

Victor Valley Community College District REGULAR MEETING OF THE BOARD OF TRUSTEES

AGENDA

Date: February 12, 2008

Place: Staff Lounge, Victor Valley Community College
18422 Bear Valley Road, Victorville, CA 92395

CALL TO ORDER 5 p.m.

ROLL CALL

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA

Title V Workshop (Staff Lounge, Victor Valley Community College) 5-6 p.m.

2. OPEN SESSION OF REGULAR MEETING 6 p.m.
This meeting will be electronically recorded

Place: Board Room Victor Valley Community College
18422 Bear Valley Road, Victorville, CA 92395

PUBLIC COMMENTS RELATED TO AGENDA ITEMS

This is the opportunity for the public to address the Board on any agenda items. Public comments are limited to three minutes per individual and a total of 15 minutes per topic. Speakers will be timed electronically, and all speakers will be required to address the Board from the lectern. Only those who have been recognized by the Board President will be permitted to speak. (Board Policy #2350)

3. OPEN SESSION (Business Meeting) 6 p.m.

4. SUPERINTENDENT/PRESIDENT'S REPORT
• Faculty Senate

5. CONSENT AGENDA

There will be no separate discussion on these items prior to the time the Board votes on them unless a Board member requests a specific item be removed from the Consent Agenda for discussion and a separate vote.

Approval of consent items.

YES ___ NO ___

- 5.1 Approval of the minutes of the December 11, 2007 regular Board meeting
- 5.2 Curriculum Changes
Approval of the curriculum changes that were approved by the committee on October 25, 2007, November 8, 2007, November 29, 2007, and December 13, 2007.
- 5.3 Contract Education Services – Archangel
Ratification of the agreement between Victor Valley Community College District and Archangel. The period of this agreement is from January 2, 2008 through June 7, 2008. Fiscal Impact: \$2,000.00 to the District.
- 5.4 Contract Education Services – Southern California Logistics Airport Authority
Approval of the agreement between Victor Valley Community College District and the city of Victorville for the use of city owned facilities at Southern California Logistics Airport for the Victor Valley Community College Aviation Maintenance Technology Program. The license agreement is from January 8, 2008 through February 8, 2009. Fiscal Impact: None.
- 5.5 License Agreement – Plato Learning Corporation
Approval to purchase ten standalone licenses of Reading Horizons for the Basic Skills lab. Fiscal Impact: None to the District (funding provided by the Basic Skills grant, \$8,285.98.)
- 5.6 Contract Education Services – Toss Across
Ratification of the agreement between Victor Valley Community College District and Toss Across. The period is from January 2, 2008 through January 2, 2009. Fiscal Impact: \$500.00 to the District.
- 5.7 Contract Education Services – Cardenas Market
Ratification of the agreement between Victor Valley Community College District and Cardenas Market. The period of this agreement is from December 19, 2007 through December 19, 2008. Fiscal Impact: \$500.00 to the District.
- 5.8 Agreement – Gatlin Education Services
Approval of the agreement between Victor Valley Community College District and Gatlin Education Services from February 13, 2008 through February 13, 2009. Fiscal Impact: \$40,000.00 to the District.
- 5.9 License Renewal – Chariot Software Group
Ratification of an annual license renewal between Victor Valley Community College District and Chariot Software Group beginning March 1, 2008 through February 28, 2009. Fiscal Impact: \$995.00
- 5.10 Lease Agreement with an Addendum – Hasler Financial Services, LLC
Approval of the lease agreement with an addendum between Victor Valley Community College District and Hasler Financial Services, LLC from February 12, 2008 through May 12, 2012. Fiscal Impact: Budgeted - \$439.00 per month for 66 months: \$28,974.00 (funded through Community Education Services.)

- 5.11 Contract Education Services – International House of Pancakes #3130
Ratification of an agreement between Victor Valley Community College District and International House of Pancakes #3130 from January 15, 2008 through January 15, 2009. Fiscal Impact: \$450.00 to the District.
- 5.12 Contract Education Services – Non-Profit Development Services
Ratification of the agreement between Victor Valley Community College District and Non-Profit Development Services from February 11, 2008 through June 30, 2008. Fiscal Impact: \$6,000.00 to the District.
- 5.13 Agreement – Independent Contractor
Ratification of an Independent Contractor agreement between Victor Valley Community College District and Luis Pena from January 2, 2008 through June 30, 2008. Fiscal Impact: Not to exceed \$3,700.00
- 5.14 Contract Education Services – Hilton Garden Inn
Ratification of an agreement between Victor Valley Community College District and Hilton Garden Inn. The period of this agreement is from December 3, 2007 through December 4, 2008. Fiscal Impact: \$360.00 to the District.
- 5.15 Adopt a Resolution and Approve Agreement – Child Development Services CIMS-7485
Adopt a resolution and approve an agreement with the California Department of Education Services for the 2007-2008 fiscal year for the purchase of instructional materials and supplies for the Child Development Center. The Maximum Reimbursable Amount (MRA) on this agreement is \$3,464.00. Fiscal Impact: \$3,464.00 to the District.
- 5.16 Amended Agreement – California Department of Education - #CCTR-7313
Approval an amended agreement (Amendment 01) with the California Department of Education for Child Development Services for the 2007-2008 fiscal year. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$734,020.00 and inserting \$767,271.00 in place thereof. Fiscal Impact: Additional \$33,251.00 to the District.
- 5.17 Agreement – Independent Contractors
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and Johanna Black, Karen Greer, Nancy Noyer, and Jonell Larsen to facilitate workshops for preparation of the California High School Exit Examination from December 5, 2007 through February 6, 2008. Fiscal Impact: Not to exceed \$6,080.00 funded by the CAHSEE grant.
- 5.18 Amended Agreement – California Department of Education - #CPRE-7303
Approval of an amended agreement (Amendment 01) with the California Department of Education for Child Development Services for the 2007-2008 fiscal year. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$241,262.00 and inserting \$252,191.00 in place thereof.
- 5.19 Agreements – Independent Contractors
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and Philip Wallace, Allisonne Crawford Aritam and Kelly Marostica-Smith for the facilitation of career development workshops and assessment from November 1, 2007 to December 20, 2007. Fiscal Impact: Not to exceed \$2,448.00 funded by the Career Pathways grant.

- 5.20 Agreement – Independent Contractor
Ratification of the agreement with Michael Stevens for the preparation and presentation of the First Year Experience Workshop held November 8, 2007. Fiscal Impact: \$720.79 funded by the Title V Independent Grant.
- 5.21 Agreement – Independent Contractor
Ratification of the agreement with Luis Barrueta for providing Supplemental Instruction (SI) training to SSPIRE faculty, staff, and tutors as well as . Fiscal Impact: \$720.79 funded by the Title V Independent Grant.
- 5.22 Agreements – Independent Contractor
Ratification of the agreement with Gale George, Karen Myers, Sharon Schlegel, and Arron Gansky for the construction and editing of the Bridge program notebook. Fiscal Impact: \$2,675.00 funded by the Title V Coop grant.
- 5.23 Agreement – Terry Kurtz – Promotional Video Services
Ratification of the agreement with Terry Kurtz to produce a minimum of four promotional video features per month for three months to market Victor Valley College program, services, and events. Fiscal Impact: \$3,000.00 (from the Public Information Office contracts budget.)
- 5.24 Agreement – Radio Fiesta Network, LLC
Ratification of the agreement with Radio Fiesta Network LLC to advertise registration information for the Winter and Spring terms. Fiscal Impact: \$2,100.00 (from the Public Information Office contracts budget.)
- 5.25 Change Order – Caston Plastering & Drywall – Advanced Technology Center
Ratification of the change order with Caston Plastering & Drywall in the amount of \$3,252.76, for the Advanced Technology Center. Fiscal Impact: \$3,252.76 – Fund 71 expenditure.
- 5.26 Change Order – United Automatic Sprinklers – Advanced Technology Center
Ratification of the change order with United Automatic Sprinklers in the amount of \$3,415.50 for the Advanced Technology Center. Fiscal Impact: \$3,415.50 – Fund 71 expenditure.
- 5.27 Change Order – Vance & Associates – Speech/Drama Addition
Ratification of the change order with Vance & Associates in the amount of \$4,300.00 for the Speech/Drama addition. Fiscal Impact: \$4,300.00
- 5.28 Change Order – Columbia Steel – Speech/Drama Addition
Ratification of the change order with Columbia Steel in the amount of \$21,605.00 for the Speech/Drama Addition for the Speech/Drama addition. Fiscal Impact: \$21,605.00
- 5.29 Agreement – Galaxy Moving Company, LLC
Ratification of the agreement with Galaxy Moving Company, LLC to move boxes and/or furniture from various locations on campus into the Advanced Technology Center and Speech/Drama additional projects. Fiscal Impact: \$6,000.00 – Fund 71 expenditure, budgeted item.
- 5.30 Agreement – Sonitrol
Ratification of the agreement with Sonitrol to supply and install security cameras at the Advanced Technology Center project. Fiscal Impact: \$16,056.50 Fund 71 expenditure.

