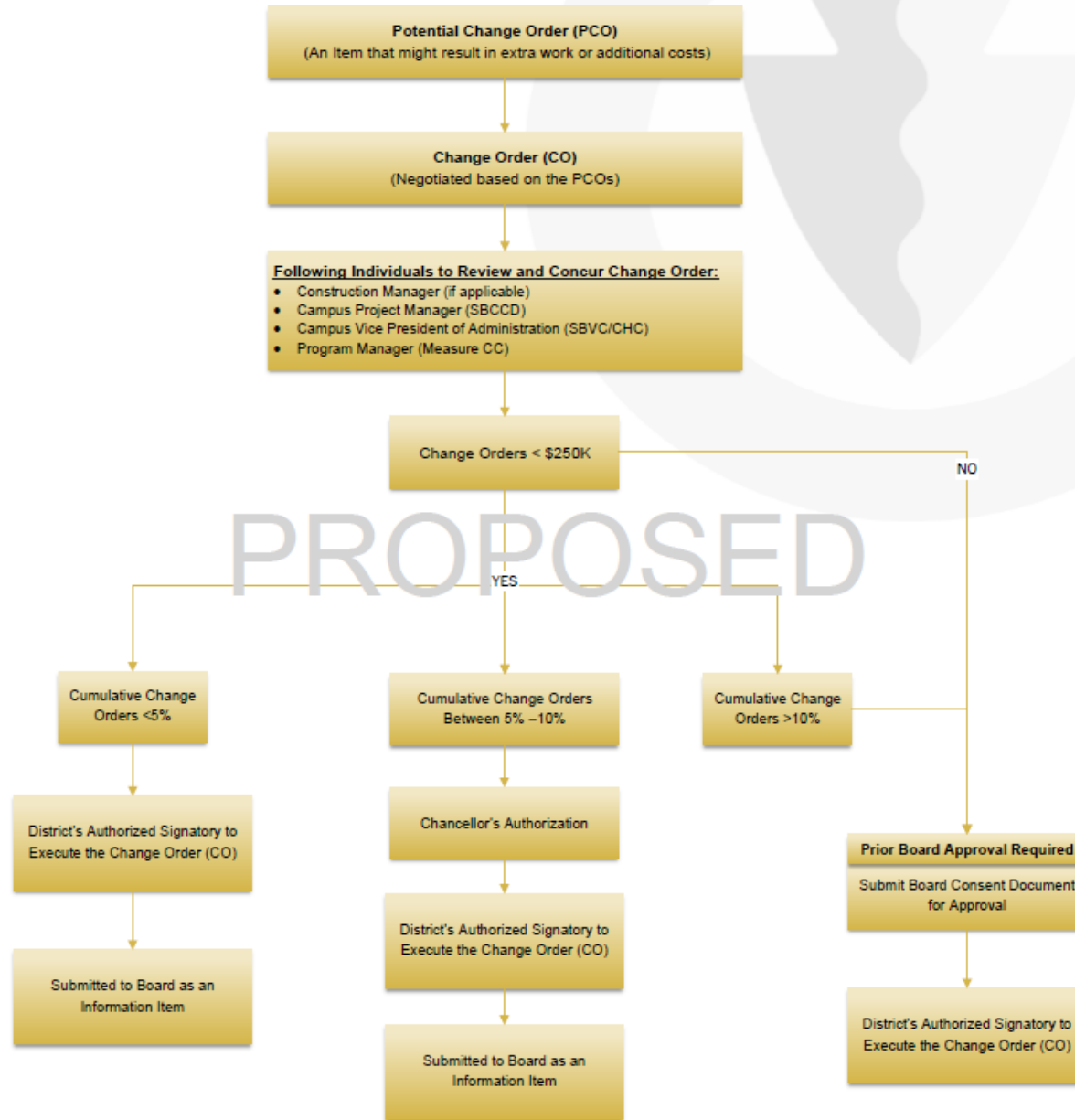
# Establishment of Process Districtwide

Due to the success of the Change Order Board Approval Process on Measure CC, staff is recommending implementing the process District-Wide.

Minor revisions have been made to the Flow Chart to support implementation on both bond and non-bond projects. Revisions include:

- Removing references to Measure CC
- Separating the \$250,000 limit requirement from the percentage requirements in the flow chart for clarity
- Modifying the language to correctly reflect that change orders under the limit would be submitted to the Board as information, as is the current practice

### Construction Change Order (CO) Board Approval Process Flow-Chart



PROPOSED

# Questions?

**San Bernardino Community College District  
Board Legislative Committee  
December 10, 2021**

**Item:** 2022 Legislative & Budget Priorities (Draft: First Read)

**Summary:**

This item presents the San Bernardino Community College District’s legislative and budget priorities for fiscal year 2022-23. The proposal describes the funding and public policies needed for SBCCD to make higher education more accessible and equitable at a time when the Inland Empire continues to grapple with the socioeconomic impacts caused by the COVID-19 global pandemic.

**Recommendation:**

The Board Legislative Committee may make a recommendation to the full SBCCD Board of Trustees to approve SBCCD’s 2022 Legislative & Budget Advocacy Priorities at the January 2022 meeting.

Board Legislative Principles	SBCCD 2022 Legislative & Budget Advocacy Priorities
<p><b>Equity</b> <i>The SBCCD Board of Trustees supports public policies that increase student success, including completion, transfer, and employment while closing equity gaps and nurturing an anti-racist educational environment.</i></p>	<ul style="list-style-type: none"> <li>• <b>Increase Student Enrollment &amp; Retention:</b> SBCCD supports ongoing funding for enrollment and retention efforts for districts and colleges experiencing steep declines in enrollment, particularly among ethnically diverse and underserved student populations. Funding would support local outreach and marketing strategies.</li> <li>• <b>Support Faculty Diversity Hiring:</b> SBCCD supports ongoing funding to connect future hiring practices and procedures to statewide equity and diversity efforts.</li> </ul>
<p><b>Increased Public Investment in Student Success</b> <i>The SBCCD Board of Trustees supports advocacy to increase state and federal funding, resources, and legislation that strengthen our colleges’ ability to meet student equity and workforce development goals.</i></p>	<ul style="list-style-type: none"> <li>• <b>Strengthen KVCR TV/FM Educational Media:</b> SBCCD requests ongoing state investment to strengthen KVCR TV/FM’s long-term capacity to serve the Inland Empire with PBS and NPR educational content, local news, and cultural programming, and grow in-studio training opportunities for students preparing for media industry careers.</li> <li>• <b>Increase Base Funding:</b> SBCCD supports \$500 million in ongoing funding to support the educational mission and operations of all California community colleges.</li> <li>• <b>Address Student Centered Funding Formula:</b> SBCCD supports the extension of the hold-harmless provisions of the SCFF.</li> </ul>

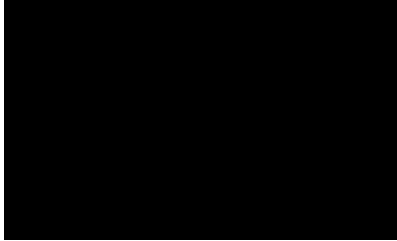
	<ul style="list-style-type: none"> <li>• <b>Update Technology Infrastructure:</b> SBCCD supports ongoing funding to ensure students have access to adequate distance learning services, modernize technology infrastructure, and protect sensitive data.</li> <li>• <b>Provide CalSTRS/CalPERS Relief:</b> SBCCD supports ongoing funding in non-Proposition 98 resources to “buy down” the employer contribution levels required by colleges/districts. Doing so will free up general fund revenues for other student-centered priorities.</li> <li>• <b>Modernize Facilities &amp; Instructional Equipment:</b> SBCCD supports \$150 million in one-time funding, systemwide, to repair and update campus facilities and educational equipment.</li> </ul>
<p><b>College Affordability &amp; Student Basic Needs</b>  <i>The SBCCD Board of Trustees supports legislation and other reforms to make college more affordable, and measures to address student basic needs.</i></p>	<ul style="list-style-type: none"> <li>• <b>Support Affordable Student Housing:</b> SBCCD supports investments to build student residential housing for community college students experiencing housing insecurity. SBCCD supports ongoing funding to support colleges working with local, county, and student agencies to establish housing options for community college students. Resources are needed to support initial planning, modernization, restoration, and construction.</li> <li>• <b>Expand Textbook Affordability:</b> SBCCD launched the Books+ program to provide all students with free rental access to textbooks and course materials, limited to the 2021-22 academic year. SBCCD is committed to advancing strategies that make textbooks more affordable to students and ensure they have ongoing access to learning materials on day one.</li> <li>• <b>Address Student Basic Needs:</b> SBCCD supports ongoing funding to address students’ basic needs and provide CalFresh enrollment support, food pantries, and other essential services.</li> <li>• <b>Reform Cal Grant:</b> SBCCD supports the California Student Aid Commission-sponsored legislation to reform the Cal Grant to provide greater financial aid resources to community college students. Specifically, SBCCD supports reforms that would simplify financial aid and create a Cal Grant 2 for community college students.</li> </ul>





# MEASURE CC

BUILDING NEW OPPORTUNITIES FOR  
OUR STUDENTS & OUR COMMUNITY



# WORKFORCE REPORT

Presented to the  
**Board Finance Committee**

December 10, 2021

Including:

Board Policy 6610

Goals Tracking

CHC Gym Demolition

CHC Exterior Lighting

CHC Central Plant Control Upgrades

CHC Campus Wide Irrigation

Program Management Office Tenant Improvement

SBVC Library Roof Replacement

SBVC Piping

Community Benefits Agreement

Presented by:



131 North El Molino Ave., Suite 100  
Pasadena, CA 91101  
(626) 685-6989

# WORKFORCE REPORT

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CBA ADMINISTRATION.....14

## **WORKFORCE REPORT**

### **SUMMARY**

This report summarizes the workforce of the SBCCD Measure CC bond construction projects completed or currently underway, including the following:

- SBVC Campus Wide Infrastructure Library Roof Replacement
- SBVC Campus Wide Infrastructure Piping
- CHC Gym Demolition
- CHC Exterior Lighting
- PMO Tenants Upgrade
- CHC Campus Wide Irrigation Project
- CHC Central Plant Controls Upgrade

Local businesses include: Coutts Heating & Cooling, Inc of Norco, CA (Piping); PGC Construction, Inc. of Temecula, CA (Roof); R & R Roofing & Waterproofing, Inc. of Lake Elsinore, CA (Roof); Janus Corporation of Norco, CA (Gym Demo); RIS Electric of Riverside, CA (Gym Demo); and Anderson NuPower of Riverside, CA (Gym Demo).