- 5.31 Agreement – Nexus Integrated Services
Ratification of the agreement with Nexus Integrated Services to supply phones for the Advanced Technology Center and Speech/Drama addition projects. Fiscal Impact: \$44,443.72 – Fund 71 expenditure.
- 5.32 Agreement – Pacific Floor Company
Ratification of the agreement with Pacific Floor Company to resurface the stage floor of the Performing Arts Theater. Fiscal Impact: \$8,400.00 – previously approved budget – Fund 71 expenditure.
- 5.33 Agreement – Brickley Environmental
Ratification of the agreement with Brickley Environmental to remove asbestos containing materials from the Auxiliary Gym to prepare for demolition. Fiscal Impact: \$3,835.00 – Fund 71 expenditure.
- 5.34 Agreement – Pacific Western Communications, Inc. – Speech/Drama Addition
Ratification of the agreement with Pacific Western Communications to supply and install fiber optic and copper data cable for the Speech/Drama addition project. Fiscal Impact: \$8,220.00 – Fund 71 expenditure.
- 5.35 Agreement – C&J Wiring Solutions – Advanced Technology Center
Ratification of the agreement with C&J Wiring Solutions to supply and install copper telephone cable for the Advanced Technology Center. Fiscal Impact: \$11,000.00 – Fund 71 expenditure.
- 5.36 Agreement – Pacific Western Communications, Inc. – Advanced Technology Center
Ratification of the agreement with Pacific Western Communications to supply and install fiber optic and copper data cable for the Advanced Technology Center project. Fiscal Impact: \$14,530.00 – Fund 71 expenditure.
- 5.37 Agreement – Pacific Western Communications, Inc. – Speech/Drama Addition
Ratification of the agreement with Pacific Western Communications, Inc. to supply and install copper telephone cable for the Speech/Drama addition project. Fiscal Impact: \$5,540.00 – Fund 71 expenditure.
- 5.38 Notice of Completion – Campus Road Striping
Acceptance of the work of Cooley Construction, Inc. for the renovation of road striping and red curbs and direct the District to file the Notice of Completion. Fiscal Impact: None
- 5.39 Non-Resident Tuition Fee
Approval of the non-resident tuition rate of \$181 (statewide basis). This non-resident tuition fee will be effective for the 2008 fall semester. Fiscal Impact: The District collects approximately \$130,000 annually in non-resident tuition fees.
- 5.40 Board of Trustees Budget Transfer Request Report
Approval of the budget transfers as submitted. Fiscal Impact: None
- 5.41 Board of Trustees Payments Reports
Approval of the Board of Trustees Payments Reports. Fiscal Impact: None
- 5.42 Foundation Donations
Acceptance of donations as college property from the Victor Valley District Foundation for a total amount of \$89,453.87.

- 5.43 Agreement Renewal – Affiliated Computer Services, Inc.
Ratification of the agreement with Affiliated Computer Services, Inc. to fulfill the District's obligation to report student information to the Internal Revenue Services. Fiscal Impact: Budgeted Item, Fund 01, not to exceed \$20,500.00
- 5.44 Ratification of Academic Equivalency Requests
Ratification of the equivalencies for Leonard Schaustal – Aviation, Khalid Rubayi – Mathematics. Fiscal Impact: None
- 5.45 Outside Contractor Fees
Approval of the payment of a cancellation fee that was charged for the arbitration hearing with CSEA. Fiscal Impact: \$2,800.00
- 5.46 Outside Contractor Fees
Approval of the payment of outside contractor fees for Liebert Cassidy & Witmore and those anticipated prior to awarding the RFP. Fiscal Impact: \$8,597.09
- 5.47 New Classified Position and Abolished Position
Approval of the job description for the new classified position of instructional media services coordinator, effective January 1, 2008. The position of media services specialist will be abolished effective January 1, 2008. Fiscal Impact: \$211/month.
- 5.48 Out-of-State Travel
Approval of out-of-state travel for staff/students to travel to Washington, D.C. to attend the American Student Association of Community Colleges (A.S.A.C.C.) National Student Advocacy & Leadership conference from March 8 through March 11, 2008. Fiscal Impact: \$11,500.00 Associated Student Body funds.

ACTION AGENDA

6. BOARD OF TRUSTEES

6.1 Separate approval of items pulled from consent agenda

6.2 CCCT Board Nominations

Consider nominating a board member for the CCCT board election.
Fiscal Impact: None

YES ___ NO ___

10.1 ADMINISTRATIVE SERVICES

10.1 Agreement – PlanNet Consulting

Approval of the agreement with PlanNet Consulting in the amount of \$106,840.00 to complete campus-wide technology assessment. Fiscal Impact: \$106,840.00

YES ___ NO ___

10.2 2006-2007 Financial Audit

Acceptance of the 2006-2007 financial audit. Fiscal Impact: None

YES ___ NO ___

10.3 Approval of Resolution for Certificates of Participation Refunding

Approval of the resolution to restructure and refund the outstanding COPs.

YES ___ NO ___

- 10.4 Agreement – EMC Research, Inc. – Bond Survey YES ___ NO ___
Approval of the agreement with EMC Research to conduct a random telephone survey with likely November 2008 voters in the Victor Valley College District. Fiscal Impact: Not to exceed \$32,000 to be paid from the General Fund. The district consulted with two attorneys to determine that this survey can be paid for from general funds because it is considered information gathering not campaigning for a bond.

11. HUMAN RESOURCES

- 11.1 Supplemental Employee Retirement Plan YES ___ NO ___
Adoption of the Supplemental Employee Retirement Plan Resolution.
Fiscal Impact: None

12. INFORMATION/DISCUSSION

- 12.1 Monthly Financial Reports
Submitted as an informational item.
- 12.2 Quarterly Financial Status Report (CCFS-311Q)
Submitted as an informational item.

13. REPORTS (3 minute limit per report)

The purpose of these reports is to inform the Board of Trustees regarding issues pertaining to those constituency groups.

13.1 Foundation

13.2 Employee Groups

- a) CTA
- b) CSEA
- a) AFT Part-Time Faculty United
- b)

14. TRUSTEE COMMENTS

- ASB

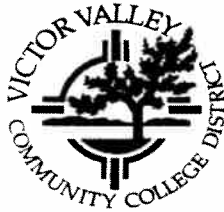
15. Public Comments Related to Non-Agenda Items

PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS
At this time, the Board of Trustees will listen to communication from the public on non-agendized items pertaining to college business. Each speaker is limited to one presentation per meeting on non-agendized matters. Public comments are limited to three minutes per individual and a total of 15 minutes per topic. Speakers will be timed electronically, and all speakers will be required to address the Board from the lectern. Only those who have been recognized by the Board President will be permitted to speak. State law prohibits the Board from addressing any issues not included on the agenda. (Board Policy #2350)

16. ADJOURNMENT

YES ___ NO ___

It is the intention of Victor Valley Community College District to comply with the Americans with Disabilities Act in all respects. Any person with a disability may request that this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to Jeffrey Holmes, Victor Valley College, 18422 Bear Valley Road, Victorville, California 92395-5849, (760) 245-4271, Ext. 2596, from 8:30 a.m. to 5:00 p.m., Monday through Friday, at least 48 hours prior to the meeting to make reasonable arrangements. Government Code Section 54954.2.



Victor Valley Community College District REGULAR MEETING OF THE BOARD OF TRUSTEES MINUTES

Date: December 11, 2007

Place: Board Room, Victor Valley College
18422 Bear Valley Road, Victorville, CA 92395

CALL TO ORDER/ROLL CALL:

5 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on December 11, 2007 in the Board Room of the Administration building. Mr. Range, Board President, called the meeting to order at 5 p.m.

TRUSTEE ROLL CALL: Present: Joe Range, Board President; Dennis Henderson, Vice President; Angela Valles, Trustee, Bettye Underhill, Trustee, Donald Nelson, Clerk

Absent: Heena Mehra, Student Trustee

MANAGEMENT PRESENT: Dr. Robert Silverman, Superintendent/President; Mr. Bruce Baron, Vice President Administrative Services; Human Resources, Dr. Marianne Tortorici, Deputy Superintendent/Executive Vice President, Instruction; and Annette McComas (Recorder)

PLEDGE OF ALLEGIANCE: Willie Davis Pringle led the Pledge of Allegiance to the Flag.

1. OATH OF OFFICE, INSTALLATION OF BOARD MEMBERS & ELECTION OF OFFICERS

- A. Administer Oath of Office
Dr Silverman administrated the Oath of Office to Joe Range and Angela Valles.
- B. Signing of Affidavits
- C. Election of board officers

President

It was MSC (Henderson/Valles, 4-0) motion carried on a voice vote with no objection to elect Mr. Nelson as president of the Board of Trustees.

It was MSC (Henderson/Nelson, 4-0) motion carried on a voice vote with no objection to elect Ms. Valles as vice president of the Board of Trustees.

It was MSC (Nelson/Valles, 3-0) motion carried on a voice vote with no objection to elect Mr. Henderson as clerk of the Board of Trustees.

It was MSC (Nelson/Underhill, 4-1, Henderson, No) as representative to the County Committee on School District Organization

BOARD OF TRUSTEES: Dennis Henderson, Donald Nelson, Joe Range, Bettye Underhill, Angela Valles, ASB Member

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA: None

ANNOUNCEMENT OF ITEMS TO BE CONSIDERED IN CLOSED SESSION

Newly elected Board President, Don Nelson, announced the agenda items that the Board would consider in Closed Session.

2. CLOSED SESSION

- a) Conference with Legal Counsel – Existing Litigation – Government Code 54956.9(a)
G. Henderson vs. Victor Valley Community College, San Bernardino County Superior Court Case No. VCVVS 030263
- b) Government Code Section 54957: Discipline/Dismissal/Release of a Public employee:
six positions

PUBLIC COMMENTS ON CLOSED SESSION ITEMS: None

RECESS TO CLOSED SESSION

At 5:14 p.m. Board President, Don Nelson, recessed to closed session

Heena Mehra arrived at 5:55 p.m.

3. RECONVENE TO OPEN SESSION

6 p.m.

At 6:40 p.m., Board President, Don Nelson, reconvened the meeting to open session and announced the following actions:

- 1) The board took action on a motion made by Mr. Range and seconded by Dr. Underhill with a vote of Henderson, No, Nelson, Yes, Range, Yes, Underhill, Yes, Valles, Yes for a one year employment contract renewal for Vice President, Administrative Services.
- 2) The board took action on a motion made by Mr. Nelson and seconded by Dr. Underhill with a unanimous vote for non-renewal of the employment contract for the Deputy Superintendent/Executive Vice President, Instruction.
- 3) The board took action on a motion made by Mr. Nelson and seconded by Mr. Range with a unanimous vote for a one year employment contract renewal for Academic Dean, Vocational Education.
- 4) The board took action on a motion Mr. Nelson and seconded by Mr. Henderson with a unanimous vote for a one year employment contract renewal for Director, Disabled Student Programs and Services and ADA Compliance Officer.
- 5) The board took action on a motion made by Mr. Nelson and seconded by Dr. Underhill with a vote of Henderson, No, Nelson, Yes, Range, Yes, Underhill, Yes, Valles, Yes for non-renewal of employment contract for the Vice President, Human Resources.
- 6) The board ratified the settlement agreement with Eva Niche.

PUBLIC COMMENTS RELATED TO AGENDA ITEMS: None

4. SUPERINTENDENT/PRESIDENT'S REPORT

Dr. Silverman reported on the recent site visit from the accrediting team. The confidential report has been received and minor editorial changes have been made and submitted. He congratulated everyone and feels overall that we have done well.

A board retreat is planned January 24 and 25th at the Hilden Garden Inn from 12-5 p.m. each day. Topics will include an ethics workshop, financial status of the college, and a possible bond campaign.

Recently, the Teaching Learning Center was honored an award by the Chancellor's Office for student equity. All colleges in the state competed and we were one of two that were honored. He congratulated Mike Smith, the entire Teaching Learning staff, and Dr. Hines for her guidance and leadership on this award.

- **Faculty Senate**

Debra Blanchard was unable to attend.

5. CONSENT AGENDA

It was MSC (Underhill/Valles, 5-0) to approve the consent items in one motion. Agenda item 5.18 on the docket should read \$5,288.00.

5.1 Approval of the minutes of the November 13, 2007 regular Board meeting

5.2 2008 Board Calendar

Approval of the proposed 2008 calendar of board meetings.

5.3 Contract Education Services – California School of Notary Public, Incorporated

Approval of the agreement between Victor Valley Community College District and California School of Notary Public, Incorporated. The period of this agreement is from January 2, 2008 through June 30, 2008. Fiscal Impact: \$17,500.00 to the District.

5.4 Contract Education Services – Coast Traffic School

Approval of the agreement between Victor Valley Community College District and Coast Traffic School. The period of this agreement is from January 12, 2008 through May 10, 2008. Fiscal Impact: \$4,000 to the District.

5.5 Contract Education Services – LaFonda Restaurant

Ratification of the agreement between Victor Valley Community College District and La Fonda Restaurant. The period of this agreement is from November 13, 2007 through November 6, 2008. Fiscal Impact: \$450.00 to the District.

5.6 Contract Education Services – Apple Valley Kennel Club

Approval of the agreement between Victor Valley Community College District and Apple Valley Kennel Club. The period of this agreement is from February 1, 2008 through June 7, 2008. Fiscal Impact: \$1,500.00 to the District.

- 5.7 Contract Education Services – Notary Public Seminars
Approval of the agreement between Victor Valley Community College District and Notary Public Seminars. The period of this agreement is from January 2, 2008 through June 7, 2008. Fiscal Impact: \$3,000 to the District.
- 5.8 Contract Education Services – Terry Rowen
Approval of the agreement between Victor Valley Community College District and Terry Rowen. The period of this agreement is from March 29, 2008 through March 30, 2008. Fiscal Impact: \$12,000 to the District.
- 5.9 Contract Education Services – Loyal Order of Moose #1808
Approval of the agreement between Victor Valley Community College District and Loyal Order of Moose #1808. The period of this agreement is from December 15, 2007 through December 16, 2008. Fiscal Impact: \$300.00 to the District.
- 5.10 Agreement – Community College Library Consortium
Ratification of a renewal agreement to participate in the Community Library Consortium offered through the Community College League of California from January 1, 2008 through December 31, 2008. Fiscal Impact: Budgeted item, not to exceed \$17,093.54.
- 5.11 Affiliation Agreement – Arrowhead Regional Medical Center
Approval of the amendment to the clinical affiliation agreement between Victor Valley Community College District and Arrowhead Regional Medical Center previously approved and that shall automatically renew each year unless terminated with or without cause by either party. Fiscal Impact: None
- 5.12 Agreement – Morongo Basin Ambulance
Ratification of the agreement between Victor Valley Community College District and Morongo Basin Ambulance for student participation in Emergency Medical Technician and Emergency Medical Technician, Paramedic programs. Fiscal Impact: None
- 5.13 Agreement – Ontario Fire Department
Ratification of the agreement between Victor Valley Community College District and Ontario Fire Department for student participation in Emergency Medical Technician and Emergency Medical Technician, Paramedic programs. Fiscal Impact: None
- 5.14 Agreement – Rancho Cucamonga Fire Protection District
Ratification of the agreement between Victor Valley Community College District and Rancho Cucamonga Fire Protection District for student participation in Emergency Medical Technician and Emergency Medical Technician, Paramedic programs. Fiscal Impact: None
- 5.15 Award of Contract – Roof Repairs – Best Contracting Services, Inc.
Approval to award the contract to Best Contracting Services, Inc. to repair roofs in buildings 10A (Fiscal Services), 12B (CDC), and 12C (CDC). Fiscal Impact: \$45,867.00 to be paid from a state deferred maintenance block grant.
- 5.16 Change Order (CREDIT) – Continental Flooring, Inc. Advanced Technology Center
Ratification of the change order with Continental Flooring, Inc. Fiscal Impact: Credit to the District \$2,213.00

- 5.17 Change Order (CREDIT) – Simmons and Wood, Inc. – Advanced Technology Center
Ratification of the change order with Simmons and Wood in the amount of \$2,148.00.
Fiscal Impact: Credit to the District \$2,148.00
- 5.18 Change Order (CREDIT) – E&R Glass – Advanced Technology Center
Ratification of the change order with E&R Glass Contractors in the amount of \$5,288.00).
Fiscal Impact: Credit to the District \$5,288.00
- 5.19 Board of Trustees Budget Transfer Request Report
Approval of the budget transfers as submitted. Fiscal Impact: None
- 5.20 Board of Trustees Payments Report
Approval of the Board of Trustees Payments Report. Fiscal Impact: None
- 5.21 Donations
Acceptance of donations as college property from the Victor Valley District Foundation for a total amount of \$54,744.55
- 5.22 Second Reading - New Board Policy 4000 – Standards of Educational Excellence
Approval of second reading of the new Board Policy 4000 – Standards of Educational Excellence. Fiscal Impact: None
- 5.23 Agreement – Charter Media
Ratification of the agreement with Charter Media to provide advertising on cable television channels to promote the winter term and spring semester. Fiscal Impact: \$8,325.00 from the advertising budget.
- 5.24 Outside Contractor Fees
Approval of the payment of outside contractor fees for Lynberg & Watkins and Liebert Cassidy & Witmore and those anticipated prior to awarding the RFP. Fiscal Impact: \$6,747.07

ACTION AGENDA

6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda

10.1 ADMINISTRATIVE SERVICES

- 10.1 Change Order – Champion Electric Speech/Drama Addition
It was MSC (Underhill/Valles, 5-0) to approve the Change order 09-01 with Champion Electric.
Fiscal Impact: \$69,372.00, budgeted item.
- 10.2 Agreement/Proposal – Computek International – Purchase of Hewlett Packard Computers
It was MSC (Underhill/Henderson, 5-0) to approve the purchase Hewlett Packard computers for the Advanced Technology Center and Speech/Drama Addition using CMAS Agreement 3-07-70-2468A. Fiscal Impact: \$570,470.63 for Advanced Technology Center - to be funded from Fund 71, capital program funds and is fully reimbursable by the state. \$20,822.69 for Speech/Drama Addition – to be funded from Fund 71, capital program funds and is partially reimbursable by the state. Total fiscal impact for both projects is \$591,293.32.

10.3 Agreement/Proposal – Computek International – Computer Deployment for Advanced Technology Center

It was MSC (Henderson/Underhill, 5-0) to approve the agreement/proposal to assist with the computer deployment project for the Advanced Technology Center. Fiscal Impact: \$132,440.00 – to be funded from Fund 71, capital program funds and is fully reimbursable by the state.

10.4 Change Order – Embee Technologies

It was MSC (Henderson/Valles, 5-0) to approve the Change Order #1 with Embee Technologies for additional equipment necessary to enhance network systems in the Advanced Technology Center. Fiscal Impact: \$68,905.99 (This project is State funded and will be 100% reimbursable to the district through Fund 71 up to the approved contract amount.)

11. HUMAN RESOURCES

11.1 Resolution to Amend SCSEBA Agreement

It was MSC (Henderson/Underhill, 5-0) to adopt the resolution to amend the SCSEBA agreement. Fiscal Impact: None

12. INFORMATION/DISCUSSION

12.1 Monthly Financial Reports

Submitted as an informational item.

13. REPORTS (3 minute limit per report)

The purpose of these reports is to inform the Board of Trustees regarding issues pertaining to those constituency groups.

13.1 Foundation

Ginger Ontiveros

13.2 Employee Groups

a) CTA

Mike Smith

b) CSEA

Arlene Greene

c) AFT Part-Time Faculty United

No report

14. TRUSTEE COMMENTS

Don Nelson

- ASB

Heena Mehra

15. Public Comments Related to Non-Agenda Items: Tammy Brown and Margaret Kagy

16. CLOSED SESSION CONTINUED (if necessary)

17. REPORT ON RETURN FROM RECONVENED CLOSED SESSION (if necessary)

18. ADJOURNMENT

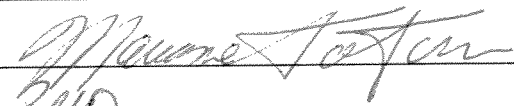

It was MSC (Henderson/Range, 5-0) to adjourn the meeting at 7:10 p.m. The motion carried unanimously.