The report details usage of local workers and businesses with an XBE Certification, also known as Minority, Women, or Veteran Businesses. An evaluation of their attainment of its goals allows an analysis of its success.

The CBA and District Board Policy 6610 establish a goal for local resident usage of 50%. The CBA lists two different methods for determining local hire – city residency and ZIP codes. The Solís Group (TSG) analyzed local hire through three lenses: head count of the workers on site, hours performed by workers on site, and payments made to workers. To date local contractors have received \$197,466.51. The tables and graphs summarize attainment by all three metrics using city residency.

### **XBE (Minority, Women, Veteran) CERTIFIED CONTRACTOR USAGE**

District Board Policy 6610 establishes a goal of 25% participation of local businesses. The businesses listed in the above section have headquarters in the ZIP codes listed in the CBA.

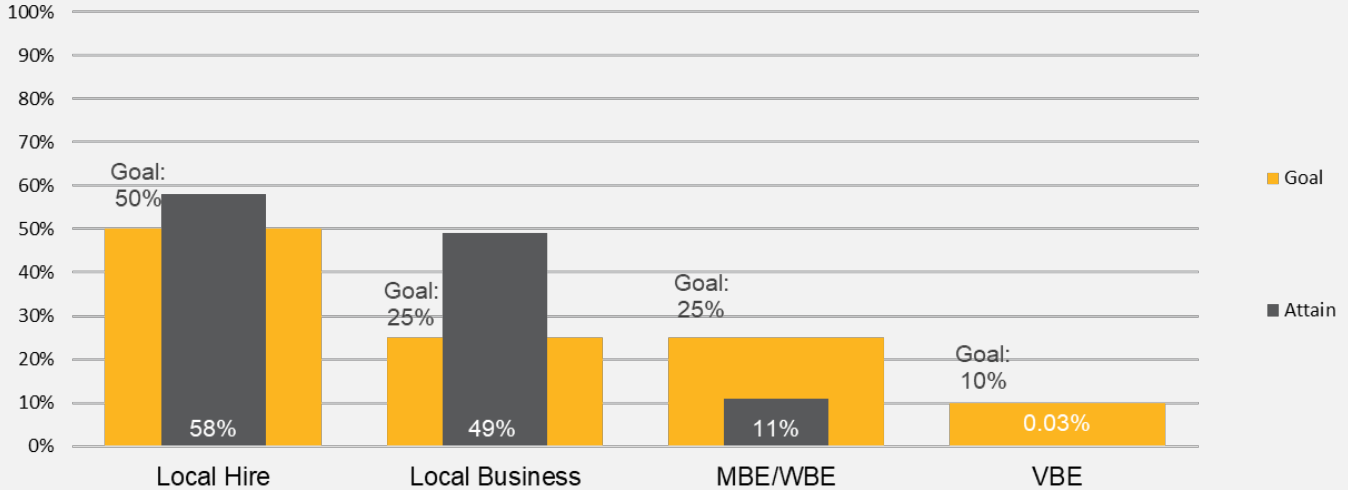
District Board Policy 6610 establishes a goal of 25% combined participation of minority and women owned certified businesses. It also establishes a goal of 10% participation of veteran owned certified businesses. Women owned businesses include: SailRock (Gym Demo). Veteran owned businesses include: American Iron (Gym Demo).

### **LOCAL BUSINESS, MINORITY, WOMEN AND VETERAN OWNED ENTERPRISE PROGRAM (BP 6610) TO DATE**

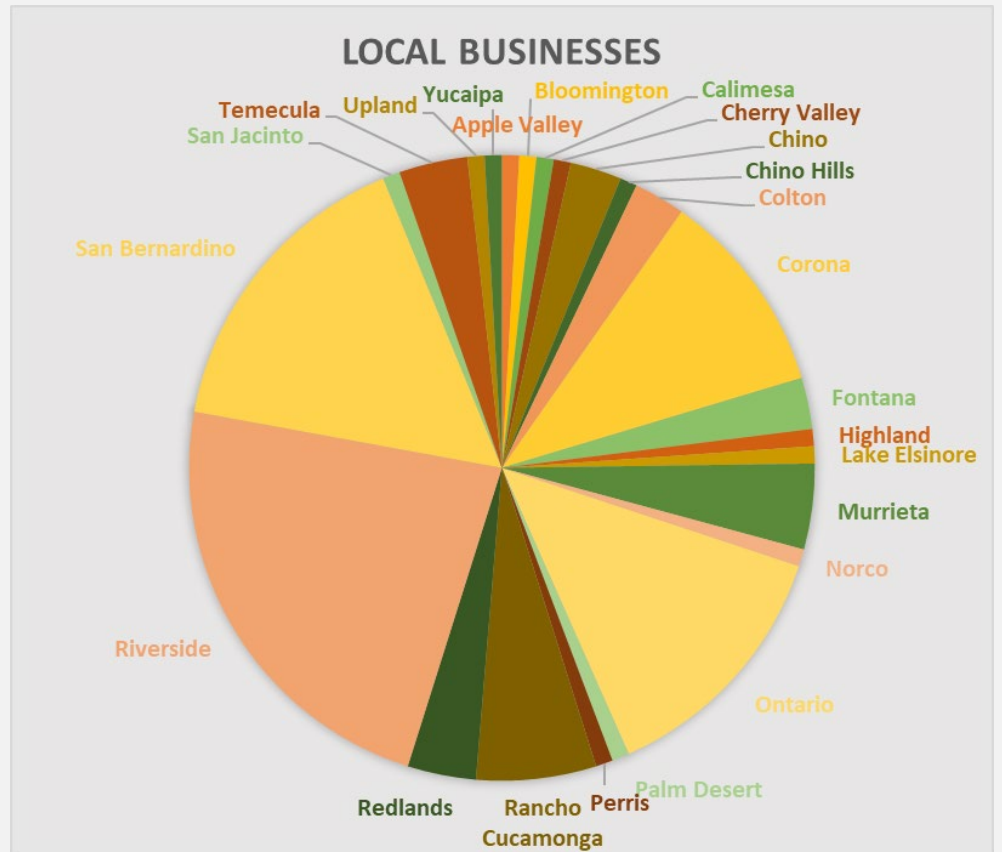
Overall, as of September 2021, local businesses have been awarded \$31.8M in contracts. This includes services for architecture & engineering, civil survey engineering, commissioning, geotechnical survey, hazardous material assessment, special inspections and materials testing, landscape architects, mechanical electrical plumbing, construction, environmental consulting, environmental monitoring, and construction management.

## WORKFORCE REPORT

### BP 6610 GOALS

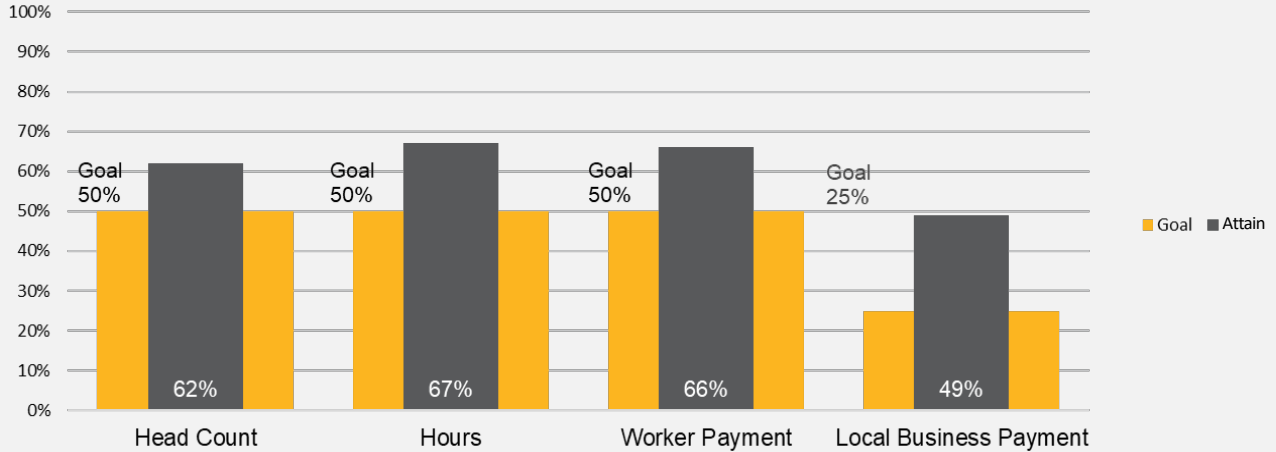


All Projects	
Local Cities	Businesses
Apple Valley	1
Bloomington	1
Calimesa	1
Cherry Valley	1
Chino	3
Chino Hills	1
Colton	3
Corona	12
Fontana	3
Highland	1
Lake Elsinore	1
Murrieta	5
Norco	1
Ontario	15
Palm Desert	1
Perris	1
Rancho Cucamonga	7
Redlands	4
Riverside	26
San Bernardino	18
San Jacinto	1
Temecula	4
Upland	1
Yucaipa	1
<b>Total</b>	<b>113</b>