Dennis Henderson, Clerk

Date Approved

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: CURRICULUM CHANGES
SUBMITTED BY: Ruby Wikstrom, Instruction
RECOMMENDED BY: Marianne Tortorici 
APPROVED BY: Robert Silverman 

Description/Background:

The College Curriculum Committee is meeting on a regular basis to review course changes that have been proposed by the instructional departments. The modifications in existing courses and the proposed new courses that were approved by the committee on October 25, 2007, November 8, 2007, November 29, 2007, and December 13, 2007 are listed on the attached sheet.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees approve the curriculum changes that have been recommended by the College Curriculum Committee.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

2007/2008 CURRICULUM COMMITTEE RECOMMENDATIONS
 October 25, November 8 and 29, and December 13, 2007

COURSE	TITLE	CHANGE/JUSTIFICATION	DEGREE APPROPRIATE (NEW COURSE ONLY)	DATE
AGNR 76	Advanced Irrigation Technology	New Course	Associate	11/08/07
AUTO 77.1	Automotive Leadership and Team Building	New Course	Associate	12/13/07
AUTO 77.1	Automotive Leadership and Team Building	Approve to offer as online		12/13/07
AUTO 80.6	Introduction to Automotive Electricity	New Course	Associate	11/29/07
AUTO 80.6	Introduction to Automotive Electricity	Approve to offer as online		11/29/07
BIOL 215A	Human Gross Anatomy, Thorax and Abdomen	Delete course		12/13/07
BIOL 215B	Human Gross Anatomy, Back and Extremities	Delete course		12/13/07
BIOL 215C	Human Gross Anatomy, Head and Neck	Delete course		12/13/07
BIOL 215	Human Gross Anatomy	New Course	Transfer	12/13/07
BIOL 215	Human Gross Anatomy	Approve BIOL 211 as prerequisite		12/13/07
FIRE 74C	Fire Prevention 2A	New Course	Associate	12/13/07
FIRE 74D	Fire Prevention 2B	New Course	Associate	12/13/07
FIRE 74E	Fire Prevention 2C	New Course	Associate	12/13/07
GUID 101	First Year Experience	New Course	Transfer	12/13/07
POLS 132	Research and Writing for Paralegals	Delete course		11/25/07
POLS 91A	Individual Events	New Course	Associate	11/29/07

2007/2008 CURRICULUM COMMITTEE RECOMMENDATIONS
October 25, November 8 and 29, and December 13, 2007

POLS 91B	Individual Events		New Course	Associate	11/29/07
POLS 91C	Individual Events		New Course	Associate	11/29/07
POLS 91D	Individual Events		New Course	Associate	11/29/07
RMGT 75	Understanding Fish and Shellfish		Course update		12/13/07
RMGT 76	Understanding Meats and Poultry		Course update		12/13/07
RMGT 81	Prep line Cook		Course update		12/13/07
RMGT 82	Food Service Training: Waiter/Waitress		Course update; change title to "Customer Service"		12/13/07
RMGT 83	Kitchen/Dining Room Training		Course update		12/13/07
RMGT 83	Kitchen/Dining Room Training		Approve RMGT 81, RMGT 82, RMGT 86, RMGT 87 as prerequisites		12/13/07
RMGT 84	Kitchen/Dining Room Management		Course update		12/13/07
RMGT 84	Kitchen/Dining Room Management		Approve RMGT 83 as prerequisite		12/13/07
RMGT 85	Advanced Restaurant Manage		Course update		12/13/07
RMGT 85	Advanced Restaurant Manage		Approve RMGT 84 as prerequisite		12/13/07
RMGT 86	Applied Food Service Sanitation		Course update; change title to "Food Service Sanitation".		12/13/07
RMGT 87	Principals of Professional Cooking		Course update		12/13/07
RMGT 88	Management by Menu		Course update		12/13/07
RMGT 89	Purchasing for Food Service Managers		Course update		12/13/07



2007/2008 CURRICULUM COMMITTEE RECOMMENDATIONS

October 25, November 8 and 29, and December 13, 2007

RMGT 90	Effective Food Service Marketing	Course update; change title to " Restaurant Management ".	12/13/07
RMGT 91	Controlling Costs in Food Service Management	Course update; change title to " Controlling Food Service Costs ".	12/13/07
RMGT 93	Supervision in the Hospitality Industry	Course update; change title to " Human Resources Management in the Food Service Industry ".	12/13/07
RMGT	Restaurant Management Certificate	Update certificate; change required units from 48.0 to 51.0 units	12/13/07

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: CONTRACT EDUCATION SERVICES – ARCHANGEL
SUBMITTED BY: Debbie Potts, Contract Education Services
RECOMMENDED BY: Marianne Tortorici 
APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Victor Valley Community College District and Archangel. The period of this agreement is from January 2, 2008 through June 7, 2008.

A copy of the original agreement is available in the Superintendent/President's Office

Need:

Archangel teaches you how to build and protect your wealth while aligning your money with your values to help accomplish your goals.

Fiscal Impact: \$2,000.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Victor Valley Community College District and Archangel. The period of this agreement is from January 2, 2008 through June 7, 2008.

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES ___ NO ___

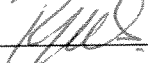
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: LICENSE AGREEMENT – SOUTHERN CALIFORNIA LOGISTICS AIRPORT AUTHORITY

SUBMITTED BY: Nick Parisi, Vocational Education

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to accept an agreement between Victor Valley Community College District and the City of Victorville for the use of city owned facilities at Southern California Logistics Airport for the Victor Valley Community College Aviation Maintenance Technology Program. The License Agreement is from January 08, 2008 through February 08, 2009 unless sooner terminated pursuant to the Licensee's school term that is in session at that time.

A copy of this agreement is available in the president's office for your review.

Need:

The agreement acknowledges the use of Southern California Logistics Airport for use for Victor Valley Community College students' access to classrooms and labs.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees accept an agreement between Victor Valley Community College District and the City of Victorville for the use of city owned facilities at Southern California Logistics Airport for the Victor Valley Community College Aviation Maintenance Technology Program.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: LICENSE AGREEMENT - PLATO LEARNING, INCORPORATION

SUBMITTED BY: Lori Kildal, Academic Programs

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to purchase ten standalone licenses of Reading Horizons for the Basic Skills Lab.

A copy of this license agreement is available in the president's office for your review.

Need:

Software licenses for standalone Reading Horizons for the Basic Skills lab.

Fiscal Impact: None to the District (Funding provided by the Basic Skills Grant, \$8,285.98.)

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees approve the purchase of ten standalone licenses of Reading Horizons for the Basic Skills Lab.

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: CONTRACT EDUCATION SERVICES – TOSS ACROSS

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Victor Valley Community College District and Toss Across. The period of this agreement is from January 2, 2008 through January 2, 2009.

A copy of this agreement is available in the president's office for your review.

Need:

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class. The card is valid for three years. You must pre-register.

Fiscal Impact: \$500.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Victor Valley Community College District and Toss Across. The period of this agreement is from January 2, 2008 through January 2, 2009.

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: CONTRACT EDUCATION SERVICES – CARDENAS MARKET

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Victor Valley Community College District and Cardenas Market. The period of this agreement is from December 19, 2007 through December 19, 2008.

A copy of this agreement is available in the president's office for your review.

Need:

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class. The card is valid for three years. You must pre-register.

Fiscal Impact: \$500.00 to the District

Recommended Action:



It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Victor Valley Community College District and Cardenas Market. The period of this agreement is from December 19, 2007 through December 19, 2008.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: AGREEMENT – GATLIN EDUCATION SERVICES
SUBMITTED BY: Debbie Potts, Contract Education Services
RECOMMENDED BY: Marianne Tortorici 
APPROVED BY: Robert Silverman 

Description/Background:

The district desires to accept an agreement between Victor Valley Community College District and Gatlin Education Services from February 13, 2008 through February 13, 2009.

A copy of this agreement is available in the president's office for your review.

Need:

Gatlin Education Services will offer students selected self-study online education courses. The type of courses offered through Gatlin Education Services supplements, and does not conflict with, Victor Community College classes.

Fiscal Impact: Approximately \$40,000.00 to the District

Recommended Action:



It is recommended by the Superintendent/President that Board of Trustees accept an agreement between Victor Valley Community College District and Gatlin Education Services from February 13, 2008 through February 13, 2009.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: LICENSE RENEWAL – CHARIOT SOFTWARE GROUP
SUBMITTED BY: Marianne Tortorici, Office of Instruction
RECOMMENDED BY: Marianne Tortorici 
APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an annual license between Victor Valley Community College District and Chariot Software Group beginning March 1, 2008 through February 28, 2009.

A copy of this license renewal is available in the president’s office for your review.

Need:

The license provides web-grade services for faculty to provide assessment, classroom management, and test preparation solutions for instructors and administrators at Victor Valley Community College District.

Fiscal Impact: Budgeted - \$995.00

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an annual license between Victor Valley Community College District and Chariot Software Group beginning March 1, 2008 through February 28, 2009.

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT X BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: LEASE AGREEMENT WITH AN ADDENDUM – HASLER FINANCIAL SERVICES, LLC

SUBMITTED BY: Debbie Potts, Community Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to approve a lease agreement with an addendum to the lease agreement between Victor Valley Community College District and Hasler Financial Services, LLC from February 12, 2008 through May 12, 2012.

A copy of this agreement and addendum are available in the president's office for your review.

Need:

The leased equipment will provide stuffing and sorting of student information and marketing materials for Community Education Services, Contract Education, Student Services, CalWorks, Office of Instruction, Financial Aid, and Student Employment Services.

Fiscal Impact: Budgeted - \$439.00 per month for 66 months: \$28,974.00
Funded through Community Education Services

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees approve a lease agreement with an addendum between Victor Valley Community College District and Hasler Financial Services, LLC from February 12, 2008 through May 12, 2012.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES ___ NO X

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** ___ **BOARD INFORMATION (no action required)** ___

TOPIC: CONTRACT EDUCATION SERVICES – INTERNATIONAL HOUSE OF PANCAKES #3130

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici *Marianne Tortorici*

APPROVED BY: Robert Silverman *Robert Silverman*

Description/Background:

The district desires to ratify an agreement between Victor Valley Community College District and International House of Pancakes #3130 from January 15, 2008 through January 15, 2009.