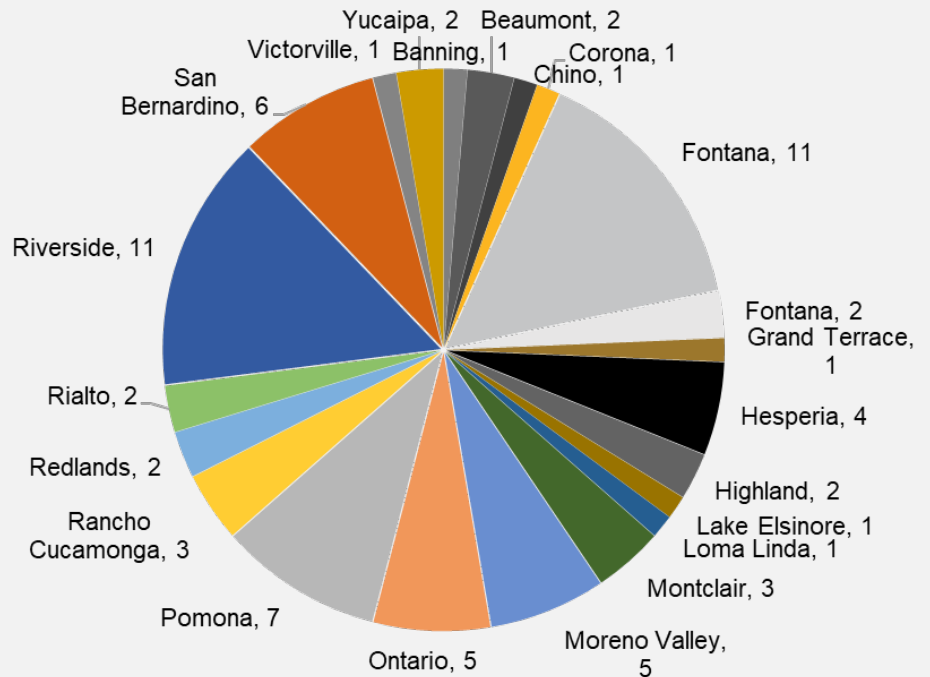
## WORKFORCE REPORT

### LOCAL HIRE ALL PROJECTS



By City			
	Total	Local	
Head Count	134	83	62%
Hours	6959.14	4633.14	67%
Payment	\$298,742.77	\$197,466.51	66%

All Projects Local Cities	Workers
Banning	1
Beaumont	2
Chino	1
Corona	1
Fontana	11
Fontana	2
Grand Terrace	1
Hesperia	4
Highland	2
Lake Elsinore	1
Loma Linda	1
Montclair	3
Moreno Valley	5
Ontario	5
Pomona	7
Rancho Cucamonga	3
Redlands	2
Rialto	2
Riverside	11
San Bernardino	6
Victorville	1
Yucaipa	2
<b>Total</b>	<b>74</b>



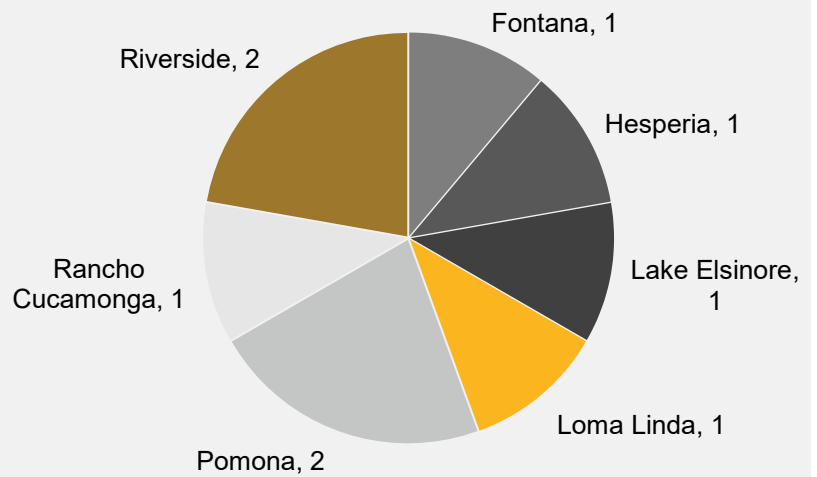
## WORKFORCE REPORT

### SBVC CAMPUS WIDE INFRASTRUCTURE LIBRARY ROOF REPLACEMENT (Local Hire, Pre CBA)



	By City		
	Total	Local	
Head Count	19	9	47%
Hours	649	301	46%
Payment	\$29,878	\$15,380	51%

SBVC Campus Wide Infrastructure Library Roof Replacement	
Local Cities	Workers
Fontana	1
Hesperia	1
Lake Elsinore	1
Loma Linda	1
Pomona	2
Rancho Cucamonga	1
Riverside	2
<b>Total</b>	<b>9</b>



## WORKFORCE REPORT

### SBVC CAMPUS WIDE INFRASTRUCTURE PIPING (Local Hire, Pre CBA)



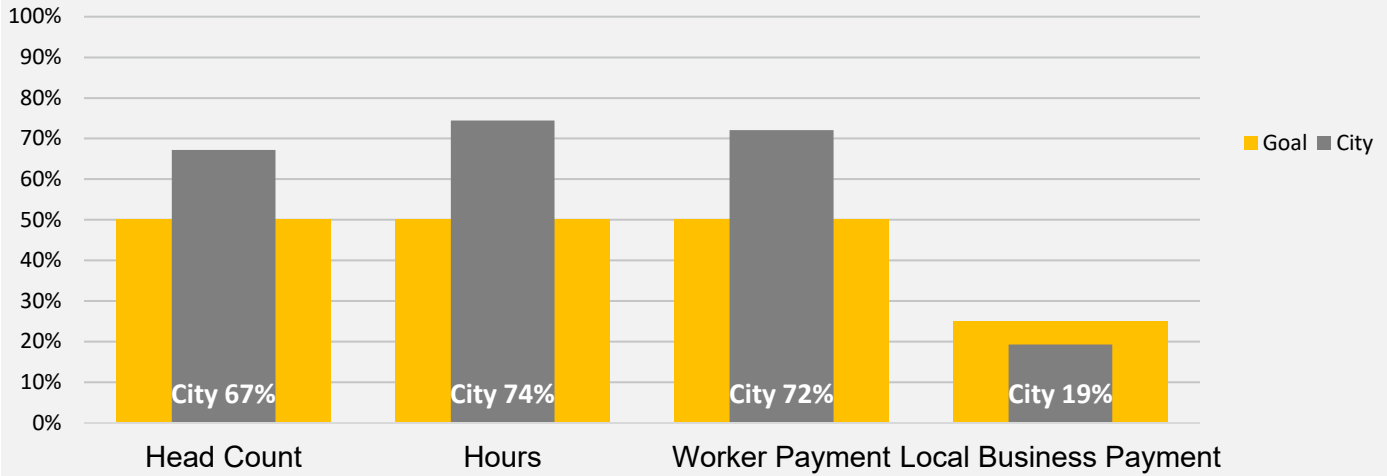
	By City		
	Total	Local	
Head Count	7	2	29%
Hours	142	44	31%
Payment	\$7,724	\$2,665	35%

SBVC Campus Wide Infrastructure Piping	
Local Cities	Workers
Yucaipa	1
Riverside	1
<b>Total</b>	<b>2</b>



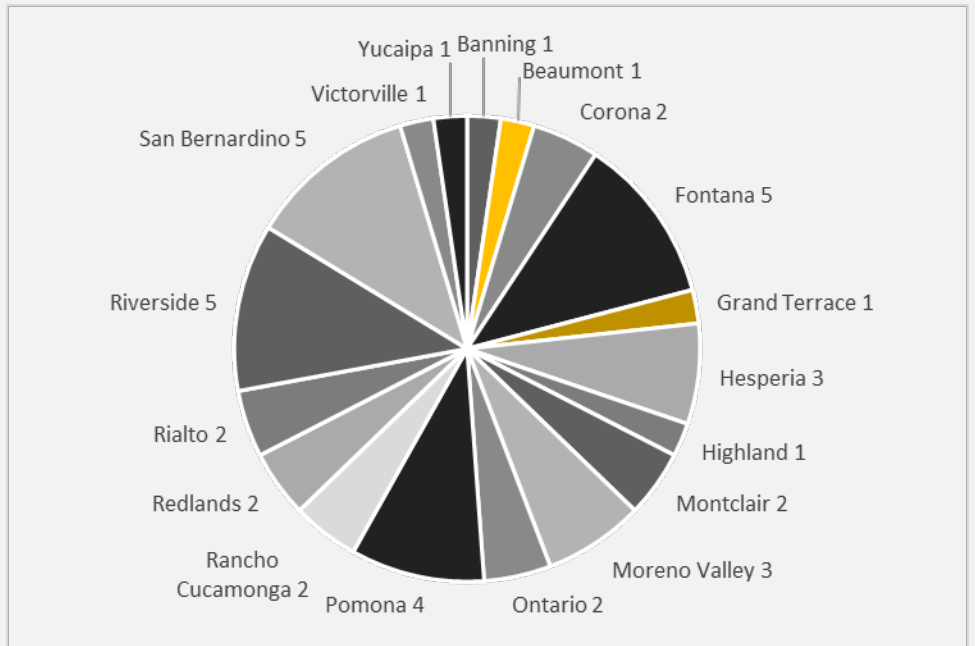
## WORKFORCE REPORT

### CHC GYM DEMOLITION (Local Hire, CBA)



	By City		
	Total	Local	
Head Count	64	43	67%
Hours	4222.64	3144.14	74%
Payment	\$ 184,513.29	\$ 133,028.99	72%