A copy of this agreement is available in the president's office for your review.

Need:

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class. The card is valid for three years. You must pre-register.

Fiscal Impact: \$450.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Victor Valley Community College District and International House of Pancakes #3130 from January 15, 2008 through January 15, 2009.

Legal Review: YES ___ NOT APPLICABLE ___


Reference for Agenda: YES ___ NO ___


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: CONTRACT EDUCATION SERVICES – NON-PROFIT DEVELOPMENT SERVICES

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Victor Valley Community College District and Non-Profit Development Services from February 11, 2008 through June 30, 2008.

A copy of this agreement is available in the president's office for your review.

Need:

Students will examine the fundamental principles of operating a non-profit organization covering non-profit organization's administration, grant management, taxes, and other related fundamentals working in a non-profit or business environment.

Fiscal Impact: \$6,000.00 to the District

Recommended Action:

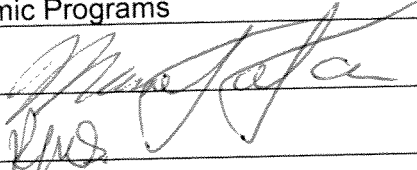
It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Victor Valley Community College District and Non-Profit Development Services from February 11, 2008 through June 30, 2008.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT - INDEPENDENT CONTRACTOR
SUBMITTED BY: Lori Kildal, Academic Programs
RECOMMENDED BY: Marianne Tortorici 
APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an Independent Contractor Agreement between Victor Valley Community District and Luis Pena from January 2, 2008 through June 30, 2008.

A copy of this agreement is available in the president's office for your review.

Need:

This agreement is to conduct maintenance and repair on all weight room equipment as required by the District.

Fiscal Impact: Not to exceed \$3,700.00

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an Independent Contractor Agreement between Victor Valley Community District and Luis Pena from January 2, 2008 through June 30, 2008.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

18422 Bear Valley Road, Victorville, CA 92395-5850 • (760) 245-4271

INDEPENDENT CONTRACTOR AGREEMENT

FEB 01 2008 2:35 pm

THIS AGREEMENT is hereby entered into by the VICTOR VALLEY COMMUNITY COLLEGE DISTRICT, and

RECEIVED

LUIS PENA
CONSULTANT
1038 SANDALWOOD AVE., REDLANDS, CA.
MAILING ADDRESS CITY STATE ZIP
088-70-2600
SOCIAL SECURITY NUMBER OR EMPLOYER IDENTIFICATION NUMBER
92374

hereinafter referred to as CONSULTANT.

CONSULTANT agrees to provide to DISTRICT the services enumerated in Section F of this agreement under the following terms and conditions:

- A. Services shall begin on 1/2/08 and shall be completed on or before 6/30/08.
- B. CONSULTANT understands and agrees that he and all of his employees are not employees of the DISTRICT and are not entitled to benefits to which employees are normally entitled, including State Unemployment Compensation or Workers' Compensation. CONSULTANT shall assume full responsibility for payment of all federal, state, and local taxes or contributions including unemployment and income taxes with respect to CONSULTANT'S employees.
- C. CONSULTANT shall furnish, at his own expense, all labor, materials, equipment, and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONSULTANT is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONSULTANT agrees to defend, indemnify, and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONSULTANT'S negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by CONSULTANT, and/or the CONSULTANT'S employees or agents.

DISTRICT agrees to defend, indemnify, and hold harmless the CONSULTANT, its employees and agents from any and all liability or loss arising in any way out of the negligence of the DISTRICT, its employees or agents, including, but not limited to any claim due to injury and/or damage sustained by DISTRICT, and/or DISTRICT'S employees or agents.

- F. Services to be rendered to the DISTRICT by the CONSULTANT are as follows: MAINTENANCE AND REPAIR OF ALL WEIGHT ROOM EQUIPMENT AS REQUIRED BY THE DISTRICT. NOT TO EXCEED \$3,700.00, PAYABLE @ \$20.50/HR., MAXIMUM 10 HRS. WEEKLY.
- G. Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.
- H. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONSULTANT agrees to comply with all Federal, State, Municipal, and District laws, rules, and regulations that are now, or may in the future become applicable to CONSULTANT, CONSULTANT'S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

- I. Progress payments will be made by the DISTRICT to the CONSULTANT as follows (Check one box only):
 - Total contract amount to be paid by _____ Date _____
 - \$ _____ to be paid monthly as progress payments, beginning _____ Date _____
 - Payment(s) requested on personal invoices.

J. This agreement may be terminated by either party notifying the other, in writing, at least _____ days prior to the date of termination.

FOR THE DISTRICT:

Superintendent/President or Designee

Director of Fiscal Services

FOR THE CONSULTANT:

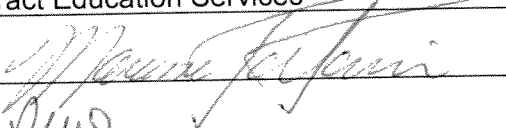
Signature
01-31-08
Date

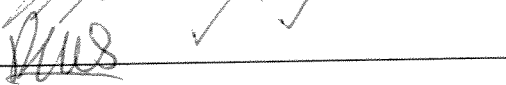
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: CONTRACT EDUCATION SERVICES – HILTON GARDEN INN

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Victor Valley Community College District and Hilton Garden Inn. The period of this agreement is from December 3, 2007 through December 4, 2008.

A copy of this agreement is available in the president's office for your review.

Need:

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class. The card is valid for three years. You must pre-register.

Fiscal Impact: \$360.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Victor Valley Community College District and Hilton Garden Inn. The period of this agreement is from December 3, 2007 through December 4, 2008.

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: ADOPT A RESOLUTION AND APPROVE AN AGREEMENT –
CHILD DEVELOPMENT SERVICES CIMS-7485

SUBMITTED BY: Kelley Johnson, Child Development Center

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to adopt a resolution and approve an agreement with the California Department of Education Services for the 2007-2008 fiscal year for the purchase of instructional materials and supplies for the Child Development Center. The Maximum Reimbursable Amount (MRA) on this agreement is \$3,464.00.

A copy of this resolution and agreement are available in the president's office for your review.

Need:

This agreement is to be used for the purchase of instructional materials and supplies for the Child Development Center.

Fiscal Impact: \$3,464.00 to the District.

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees adopt a resolution and approve an agreement with the California Department of Education Services for the 2007-2008 fiscal year for the purchase of instructional materials and supplies for the Child Development Center. The Maximum Reimbursable Amount (MRA) on this agreement is \$3,464.00.

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT X BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT (AMENDED) – CALIFORNIA DEPARTMENT OF EDUCATION - #CCTR-7313

SUBMITTED BY: Lori Kildal, Academic Programs

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to approve an amended agreement (Amendment 01) with the California Department of Education for Child Development Services for the 2007-2008 fiscal year. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$734,020.00 and inserting \$767,271.00 in place thereof.

A copy of this amendment is available in the president's office for your review.

Fiscal Impact: Additional \$33,251.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees approve an amended agreement (Amendment 01) with the California Department of Education for Child Development Services for the 2007-2008 fiscal year. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$734,020.00 and inserting \$767,271.00 in place thereof.

Legal Review: YES X NOT APPLICABLE

Reference for Agenda: YES X NO



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 07 - 08

Amendment 01

DATE: July 01, 2007

**LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES
INFLATION/FT&C CHANGE**

CONTRACT NUMBER: CCTR-7313
PROGRAM TYPE: GENERAL CHILD CARE &
DEV PROGRAMS

PROJECT NUMBER: 36-6792-00-7

CONTRACTOR'S NAME: VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

This agreement with the State of California dated July 01, 2007 designated as number CCTR-7313, shall be amended in the following particulars but no others:

The 2007/08 Funding Terms and Conditions (FT&C) shall be amended in accordance with the attached 2007/08 amended FT&C Language (Attachment A) which by this reference is incorporated herein.

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$734,020.00 and inserting \$767,271.00 in place thereof.

The Maximim Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be amended by deleting reference to \$32.89 and inserting \$34.38 in place thereof.

SERVICE REQUIREMENTS

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 22,317.4 and inserting 22,317.4 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 235. (No change)

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

STATE OF CALIFORNIA		CONTRACTOR			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Margie Burke		PRINTED NAME AND TITLE OF PERSON SIGNING Marianne Tortorici, Deputy Superintendent			
TITLE Manager, Contracts & Purchasing Svs		ADDRESS 18422 Bear Valley Road, Victorville, Ca 92395-			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 33,251	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE		Department of General Services 5850 use only	
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 734,020	(OPTIONAL USE) See Attached				
TOTAL AMOUNT ENCUMBERED TO DATE \$ 767,271	ITEM See Attached	CHAPTER	STATUTE	FISCAL YEAR	
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T B A. NO.	B R. NO.		
SIGNATURE OF ACCOUNTING OFFICER See Attached		DATE			

CONTRACTOR'S NAME: VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CONTRACT NUMBER: CCTR-7313

Amendment 01

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 0	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 164,216	(OPTIONAL USE)0656 13609-6792	FC# 93.596	PC# 000321	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 164,216	ITEM 30.10.020.001 6100-196-0890	CHAPTER 171	STATUTE 2007	FISCAL YEAR 2007-2008
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 33,251	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 569,804	(OPTIONAL USE)0656 23254-6792			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 603,055	ITEM 30.10.020.001 6100-196-0001	CHAPTER 171	STATUTE 2007	FISCAL YEAR 2007-2008
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6060 Rev-8530			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
	SIGNATURE OF ACCOUNTING OFFICER	

**CHILD CARE AND DEVELOPMENT
2007/2008 LANGUAGE CHANGES TO
THE FUNDING TERMS AND CONDITIONS (FT&C)**

These changes apply to the FT&C for the following contract type: CCTR

Note: The page numbers cited may be a few pages off.

Amend Section IV.D., Subcontracts, Required Subcontract Provisions as follows:

D. Required Subcontract Provisions

Every subcontract shall specify:

1. The dates within which the subcontractor is to perform the contract.
The time for subcontractor performance shall not begin prior to, nor shall the time extend beyond, the time period of the contract between the contractor and the State
2. The dollar amount of the subcontract or specify an amount not to exceed a maximum dollar amount
3. The service(s) to be provided under the subcontract
4. The responsibilities of each party under the subcontract
5. That the subcontractor, and the agents and employees of the subcontractor, in the performance of the subcontract, are acting in an independent capacity and not as officers or employees or agents of the State of California
6. That modifications of subcontract shall be in writing, and that for subcontracts in excess of the amount stated in the annual child development contract, prior written CDD approval is required unless the subcontract is otherwise exempt from prior CDD approval
7. That the subcontract is the complete and exclusive statement of the mutual understanding of the parties and that the subcontract supersedes and cancels all previous written and oral agreements and communications relating to the subject matter of the subcontract
8. Remedies, in case of a breach of contract, for subcontracts in excess of ten thousand dollars (\$10,000)
9. That the State of California retains title to any equipment or supplies purchased with State funds and that the equipment shall be returned to the contractor upon termination of the subcontract. The subcontract shall also specify that the subcontractor shall obtain prior written approval from the contractor and the CDD for any unit of equipment that costs in excess of seven thousand five hundred dollars (\$7,500)
10. That the subcontractor shall be reimbursed for travel and per diem expenses only at rates that do not exceed the rates paid to the CDE's non-represented employees computed in accordance with State Department of Personnel Administration regulations, Title 2 California *Code of Regulations, Subchapter 1*
11. That the subcontractor agrees to indemnify and hold harmless the State of California, its officers, agents and employees from any and all claims and losses occurring or resulting to any and all contractors,

- subcontractors, materialmen, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of the subcontract, and from any and all claims and losses occurring or resulting to any person, firm or corporation that may be injured or damaged by the subcontractor in the performance of the subcontract
12. That for management and/or direct service subcontracts; the subcontractor shall maintain records for program review, evaluation, audit and/or other purposes and make the records available to agents of the State for a period of five (5) years
 13. The provisions of the "Nondiscrimination Clause" included in the prime contract as specified in Title 2 California *Code of Regulations*, Chapter 5, Section 8107

Amend Section III.B, ADMISSIONS POLICIES AND PROCEDURES, Admission Priorities, Waiting List, and Displacement, as follows (p. 50):

B. Admission Priorities, Waiting List and Displacement

First Priority: Families whose children are receiving child protective services or families whose children are at risk of being neglected, abused, or exploited shall be admitted first. Within this priority, children receiving protective services through the local county welfare department shall be admitted first.

Second Priority: All children and families who are not within the first priority for admission shall be admitted in accordance with family income, with the lowest per capita income (income ranking) admitted first. For purposes of determining the order of admission, public assistance grants are counted as income. When two (2) or more families have the same income ranking, the family that has a child with exceptional needs shall be admitted first. If there is no family of the same income ranking priority with a child with exceptional needs, the ~~same priority~~ family with the same income ranking that has been on the waiting list the longest shall be admitted first.

When not all of the children in a family are certified based on child protective services, the other children or the parents in the family must meet both eligibility and need criteria as specified in Sections I.B and I.C above prior to enrollment and shall be admitted in accordance with priorities specified above.

Except for situations where not all of the children in a family are certified based on child protective services, a family that has a child or children enrolled in a program shall be allowed to enroll additional children provided there exists an appropriate program opening such as infant care or services to school age care children in which to enroll the child.

Contractors shall not deny service to nor assign a lower priority to a family that needs less than full-time services.

Contractors shall participate in and use the county centralized eligibility list in accordance with admission priorities. Contractors shall contact applicants in order of priority from the centralized eligibility list as vacancies occur. A contractor with a campus child care and development program operating pursuant to *Education Code* Section 66060 and who has a local site waiting list shall submit eligibility list information to the centralized eligibility list administrator for any parent seeking subsidized child care for whom these programs are not able to provide child care and development services. The campus programs may utilize a waiting list developed at its local site to fill vacancies for its specific population. Families enrolled from its local site waiting list shall be enrolled according to the admission priorities.

Amend Section IX.A, DUE PROCESS REQUIREMENTS, Notice of Action, Application for Services; Notice of Approval or Denial, as follows (p. 57):

X. DUE PROCESS REQUIREMENTS

A. Notice of Action, Application for Services; Notice of Approval or Denial

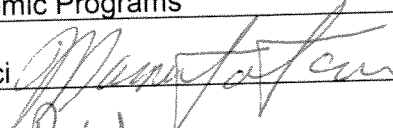

The contractor's decision to approve or deny services shall be communicated to the applicant through a written statement referred to as a Notice of Action, Application for Services. The contractor shall maintain copies of the Notice of Action, Application for Services in the basic data file. The Notice of Action, Application for Services shall include:

1. The applicant's name and address
2. The contractor's name and address
3. The name and telephone number of the contractor's authorized representative who made the decision
4. The date of the notice
5. The method of distribution of the notice

The contractor shall inform the parent(s) of their approval or denial of child care and development services by mailing or delivering a completed Notice of Action, Application for Services to the parents within thirty (30) calendar days from the date of the application is signed by the parent(s). ~~If services are approved, the Notice of Action, Application for Services shall be issued on or before the start date of services.~~

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: AGREEMENTS - INDEPENDENT CONTRACTOR
SUBMITTED BY: Lori Kildal, Academic Programs
RECOMMENDED BY: Marianne Tortorici 
APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify Independent Contractor Agreements between Victor Valley Community District and Jonell Larsen, Karen Greer, Nancy Noyer, and Johanna Black from December 05, 2007 through February 06, 2008.

Copies of the agreements are available in the president's office for your review.

Need:

The agreements facilitate workshops for preparation of the California High School Exit Examination. Participants in joint planning sessions along with other facilitators will provide assistance and guidance to workshop participants on Tuesdays and Thursdays.

Fiscal Impact: Not to exceed \$6,080.00 funded by the CAHSEE Grant

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees Independent Contractor Agreements between Victor Valley Community District and Jonell Larsen, Karen Greer, Nancy Noyer, and Johanna Black from December 05, 2007 through February 06, 2008.

Legal Review: YES NOT APPLICABLE

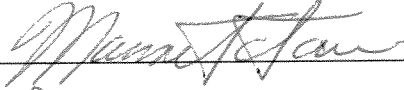
Reference for Agenda: YES NO


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT (AMENDED) – CALIFORNIA DEPARTMENT OF EDUCATION - #CPRE-7303

SUBMITTED BY: Lori Kildal, Academic Programs

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to approve an amended agreement (Amendment 01) with the California Department of Education for Child Development Services for the 2007-2008 fiscal year. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$241,262.00 and inserting \$252,191.00 in place thereof.

A copy of this amendment is available in the president's office for your review.

Fiscal Impact: Additional \$10,929.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees approve an amended agreement (Amendment 01) with the California Department of Education for Child Development Services for the 2007-2008 fiscal year. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$241,262.00 and inserting \$252,191.00 in place thereof.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: Agreements- Philip Wallace, Allisonne Crawford Airitam and Kelly Marostica - Smith

SUBMITTED BY: Victoria Hindes, Student Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to ratify agreements with Philip Wallace, Allisonne Crawford Airitam and Kelly Marostica-Smith for the facilitation of career development workshops and assessment from November 1, 2007 to December 20, 2007.

Copies of the original contracts are available for review in the Superintendent/President's Office.

Need:

The above ratified agreements were necessary as Philip Wallace, Allisonne Crawford Airitam and Kelly Marostica-Smith served as liaisons for all the middle schools under the Career Pathways Grant.

Fiscal Impact: Career Pathways Grant budgeted items. Not to exceed \$2448.00.

Recommended Action: These items have been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify these agreements in the amount of \$2448.00.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT X BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: Agreement - Michael Stevens

SUBMITTED BY: Patricia Bejarano-Vera, Student Services

RECOMMENDED BY: Marianne Tortorici

APPROVED BY: Robert Silverman

Description/Background:

The district wishes to ratify an agreement with Michael Stevens for the preparation and presentation of "The Process of Success" for the First Year Experience workshop held November 8, 2007.

Copies of the original contract are available for review in the Superintendent/President's Office.

Need:

The above ratified agreement was necessary to present at the First Year Experience Workshop.

Fiscal Impact: Title V Independent Grant budgeted item. \$720.79

Recommended Action: This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Michael Stevens in the amount of \$720.79.

Legal Review: YES ___ NOT APPLICABLE X


Reference for Agenda: YES ___ NO X

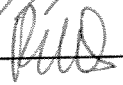
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT X BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: Agreement - Luis Barrueta

SUBMITTED BY: Victoria Hinds, Student Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to ratify an agreement with Luis Barrueta for providing Supplemental Instruction (SI) training to SSPIRE faculty, staff and tutors as well as a Supervisor's Handbook and Resource Handbook. Services shall begin on February 7, 2008 and shall be completed on or before March 14, 2008.

Copies of the original contract are available for review in the Superintendent/President's Office.

Need:

The above ratified agreement was necessary to provide Supplemental Instruction training for the SSPIRE program.

Fiscal Impact: SSPIRE Grant budgeted item. Not to exceed \$600.00.

Recommended Action: This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Luis Barrueta in the amount of \$600.00.