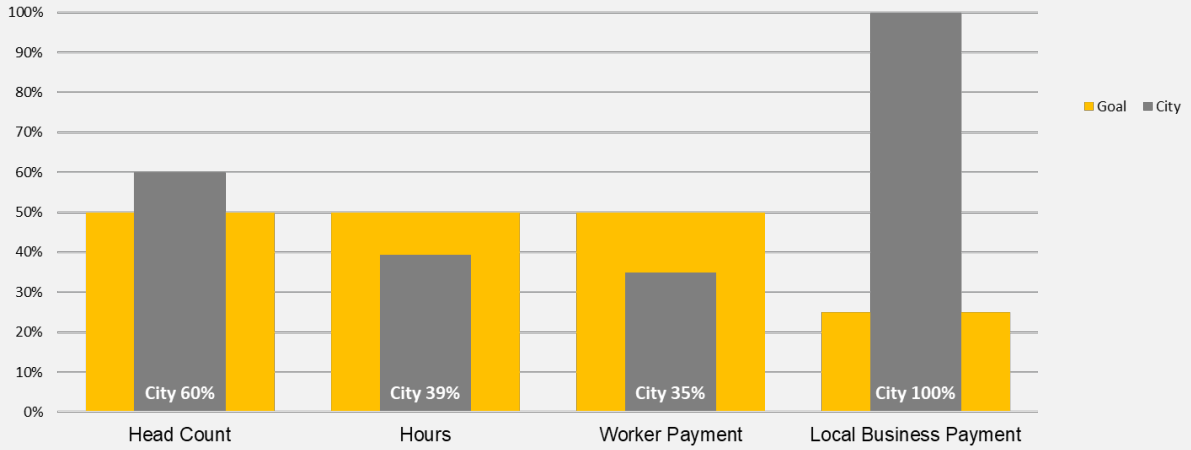
CHC Gym Demo	
Local Cities	Workers
Banning	1
Beaumont	1
Corona	2
Fontana	5
Grand Terrace	1
Hesperia	3
Highland	1
Montclair	2
Moreno Valley	3
Ontario	2
Pomona	4
Rancho Cucamonga	2
Redlands	2
Rialto	2
Riverside	5
San Bernardino	5
Victorville	1
Yucaipa	1





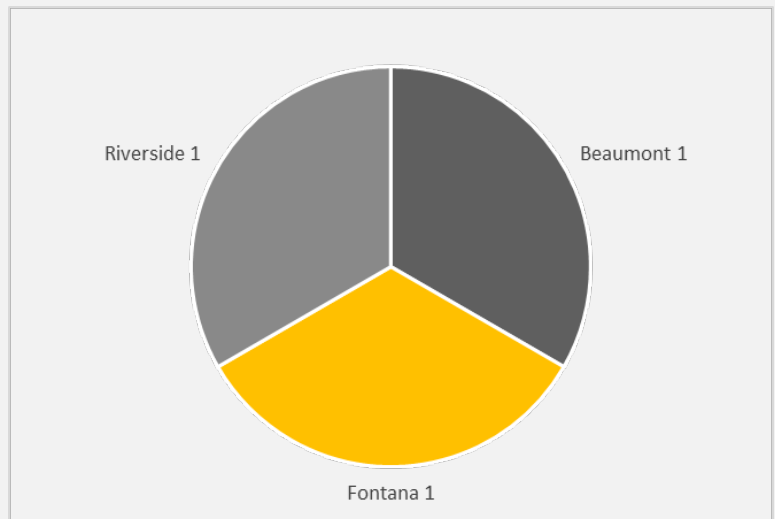
## WORKFORCE REPORT

### CHC EXTERIOR LIGHTING IMPROVEMENTS (Local Hire, No CBA)



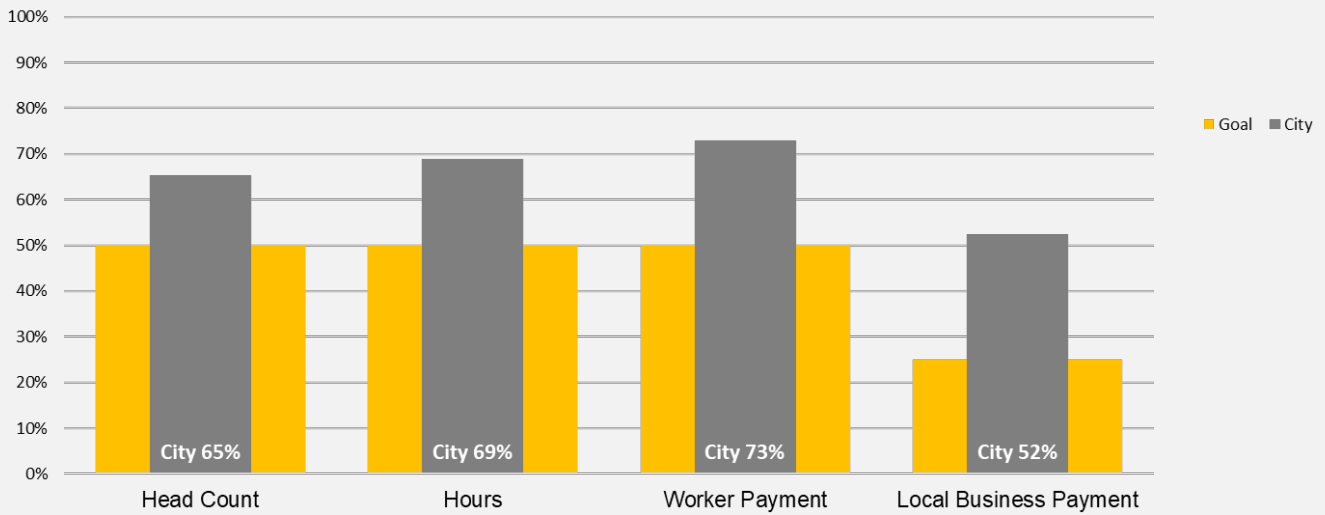
	By City		
	Total	Local	
Head Count	5	3	60%
Hours	371.5	146	39%
Payment	\$ 13,973.52	\$ 4,888.88	35%

CHC Ext Lighting Imp	
Local Cities	Workers
Beaumont	1
Fontana	1
Riverside	1
<b>Total</b>	<b>3</b>