Legal Review: YES ___ NOT APPLICABLE X


Reference for Agenda: YES ___ NO X


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: Agreements - Gale George, Karen Myers, Sharon Schlegel, Aaron Gansky

SUBMITTED BY: Patricia Bejarano-Vera, Student Services

RECOMMENDED BY; Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to ratify agreements with Gale George, Karen Myers, Sharon Schlegel and Aaron Gansky for the construction and editing of the Bridge Program notebook.

Copies of the original contracts are available for review in the Superintendent/President's Office.

Need:

The above ratified agreements were necessary for the Bridge Program.

Fiscal Impact: Title V Coop Grant budgeted item. \$2675.00

Recommended Action: These items have been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreements with Gale George, Karen Myers, Sharon Schlegel and Aaron Gansky in the amount of \$2675.00.

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO

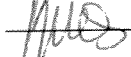
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: AGREEMENT – TERRY KURTZ – PROMOTIONAL VIDEO SERVICES

SUBMITTED BY: Bill Greulich, Public Information Office

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with Terry Kurtz to produce a minimum of four promotional video features per month for three months to market Victor Valley College programs, services and events. These services include the cost of all supplies, materials and equipment necessary to produce these features.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

To create video content for the college webpage to introduce new students to special services provided for in the webpage.

Fiscal Impact: \$3,000.00 – From Public Information Office Contracts Budget.

Recommended Action: This item has been approved by the Superintendent/President, it is recommended that the Board of Trustees ratify the agreement with Terry Kurtz in the amount of \$3,000.00.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: AGREEMENT – RADIO FIESTA NETWORK, LLC
SUBMITTED BY: Bill Greulich, Public Information Office
RECOMMENDED BY: Bruce Baron *Bruce Baron*
APPROVED BY: Robert Silverman *RS*

Description/Background:

The district wishes to enter into an agreement with Radio Fiesta Network, LLC to advertise registration information for the Winter and Spring terms. These ads will be in the Spanish language and support our recruitment efforts in the Hispanic community.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

Promoting Victor Valley College on Radio Fiesta Network will better reach the Hispanic community.

Fiscal Impact: \$2,100.00 – From Public Information Office Advertising Budget.

Recommended Action:

This item has been approved by the Superintendent/President, it is recommended that the Board of Trustees ratify the agreement with Radio Fiesta Network LLC in the amount of \$2,100.00.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

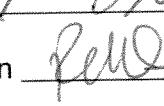
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT X BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: CHANGE ORDER – CASTON PLASTERING & DRYWALL –
ADVANCED TECHNOLOGY CENTER

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to submit for approval Change Order No. 13-01 from Caston Plastering & Drywall. During the course of construction various changes may be made which can both increase or decrease the cost of the project. The below list is a compilation of the adjustments made and represents both direct and indirect costs of the contractor in performing or providing the work covered.

- | | |
|---|-------------------|
| 1. District decided to delete walls between rooms 136 & 142 to create one large classroom. Changes included deletion of plaster and drywall. | \$(3,535.36) |
| 2. The construction required in the contract documents did not allow for the installation of plumbing behind the cabinets in Room 180, therefore it was necessary to provide a 4" wall to conceal and accommodate plumbing. | \$858.01 |
| 3. District decided to delete additional walls between rooms 146 and 152B and 145 and 153 to create larger classrooms. | \$60.91 |
| 4. The fire sprinkler pipe elevation was lower than the 8'-8" soffit; therefore the pipe would be exposed, so the contractor was directed to install a drop soffit in order to conceal. | \$2,365.84 |
| 5. Contractor directed to lower the ceiling and soffit in order for the t-bar ceiling to be in line with the ceiling immediately adjacent. | \$1,335.54 |
| 6. Contractor directed to construct a curtain wall header necessary to align the top of the curtain with the adjacent finish surfaces. | \$2,167.82 |
| TOTAL | \$3,252.76 |

Need:

The above items are needed to complete the Advanced Technology Center project.

Fiscal Impact: \$3,252.76 – Budgeted Item

Recommended Action: This item has been approved by the Superintendent/President, it is recommended that the Board of Trustees ratify the change order with Caston Plastering & Drywall in the amount of \$3,252.76.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___

Change Order

Spencer/Hoskins Associates
2245 North Lake Ave
Altadena, CA 91001

Owner
Architect
CM
Project Inspector
Contractor

PROJECT: Advanced Technology Building

DSA Application No. 04-104366

18422 Bear Valley Rd.
Victor Valley, Ca. 92392

RECEIVED

Date: 12/11/2007

To Contractor:
Caston Plastering & Drywall
354 S. Allen Street
San Bernardino, CA 92408-1508

Architect's Project No:
Contract Date: 3/15/2006
Contract Number: B.P. 013

NOV 18 2007
CALK-12
CONSTRUCTION INC

The Contract is hereby revised by the following items:

Change Order No. 13-01

Item	Description	Amount
CCD 083	Furnish & install required framing material between grid line B & grid line E to lower ceiling & Soffit 1-1/2" between grid line 1.3 thru grid line 14.6 to make adjustments necessary to accommodate installation of t-bar.	\$1,335.54
CCD 047	Add 4" stud in the furring wall behind cabinet in west wall of Room 180 per RFI 08-039 & SK-25, to make adjustments necessary to accommodate the plumbing through the grade beam behind the ductwork.	\$858.01
CCD 072	Owner requested change to delete wall between rooms 146 & 152B and 145 & 153 to create larger classrooms.	\$60.91
CCD 090	Construct curtain wall head, construction of boxed stud & its attachment to steel beam above needed to be clarified.	\$2,167.82
CCD 081	Furnish & install drop soffit for fire sprinkler pipes detailed & located on SK-47A, 47B & 47C. Fire sprinkler pipe elevation is lower than 8'-8" soffit and the pipe will be exposed without providing drop soffit.	\$2,365.84
CCD 041	Owner requested change to delete wall between rooms 136 & 142 to create larger classrooms.	\$(3,535.36)

Additional back up attached.
Not valid until signed by the Owner and Architect
Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract/Agreement

The original Contract Value was.....	\$685,585.00
Sum of changes by prior Prime Contract Change Orders.....	\$0.00
The Contract Value prior to this Prime Contract Change Order was.....	\$685,585.00
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$3,252.76
The new Contract Value including this Prime Contract Change Order will be.....	\$688,837.76
The Contract duration will be changed by.....	0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....	

YOU ARE HEREBY INSTRUCTED TO MAKE THE ABOVE CHANGES TO THE PLANS AND SPECIFICATION OF THE ABOVE CONTRACT, SUBJECT TO ALL THE TERMS AND CONDITIONS OF THE CONTRACT DOCUMENTS.

Spencer/Hoskins Associates

Caston Plastering & Drywall

Victor Valley College District

ARCHITECT

2245 North Lake Ave
Altadena, CA 91001
Address

CONTRACTOR

354 S. Allen Street
San Bernardino, CA 92408-1508
Address

OWNER

18422 Bear Valley Rd.
Victorville, CA 92395
Address

By JAMES G. SPENCER

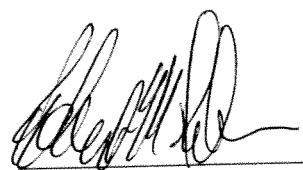
SIGNATURE 

DATE 10/29/07

By James Malachowski, Pres,

SIGNATURE 

DATE 11-9-07

By 

SIGNATURE

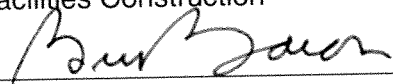
DATE 1/23/08


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: CHANGE ORDER – UNITED AUTOMATIC SPRINKLERS – ADVANCED TECHNOLOGY CENTER

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to submit for approval Change Order No. 20-01 from United Automatic Sprinklers. Since the original project design, laws have changed which require minor modifications in the number of sprinkler heads installed under the basement ductwork. These eleven sprinkler heads will allow the project to be in legal compliance with building code.

Need:

This additional work is necessary to comply with current code requirements and is needed to complete the Advanced Technology Center project.

Fiscal Impact: \$3,415.50 – Fund 71 expenditure.

Recommended Action:

This item has been approved by the Superintendent/President, it is recommended that the Board of Trustees ratify the change order with United Automatic Sprinklers in the amount of \$3,415.50.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

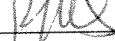
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: CHANGE ORDER – VANCE & ASSOCIATES – SPEECH/DRAMA
ADDITION

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to submit for approval Change Order No. 15-01 from Vance & Associates. The old roof of the Performing Arts Center was dismantled in order to tie it into the new roof of the Speech/Drama Addition. Unforeseen site conditions were revealed and tapered rigid insulation was needed on the top of the existing structural deck of the old roof to make the connection between the old and new roofs air tight.

Need:

The above items are needed to complete the Speech/Drama Addition project.

Fiscal Impact: \$4,300.00 – Budgeted Item.

Recommended Action: This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the change order with Vance & Associates in the amount of \$4,300.00.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

Change Order

Spencer/Hoskins Associates
 2245 N. Lake Avenue
 Altadena, CA 91001

Owner
 Architect
 CM
 Project Inspector
 Contractor

PROJECT: Speech Drama Addition **DSA Application No. 04-106730**
 18422 Bear Valley Road
 Victorville, CA 92395

Date: 12/11/2007
To Contractor: Vance & Associates
Architect's Project No: 03083
Contract Date: 6/12/2006
Contract Number: B.P. No 015

The Contract is hereby revised by the following items:

Change Order No. 15-01

Item	Description	Amount
CCD 054	Provide & install tapered rigid insulation on top of the existing structural deck before installing the roof finish specified on the original bid documents.	\$4,300.00

Additional back up attached.
 Not valid until signed by the Owner and Architect
 Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract/Agreement

The original Contract Value was.....	\$250,000.00
Sum of changes by prior Prime Contract Change Orders.....	\$0.00
The Contract Value prior to this Prime Contract Change Order was.....	\$250,000.00
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$4,300.00
The new Contract Value including this Prime Contract Change Order will be.....	\$254,300.00
The Contract duration will be changed by.....	0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....	