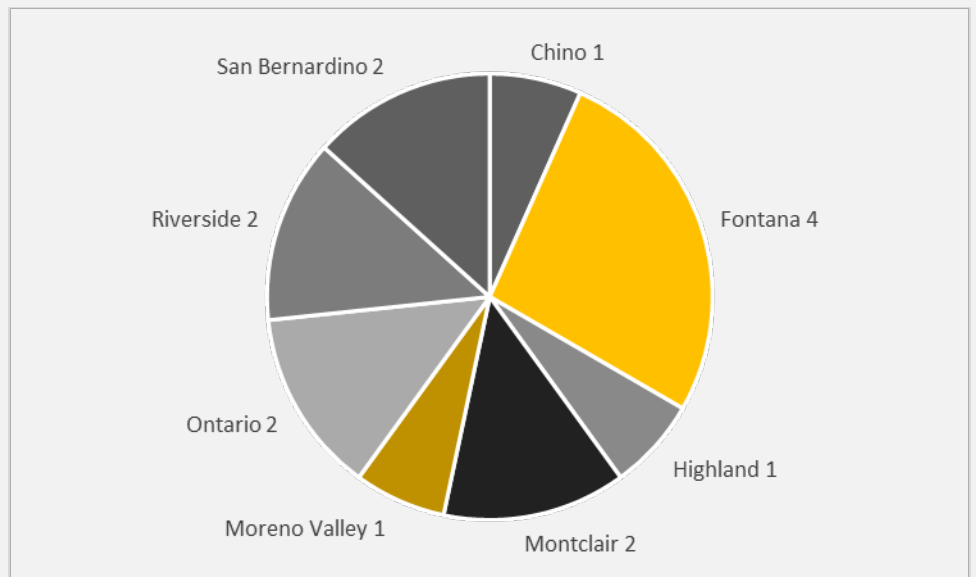
## WORKFORCE REPORT

### PROGRAM MANAGEMENT OFFICE TENANTS IMPROVEMENT PROJECT (Local Hire, No CBA)

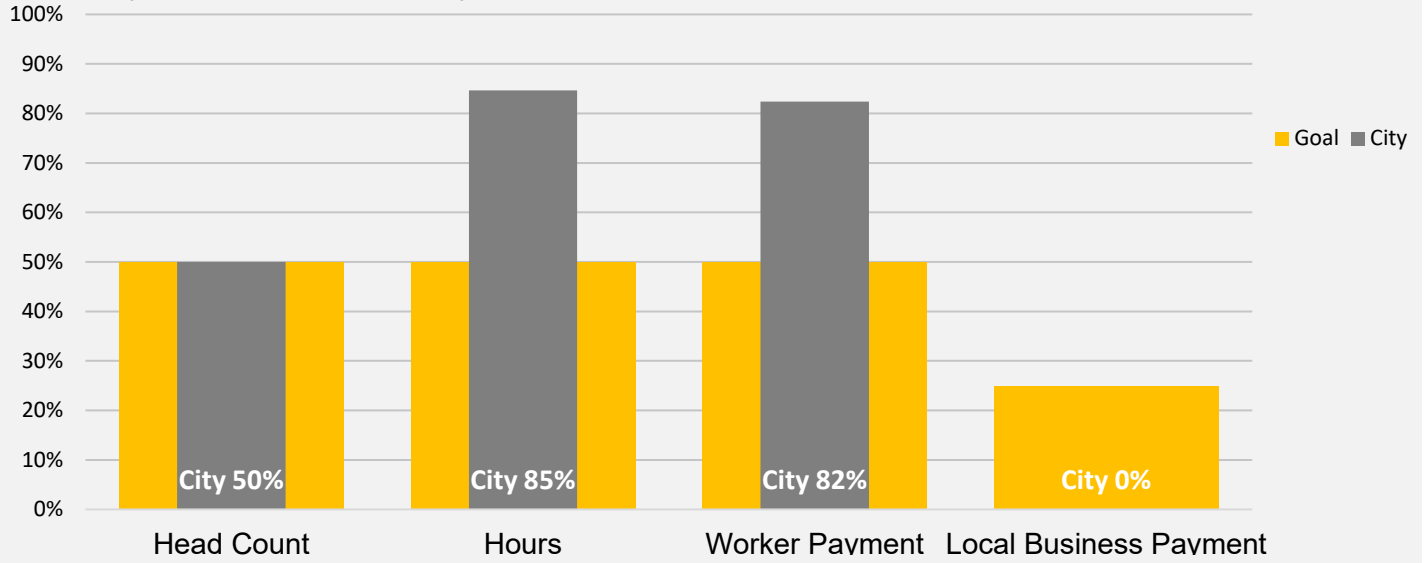


	By City		
	Total	Local	
Head Count	23	15	65%
Hours	285.5	196.5	69%
Payment	\$ 17,282.38	\$ 12,596.42	73%

PMO Tenants Imp	
Local Cities	Workers
Chino	1
Fontana	4
Highland	1
Montclair	2
Moreno Valley	1
Ontario	2
Riverside	2
San Bernardino	2
<b>Total</b>	<b>15</b>

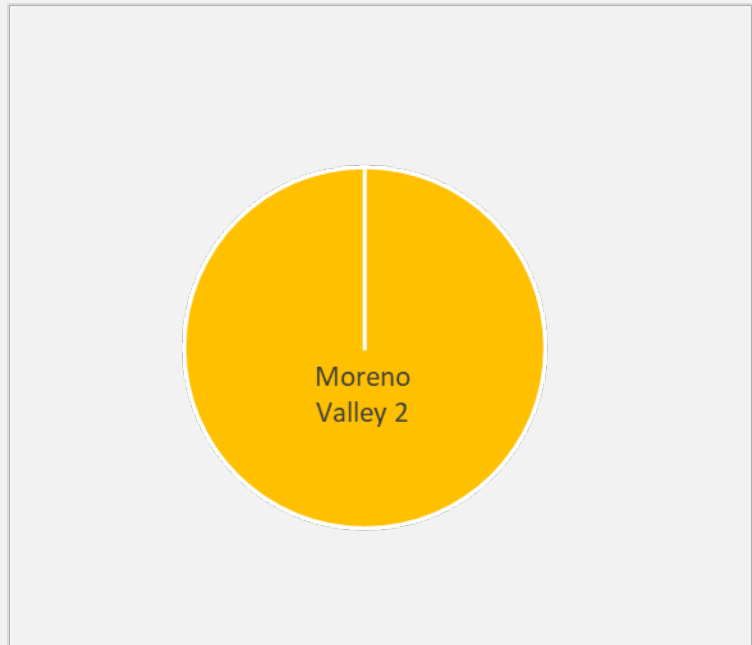


### CHC CENTRAL PLANT CONTROLS UPGRADE (Local Hire, No CBA)



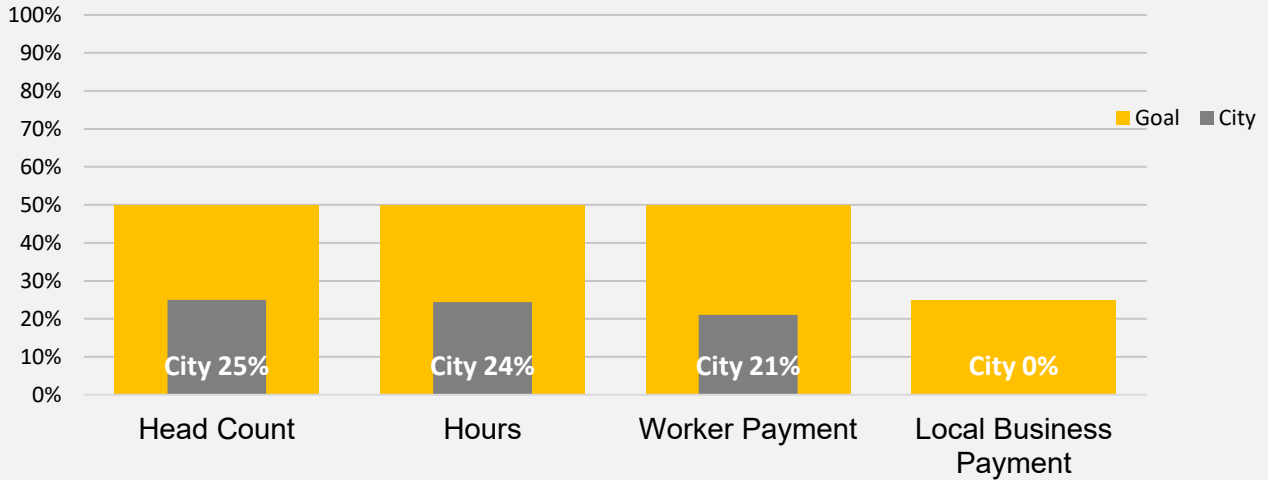
	By City		
	Total	Local	
Head Count	4	2	50%
Hours	826.5	702.5	85%
Payment	\$ 32,244.36	\$ 26,677.20	83%

CHC Central Plant Control Upgrades	
Local Cities	Workers
Moreno Valley	2



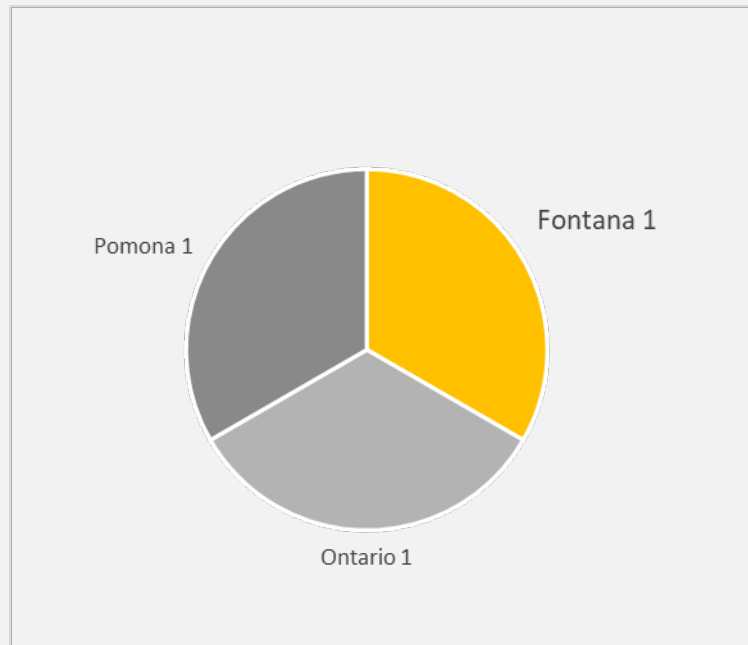
## WORKFORCE REPORT

### CHC CAMPUS WIDE IRRIGATION (Local Hire, No CBA)



	By City		
	Total	Local	
Head Count	12	3	25%
Hours	480	117	24%
Payment	\$ 13,804.02	\$ 2,906.82	21%

CHC Campus Wide Irrigation	
Local Cities	Workers
Fontana	1
Ontario	1
Pomona	1



**WORKFORCE REPORT****LABOR COMPLIANCE**

Following is the summary of previously submitted and currently owed documents on each project, including Certified Payroll Reports (CPRs).

**CHC Gym Demolition**

<b>Contractor Name</b>	<b>First CPR Date:</b>	<b>Latest CPR Date:</b>	<b>Missing CPR Weeks ending:</b>	<b>Other Owed Documents</b>	<b>Contractor Status</b>
MDB	12/27/2020	7/4/2021	None	None at this time	Closed
Baker Electric	3/7/2021	8/8/2021	None	None	Closed
Econo Fence	3/20/2021	3/20/2021	None	None at this time	Closed
Janus	1/9/2021	4/24/2021	None	None at this time	Closed
Marina Landscape	3/25/2021	10/14/2021	None	Trust Fund for 10/21	Not Current
Penhall Co	1/15/2021	1/15/2021	None	None at this time	Closed
RIS Electric	1/23/2021	5/29/2021	None	None at this time	Closed
Anderson NuPower (ANP)	1/30/2021	3/13/2021	None	None at this time	Closed
Robertson's Ready Mix	2/21/2021	2/21/2021	None	None at this time	Closed
S&J Concrete Pumping	2/20/2021	2/20/2021	None	None at this time	Closed
SailRock	12/27/2020	6/6/2021	None	None at this time	Closed
WD Gott	2/24/2021	3/10/2021	None	None at this time	Closed

## WORKFORCE REPORT

### CBA ADMINISTRATION

As required by the CBA a Pre-Job Conference was held on December 10, 2020. 3 contractors assigned their work to local unions at this conference and more contractors are to assign their work scopes at future conferences. Meeting minutes were sent to the Building Trades Council and all of the signatory trades. Below is the summary of scopes and assignments at that meeting.

<b>Contractor Name</b>	<b>Scope</b>	<b>Union Assignment</b>
<i>MDB</i>	<i>Grading and Equipment Demo</i>	<i>Operators Local 12</i>
	<i>General Labor</i>	<i>Laborers</i>
	<i>Water Trucks</i>	<i>Teamsters Local 166</i>
<i>Janus Corporation</i>	<i>Abatement</i>	<i>Laborers Local 300</i>
<i>SailRock</i>	<i>Hand Demolition</i>	<i>Laborers</i>
	<i>Equipment Use</i>	<i>Operators Local 12</i>

A second Pre-Job meeting was held for a second round of contractors on January 22, 2021. 3 additional contractors assigned their work to local unions. Below is a summary.

<b>Contractor Name</b>	<b>Scope</b>	<b>Union Assignment</b>
<i>Climatec</i>	<i>No Self-Performance</i>	
<i>Baker Electric</i>	<i>Automated HVAC Controls for Climatec</i>	<i>Signatory IBEW Local 477</i>
<i>Callide Technical</i>	<i>Communications Systems</i>	<i>IBEW Local 477</i>

## WORKFORCE REPORT

**BP 6610**

**San Bernardino Community College District  
Board Policy  
Chapter 6 – Business and Fiscal Affairs**

**BP 6610 LOCAL, MINORITY, WOMEN, AND VETERAN OWNED ENTERPRISE PROGRAM**

*(Replaces current SBCCD BP 6610)*

**1. Definitions.**

- A. "Bid" shall mean all Measure M and all Non-UCCAP (Uniform Construction Cost Accounting Procedures) construction projects exceeding the UCCAP maximum value as determined by the State of California that are to be funded by the District and are first advertised after the effective date of this policy.
- B. "Local Hire" shall mean individuals residing in the District or 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 District or the Inland Empire, and that has held a business license with one of the cities within the Inland Empire for a minimum of three months.
- D. Minority Business Enterprise (MBE) shall mean a business concern that meets all of the definitional requirements set forth in California Public Contract Code §§ 2050-2051.
- E. Woman Business Enterprise (WBE) shall mean a business concern that meets all of the definitional requirements set forth in California Public Contract Code §§ 2050-2051.
- F. Veteran Owned Business Enterprise (VOBE) shall mean a business concern certified as a VOBE by the U.S. Office of Small Business Administration.
- G. Veteran Owned Small Business (VOSB) shall mean a business concern certified as a VOSB by the U.S. Office of Small Business Administration.

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H. Service Disabled Veteran Business Enterprise (SDVBE) shall mean a business concern certified as a SDVBE by the U.S. Office of Small Business Administration.

I. Disabled Veteran Business Enterprise (DVBE) shall mean a business concern certified as a DVBE by the U.S. Office of Small Business Administration.

## 2. **Goals.**

A. Local Hires and Local Business: 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 and diversity of the District's 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.

B. Minority/Women Owned Business Enterprises: The Board establishes a goal of twenty-five percent (25%) combined participation of minority and women owned certified businesses as contractors on District Projects. 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.

C. Veteran Owned Business Enterprise Program: The Board establishes a goal of ten percent (10%) participation of veteran owned certified businesses as contractors on District Projects. 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 within the scope of their contract.



86 D. The District has set a goal of 25% combined utilization of MBE and WBE  
87 contractors on its District Projects.

88  
89 E. The District has set a goal of 10% combined utilization of VOB, VOSB,  
90 SDVBE AND DVBE contractors on its District Projects.

91  
92 F. The District recognizes MBE, WBE, VOB, VOSB, SDVBE, and DVBE  
93 businesses certified by the appropriate federal, state, and local agencies  
94 approved by the District for such purpose.

95  
96 G. All Prime Contractors/Consultants are required to complete the Local,  
97 Minority/ Women, and Veteran Owned Enterprise Program  
98 Contractor/Consultant Identification Form.

99  
100 H. If there is less than 25% participation of MBE/WBE businesses and/or less  
101 than 10% participation of VOB, VOSB, SDVBE, and DVBE businesses on a  
102 District Project, then contractor must justify this deviation in a letter  
103 (“Justification Letter”) to the District that accompanies the bid that shall be  
104 signed by contractor’s Chief Executive Officer (CEO).

105  
106 **4. Community Outreach.**  
107 The District shall use effective efforts with community groups to bolster public  
108 awareness of the Local, Minority/Women, and Veteran Owned Enterprise Program,  
109 including its goals and how to participate. Community outreach shall include bid  
110 advertisements and articles of interest in local and minority media.

111  
112 **5. Reporting.**  
113 The Chancellor or his/her designee shall make a report to the Board at least  
114 quarterly regarding the District’s performance of the Local, Minority/Women and  
115 Veteran Owned Enterprise Program.

116  
117 References: None

118  

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**Adopted: 11/14/13**  
**Revised: 2/19/15**

119

## WORKFORCE REPORT

### DISTRICT AND INLAND EMPIRE ZIP CODES\*

<b><u>Banning</u></b> 92220	<b><u>Grand Terrace</u></b> 92313 92324	<b><u>Ontario</u></b> 91710 91758 91761 91762 91764	<b><u>Riverside</u></b> 92501 92503 92504 92505 92506 92507 92508 92509
<b><u>Barstow</u></b> 92310 92311	<b><u>Hesperia</u></b> 92344 92345	<b><u>Palm Desert</u></b> 92210 92211 92260	92518 92521 92522
<b><u>Beaumont</u></b> 92223	<b><u>Highland</u></b> 92346	<b><u>Palm Springs</u></b> 92262 92264	<b><u>Running Springs</u></b> 92382
<b><u>Big Bear</u></b> 92315	<b><u>Lake Elsinore</u></b> 92530 92532	<b><u>Pomona</u></b> 91765 91766 91767 91768	<b><u>San Bernardino</u></b> 92401 92403 92404 92405 92407 92408 92410 92411 92415 92418
<b><u>Bloomington</u></b> 92316	<b><u>Loma Linda</u></b> 92350 92354 92357	<b><u>Rancho Cucamonga</u></b> 91701 91730 91737 91739	<b><u>Temecula</u></b> 92590 92591 92592
<b><u>Calimesa</u></b> 92320	<b><u>Lytle Creek</u></b> 92358	<b><u>Rancho Mirage</u></b> 92270	<b><u>Upland</u></b> 91784 91786
<b><u>Cathedral City</u></b> 92234	<b><u>Mentone</u></b> 92359	<b><u>Redlands</u></b> 92373 92374	<b><u>Victorville</u></b> 92392 92394 92395
<b><u>Chino</u></b> 91708 91710	<b><u>Montclair</u></b> 91763 91710 91762	<b><u>Rialto</u></b> 92376 92377	<b><u>Yucaipa</u></b> 92399
<b><u>Claremont</u></b> 91711	<b><u>Moreno Valley</u></b> 92551 92553 92555 92557		
<b><u>Colton</u></b> 92324	<b><u>Murrieta</u></b> 92562 92563		
<b><u>Corona</u></b> 92879 92880 92881 92882 92883	<b><u>Norco</u></b> 92860		
<b><u>Fontana</u></b> 92335 92336 92337			

\*Zip codes for specific post office not included.



# MEASURE CC

BUILDING NEW OPPORTUNITIES FOR  
OUR STUDENTS & OUR COMMUNITY

## PROJECT TIMELINE

### April - June 2021

- ✓ Award SBVC Campus Construction Management Services
- ✓ Award SBVC Campus Wide Utility Upgrades MEP
- ✓ Award SBVC Planetarium Mechanical Upgrades MEP
- ✓ DSA Approval SBVC Technical Building Replacement
- ✓ DSA Approval SBVC New Softball Field
- ✓ CHC Gym Demolition Completed.
- ✓ Award CHC Campus Wide Irrigation Upgrades GC
- ✓ Award CHC East Valley Public Safety Training Center DBE
- ✓ Award CHC Campus Construction Management Services
- ✓ Award CHC Campus Accessibility and Site Improvements A&E
- ✓ Award CHC Facilities Master Plan update A&E
- ✓ Award CHC Central Complex 2 Geotechnical
- ✓ Award CHC Extending Emergency Power from Generator at LRC to MDF at CC1 MEP Design
- ✓ Award CHC Medium Voltage Equipment MEP for Preventive Maintenance and Testing Specifications
- ✓ Award DW Pre-qualified list DSA IOR
- ✓ Award DW Pre-qualified list CEQA Compliance

### July - September 2021

- ✓ Award SBVC East Wing Mechanical Improvements A&E
- ✓ Award SBVC Campus-Wide Utility Upgrades CxA
- ✓ Award SBVC Career Pathways 2 Design-Builder
- ✓ Award SBVC New Softball Field Special Inspections and Materials Testing
- ✓ Award SBVC Campus Roof Replacement Hazmat Assessment
- ✓ Award SBVC Campus Roof Replacement Special Inspections and Materials Testing
- ✓ Award SBVC Technical Building Replacement DSA IOR
- ✓ Award SBVC Technical Building Replacement Special Inspections and Materials Testing
- ✓ Award SBVC Old Central Plant Repurposing MEP
- ✓ Award SBVC Planetarium HVAC Replacement CxA
- ✓ Complete SBVC Planetarium HVAC Replacement Design

### July - September 2021

- ✓ Complete SBVC PS & HLS Fume Hood Upgrade Feasibility Study
- ✓ Award SBVC Gym Lobby Floor Replacement A&E
- ✓ Award SBVC Business Quad Development Landscape Architect
- ✓ Award SBVC Fiber Optic Termination & Testing for Construction
- ✓ Award SBVC Campus Perimeter Fencing Landscape Architect
- ✓ Award CHC Campus-Wide Accessibility DSA IOR
- ✓ Award CHC Campus-Wide Accessibility Special Inspection & Material Testing
- ✓ Award CHC Replace Existing Cooling Towers CxA
- ✓ Award CHC Solar Projects Criteria Documents MEP
- ✓ Award CHC Generator and Equipment Upgrades for Construction

### October - December 2021

- ✓ Award SBVC Campus Roof Replacement for Construction
- ✓ Award SBVC New Softball Field DSA IOR
- ✓ Award SBVC New Softball Field for Construction
- Award SBVC PS & HLS Mechanical Upgrade A&E
- ✓ Award SBVC PS & HLS Mechanical Upgrade CxA
- ✓ Award SBVC CP2 CxA
- Award SBVC Campus-Wide Security Upgrades Plan A&E
- Award SBVC East Wing Mechanical Upgrades Hazmat Assessment
- ✓ Award SBVC On Call Biological Resources Monitoring Services
- ✓ Award SBVC On-Call Cultural and Paleontological Resources Monitoring Services
- Award CHC On Call Biological Resources Monitoring Services
- Award CHC On-Call Cultural and Paleontological Resources Monitoring Services
- Award CHC Replace Existing Cooling Towers MEP
- Award CHC Child Development Center Renovation DSA IOR
- Award CHC Child Development Center Renovation CxA
- Award CHC Child Development Center Renovation Special Inspections and Materials Testing
- Award CHC Bldg. 10 Third Floor Corridor Upgrade A&E
- Award CHC Campus-Wide Security Upgrades Plan A&E
- Award SBVC Planetarium HVAC Replacement Hazmat Assessment



ORGANIZATION CHART

Jose F. Torres
Executive Vice Chancellor
Business & Fiscal Services

Farrah Farzaneh
Director Facilities Planning,
Emergency Management &
Construction

Ynez Canela
Local Business Outreach
Administrator

Erika Menge
Administrative Assistant II

Project Labor Admin Team
The Solis Group
Elizabeth Solis, Principal in Charge
Gonzalo Armijos, Project Manager, Project Labor Administrator
Mason Lutz, Senior Analyst
Isaac Hernandez, Analyst
Olga Schriefer, Senior Site Interviewer

Program Management Team
AECOM
Diana Johnson, Principal in Charge
Scot Jewell, Interim Program Manager
Mary Fitzpatrick, Program Administrative Assistant
Veronica Flores, Program Design Manager
Tareq Alsayegh, Assistant Design Manager
Andrea Brown, Financial and Contract Manager
Sherri Lien Giffin, Program Controls Analyst
Subhash Manal, Program Controls Manager

Michael Nguyen
Associate Director
Environmental Health,
Emergency Planning &
Safety
Administration

Ryan Smith
SBVC Campus
Project Manager

Leilani Nunez
CHC Campus
Project Manager

Yash Patel
Energy &
Sustainability
Manager

SBVC Construction Management Team
SAFework CM
Domingo Camarano, Principal-in-Charge
Michael Villegas, Project Manager
Greg Ochoa, Construction Manager Lead
Rafael Quezon, QA/QC Manager
Estevan Sanchez, Senior Project Engineer
Kelsey Gormley, Project Engineer

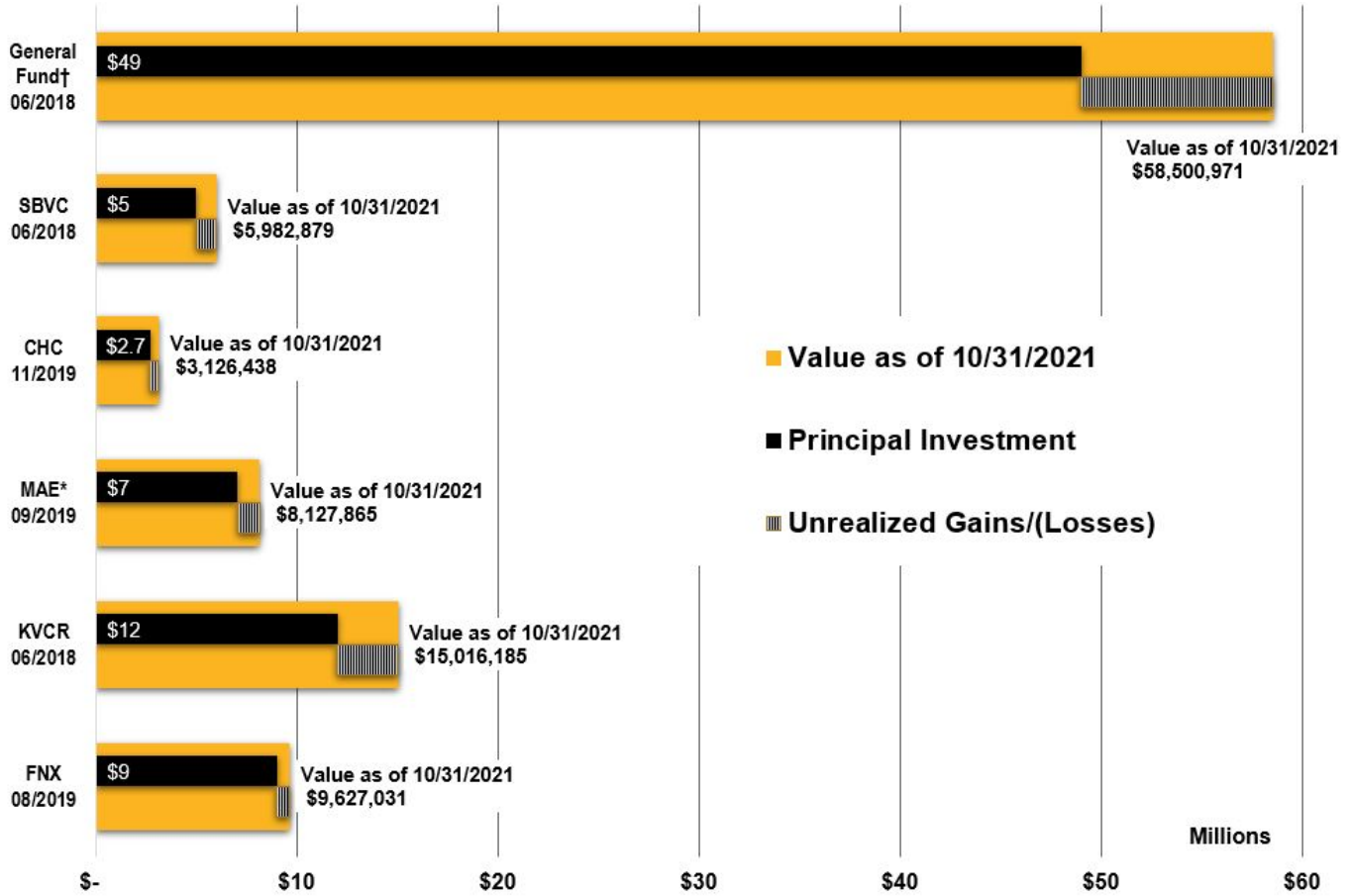
CHC Construction Management Team
KITCHELL
Geoff Bachanas, Principal-in-Charge
Jeremy Judd, Project Manager/Field Office Manager
Michael Wickham, Construction Manager
Mark Nelson, QA / QC Manager
Amir Mirsiaghi, Project Engineer
Danielle Jackson, Project Engineer

District Staff

For questions or information regarding Measure CC please contact Erika Menge at emenge@sbccd.edu or (909) 388-6910.



# PARS Update: October 2021



†Includes \$5 million from General Fund invested prior to FCC Auction Proceeds; \$2M Reimbursement of FCC Auction Expense to General Fund; and \$1M DSO One-Time allotment.

\*MAE refers to overarching Media Academy Endowment, which is comprised of SBVC's Institute of Media Arts (IMA), and CHC's Digital Media program.

## Account Summary

Source	Balance as of 10/1/2021	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 10/31/2021
PENSION - GF	\$57,432,019.17	\$0.00	\$1,080,349.46	\$11,398.03	\$0.00	\$0.00	\$58,500,970.60
PENSION - SBVC	\$5,873,557.72	\$0.00	\$110,487.06	\$1,165.68	\$0.00	\$0.00	\$5,982,879.10
PENSION - KVCR	\$14,741,804.10	\$0.00	\$277,306.98	\$2,925.68	\$0.00	\$0.00	\$15,016,185.40
PENSION - MAE	\$7,979,349.38	\$0.00	\$150,098.95	\$1,583.60	\$0.00	\$0.00	\$8,127,864.73
PENSION - FNX	\$9,451,122.56	\$0.00	\$177,784.37	\$1,875.68	\$0.00	\$0.00	\$9,627,031.25
PENSION - CHC	\$3,069,310.26	\$0.00	\$57,736.57	\$609.14	\$0.00	\$0.00	\$3,126,437.69
<b>Totals</b>	<b>\$98,547,163.19</b>	<b>\$0.00</b>	<b>\$1,853,763.39</b>	<b>\$19,557.81</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100,381,368.77</b>

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**PARS Post-Employment Benefits Trust**

**Account Report for the Period**  
**10/1/2021 to 10/31/2021**

Jose Torres  
Executive Vice Chancellor  
San Bernardino Community College District  
550 E. Hospitality Lane  
San Bernardino, CA 92408

## Account Summary

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## Investment Selection

Source

PENSION **Vanguard Conservative Strategy**

## Investment Objective

Source

PENSION The Conservative Portfolio invests in Vanguard mutual funds using an asset allocation strategy designed for investors seeking both current income and low to moderate capital appreciation.

## Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
PENSION - GF	1.88%	0.41%	14.68%	11.01%	-	-	6/22/2018
PENSION - SBVC	1.88%	0.41%	14.68%	11.02%	-	-	6/22/2018
PENSION - KVCR	1.88%	0.41%	14.68%	11.02%	-	-	6/22/2018
PENSION - MAE	1.88%	0.41%	14.68%	-	-	-	9/23/2019
PENSION - FNX	1.88%	0.41%	14.69%	-	-	-	8/31/2019
PENSION - CHC	1.88%	0.41%	14.68%	-	-	-	11/1/2019

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.

Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.

Account balances are inclusive of Trust Administration, Trustee and Investment Management fees

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Diana Z. Rodriguez, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** December 10, 2021  
**SUBJECT:** Budget Report

**RECOMMENDATION**

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

**OVERVIEW**

While year-to-date revenue and/or expenditure percentages often vary from the percentage of fiscal year elapsed, all funds are expected to remain within the 2021-22 budget unless otherwise noted here. For explanations of any significant variances in year-to-date revenues/expenditures from fiscal year elapsed, please see the attached summary.

**ANALYSIS**

The attached Revenue and Expenditure Summary reflects activity for the 2021-22 fiscal year through November 16, 2021. As of that date, SBCCD was 38.1% through the fiscal year and had spent and/or encumbered approximately 28.4% of its budgeted general fund.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this Board item.



## Budget Revenue & Expenditure Summary

Year to Date 11/16/2021

38.1% of Fiscal Year Elapsed

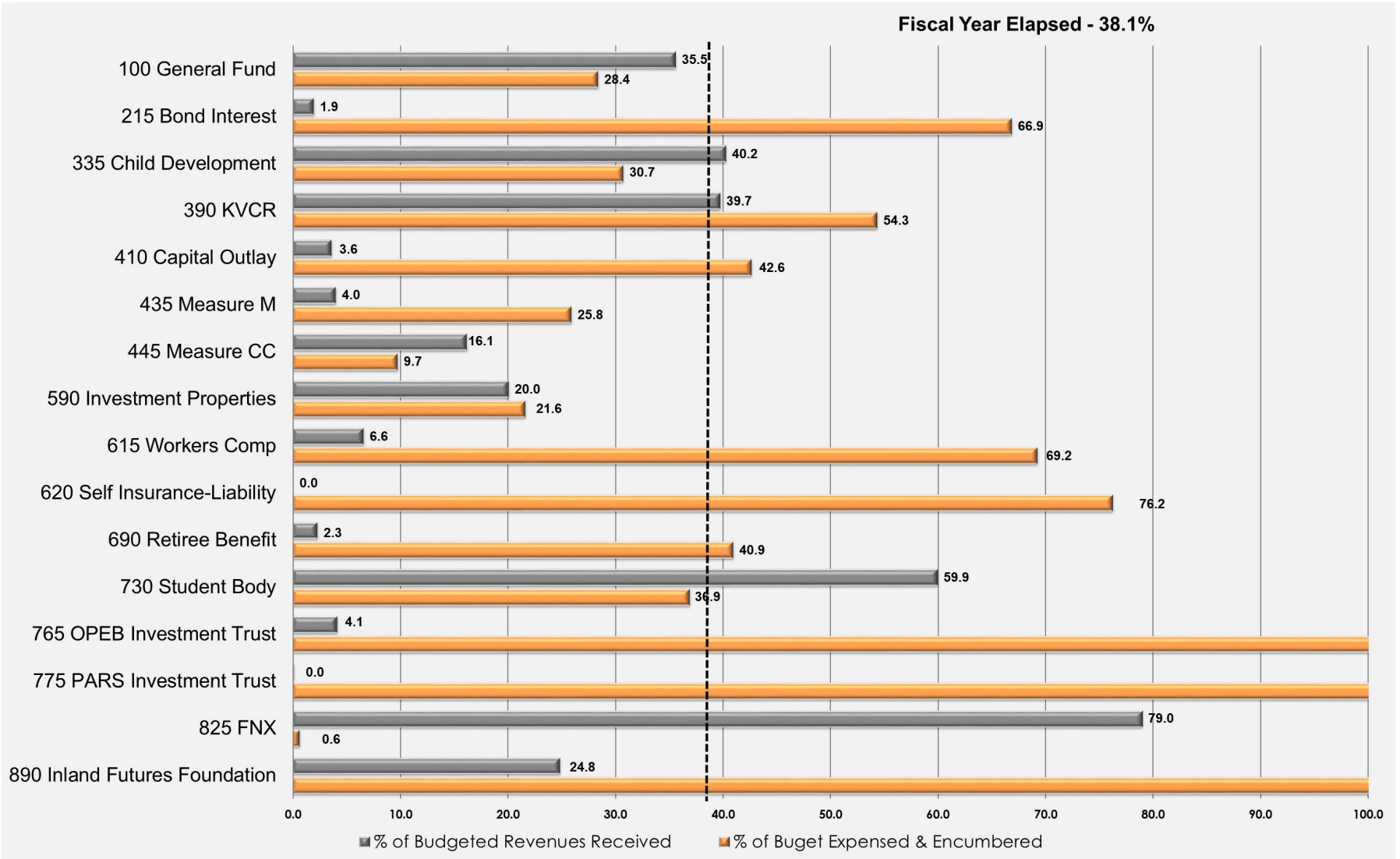
FUND	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD	%	Budget	Expensed/ Encumbered YTD	%	
100 General Fund	222,080,373	78,937,523	35.5%	221,740,276	62,915,346	28.4%	
215 Bond Interest & Redemption	58,000,000	1,101,761	1.9%	58,000,000	38,774,429	66.9%	Taxes are determined and collected by the County for bond measures.
335 Child Development	4,094,278	1,646,977	40.2%	4,094,278	1,256,280	30.7%	
390 KVCR	5,064,287	2,009,680	39.7%	4,499,560	2,444,422	54.3%	\$183,468 encumbered for NPR fees.
410 Capital Outlay	2,824,251	100,414	3.6%	2,200,963	938,230	42.6%	RDA revenue posted by the County.
435 Measure M	23,500	932	4.0%	880,413	227,576	25.8%	Revenue posting delayed due to County processes.
445 Measure CC	3,400,000	548,864	16.1%	283,418,073	27,535,517	9.7%	Revenue posting delayed due to County processes. Expenditures consistent with project schedules.
590 Investment Properties	4,627,527	926,749	20.0%	2,028,789	437,497	21.6%	Revenue and expenditure activity posted one month in arrears.
615 Workers Compensation	1,345,000	88,106	6.6%	2,570,000	1,778,841	69.2%	Revenue posting delayed due to County processes. \$1,442,183 encumbered for insurance program contribution.
620 Self Insurance-Liability	595,660	457	0.1%	1,135,000	865,006	76.2%	Revenue posting delayed due to County processes. \$748,223 encumbered for annual liability insurance payment.
690 Retiree Benefit	279,966	6,334	2.3%	279,966	114,540	40.9%	Revenue posting delayed due to County processes.
730 Student Body Center Fee	241,151	144,435	59.9%	241,151	88,956	36.9%	Student fees (revenue) collected at the beginning of the term.
765 OPEB Trust	1,000,000	40,943	4.1%	82,000	113,654	138.6%	\$90,792 recorded for Jul-Sep expenditure activity (investment loss).
775 PARS Trust	4,900,000	1,254	0.0%	3,454,946	3,486,868	100.9%	\$344,275 recorded for Jul-Sept expenditure activity (investment loss). \$3.1million disbursement to General Fund, KVCR, and FNX.
825 FNX	570,000	450,159	79.0%	553,028	326,469	59.0%	\$450,000 recorded for FY22 PARS transfer in. \$140,640 encumbered for PBS fee.
890 Inland Futures Foundation	823,525	204,271	24.8%	823,525	944,859	114.7%	\$760,820 transfer to KVCR.





## Budget Revenue & Expenditure Summary

Year to Date 11/16/2021



# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## Program Summary: Board of Trustees - As of 12/01/2021

Percentage of Year Expired: 41.9%

(2)

(1)

(1 ÷ 2)

Object #	Description	2022 Budget	2022 Actuals YTD 12/01/21	Encumb.	Total 2022 Actuals + Encumb.	% of Budget Used	Notes
200000	Board Of Trustees Stipends	38,640	11,600	-	11,600	30%	
	<b>Total 2000's Classified Salaries</b>	<b>38,640</b>	<b>11,600</b>	-	<b>11,600</b>	<b>30%</b>	
300000	Employee Benefits	100,340	37,426	-	37,426	37%	
	<b>Total 3000's Employee Benefits</b>	<b>100,340</b>	<b>37,426</b>	-	<b>37,426</b>	<b>37%</b>	
450000	Noninstructional Supplies	2,000	-	966	966	48%	
456000	Commencement Supplies	1,200	564	-	564	47%	
475000	Meals & Refreshments	11,500	830	8,722	9,552	83%	
	<b>Total 4000's Supplies &amp; Materials</b>	<b>14,700</b>	<b>1,394</b>	<b>9,688</b>	<b>11,081</b>	<b>75%</b>	
511300	Consultant & Other Services	17,000	11,968	-	11,968	70%	Retreats, training facilitator
520000	Travel & Conference Expenses	27,500	560	25,341	25,901	94%	
531000	Dues And Membership	11,000	-	7,668	7,668	70%	ACCT, CCLC, CALCCTA
554000	Telephone	1,000	-	-	-	0%	
581800	Student Travel	2,500	-	1,000	1,000	40%	Student trustee conference attendance
	<b>Total 5000's Other Expenses</b>	<b>59,000</b>	<b>12,527</b>	<b>34,009</b>	<b>46,536</b>	<b>79%</b>	
	<b>Total Expenditures:</b>	<b>212,680</b>	<b>62,947</b>	<b>43,697</b>	<b>106,644</b>	<b>50%</b>	