YOU ARE HEREBY INSTRUCTED TO MAKE THE ABOVE CHANGES TO THE PLANS AND SPECIFICATION OF THE ABOVE CONTRACT, SUBJECT TO ALL THE TERMS AND CONDITIONS OF THE CONTRACT DOCUMENTS.

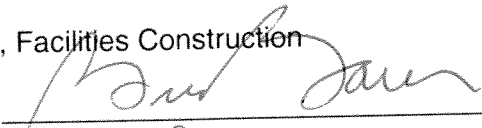
<p>Spencer/Hoskins Associates ARCHITECT 2245 N. Lake Avenue Altadena, CA 91001 Address</p> <p>By <u>JAMES G. SPENCER</u> SIGNATURE <u>[Signature]</u> DATE <u>10/30/07</u></p>	<p>Vance & Associates CONTRACTOR</p> <p>Address _____ By <u>Karin Peters, CEO</u> SIGNATURE <u>[Signature]</u> DATE <u>11-8-07</u></p>	<p>Victor Valley College District OWNER 18422 Bear Valley Rd. Victorville, CA 92395 Address _____ By <u>[Signature]</u> SIGNATURE _____ DATE <u>1/23/08</u></p>
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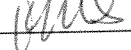
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: CHANGE ORDER – COLUMBIA STEEL – SPEECH/DRAMA ADDITION

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to submit for approval Change Order No. 03-01 from Columbia Steel. During the course of construction various changes may be made which can both increase and decrease the cost of the project. The below list is a compilation of the adjustments made and represents both direct and indirect cost of the contractor in performing or providing the work covered.

1. Additional safety rails were installed which required DSA inspection.
2. Changes required to meet mechanical code due to District requested change in original design to tie equipment into the Central Plant.
3. Installation of elevator hoist beam required but not in original contract.
4. Structural support needed to complete proper water drainage from the roof. Unforeseen site conditions.
5. Necessary structural beams to support mechanical equipment. District requested change caused by energy efficiency upgrades.
6. Safety tour by our insurance carrier determined that safety railing was needed at the existing loading dock area of the Performing Arts Center. It was determined that this falls under the area of new construction.

Need:

The above items are needed to complete the Speech/Drama Addition project.

Fiscal Impact: \$21,605.00 – Budgeted Item.

Recommended Action: This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the change order with Columbia Steel in the amount of \$21,605.00.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

Change Order

Spencer/Hoskins Associates

2245 N. Lake Avenue
Altadena, CA 91001

Owner	<input type="checkbox"/>
Architect	<input type="checkbox"/>
CM	<input type="checkbox"/>
Project Inspector	<input type="checkbox"/>
Contractor	<input type="checkbox"/>

PROJECT: Speech Drama Addition

18422 Bear Valley Road
Victorville, CA 92395

Date: 10/9/2007

To Contractor:
Columbia Steel
2175 N. Linden Avenue
Rialto, CA 92377

Architect's Project No: 03083
Contract Date: 6/12/2006
Contract Number: B.P. No 003

The Contract is hereby revised by the following items:

Change Order No. 03-01

Item	Description	Amount
CCD 059	Furnish & install two (2) tube stabilizer braces at catwalk per SK-38 & 38A.	\$2,535.00
CCD 023	Add 20"X20" opening, deck reinforcing, & concrete fill closures as required. (detail 20/1.03).	\$994.00
CCD 039	Furnish & install steel elevator hoistway beam.	\$1,467.00
CCD 040	Revise mechanical roof beams & ledgers from flat to sloping & revise ramp wall rails to floor mounted. Shop drawing #E9, E10, E16, E17, E25, E34, 2B, 2K, 10D, 13A, 13AA, 42C, 43B, 77A, 135A, 135B, 135C, 135D, 135F, 144, 127A, 127B, 128A, 128B.	\$3,150.00
CCD 041	Revise 23 members & provide 7 new beams @ mechanical area.	\$8,497.00
CCD 045	Provide safety railing at existing service yard wall. Railing shall have posts at 5'-0" max spacing, top horizontal railing at +42" & intermediate rail at +21". Railing shall be 1-1/2" diam. steel piping, hot-pipped galvanized, prep for field paint.	\$3,380.00
CCD 038	Concrete curb in lieu of CMU curb at east wall of Prep room 211A to support elevated metal deck edge. Refer to attached drawing SK-32.	\$1,582.00

Additional back up attached.
Not valid until signed by the Owner and Architect
Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract/Agreement

The original Contract Value was.....	\$1,131,100.00
Sum of changes by prior Prime Contract Change Orders.....	\$0.00
The Contract Value prior to this Prime Contract Change Order was.....	\$1,131,100.00
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$21,605.00
The new Contract Value including this Prime Contract Change Order will be.....	\$1,152,705.00
The Contract duration will be changed by.....	0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....	

YOU ARE HEREBY INSTRUCTED TO MAKE THE ABOVE CHANGES TO THE PLANS AND SPECIFICATION OF THE ABOVE CONTRACT, SUBJECT TO ALL THE TERMS AND CONDITIONS OF THE CONTRACT DOCUMENTS.

Spencer/Hoskins Associates

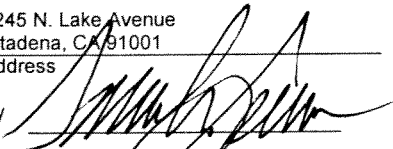
Columbia Steel

Victor Valley College District

ARCHITECT

2245 N. Lake Avenue
Altadena, CA 91001
Address

By


9/26/07

CONTRACTOR

2175 N. Linden Avenue
Rialto, CA 92377
Address

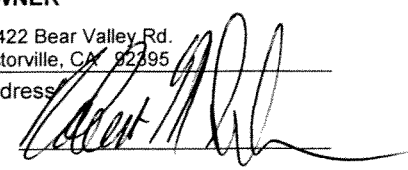
By


9/26/07

OWNER

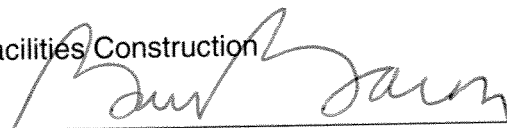

18422 Bear Valley Rd.
Victorville, CA 92395
Address

By



**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: AGREEMENT – GALAXY MOVING COMPANY, LLC.
SUBMITTED BY: Steve Garcia, Facilities/Construction
RECOMMENDED BY: Bruce Baron 
APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into a service agreement with Galaxy Moving Company, LLC to move boxes and/or furniture from various locations on campus into the Advanced Technology Center and Speech/Drama Addition projects.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

These services are needed in order to move staff into their new offices, labs and classrooms in time for spring classes to begin in February.

Fiscal Impact: \$6,000.00 – Fund 71 expenditure, budgeted item.

Recommended Action: This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Galaxy Moving Company, LLC in the amount of \$6,000.00.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: AGREEMENT – SONITROL

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with Sonitrol to supply and install security cameras at the Advanced Technology Center project.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

The Advanced Technology Center will be equipped with several hundred computer systems and other equipment and furnishings valued in the millions of dollars. It's an essential part of our security system to provide video monitoring of this building to safeguard property.

Fiscal Impact: \$16,056.50 – Fund 71 expenditure. (Monitoring services are included but will be covered by the Maintenance and Operations department on a separate Purchase Order.)

Recommended Action:

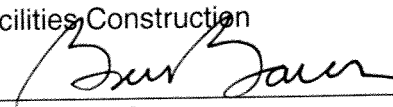

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Sonitrol in the amount of \$16,056.50.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT – NEXUS INTEGRATED SERVICES
SUBMITTED BY: Steve Garcia, Facilities Construction
RECOMMENDED BY: Bruce Baron 
APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with Nexus Integrated Services to supply phones for the Advanced Technology Center and Speech/Drama Addition projects.

Advanced Technology Center	\$33,492.71
Speech/Drama Addition	\$10,951.00

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

Phones must be supplied for both buildings in the offices and classrooms for communication and safety purposes.

Fiscal Impact: \$44,443.71 – Fund 71 expenditure.

Recommended Action: This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Nexus Integrated Services in the amount of \$44,443.71.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO



Quote No: A-30326-
Project Name: Victor Valley College ATC - SDA - Additional offices - A-30326
Created On: 12/14/2007
Valid Until: 1/3/2008

Budgetary Pricing ONLY
 For
Victor Valley College

LINE#	PART#	QTY	DESCRIPTION	EXT. PRICE	UNIT PRICE	LIST PRICE
ATC Building						
1	CP-7960G	58	Cisco IP Phone 7960G, Global	12,702.00	219.00	365.00
2	SW-CCM-UL-7960	58	CallManager Unit license for single 7960 IP phone	6,960.00	120.00	200.00
				\$19,662.00		
3	CP-7940G	27	Cisco IP Phone 7940G, Global	4,293.00	159.00	265.00
4	SW-CCM-UL-7940	27	CallManager Unit license for single 7940 IP phone	3,240.00	120.00	200.00
				\$7,533.00		
5	CP-7936	2	IP Conf. Station w external mic ports	1,434.00	717.00	1,195.00
6	SW-CCM-UL-7936	2	User License for 7936	180.00	90.00	150.00
7	CP-PWR-CORD-NA	2	7900 Series Transformer Power Cord, North America	12.00	6.00	10.00
				\$1,626.00		
			ATC Building	\$28,821.00		
ATC Building \Additional Offices						
1	CP-7940G	3	Cisco IP Phone 7940G, Global	477.00	159.00	265.00
2	SW-CCM-UL-7940	3	CallManager Unit license for single 7940 IP phone	360.00	120.00	200.00
				\$837.00		
3	CP-7936	1	IP Conf. Station w external mic ports	717.00	717.00	1,195.00
4	SW-CCM-UL-7936	1	User License for 7936	90.00	90.00	150.00
5	CP-PWR-CORD-NA	1	7900 Series Transformer Power Cord, North America	6.00	6.00	10.00
				\$813.00		
			ATC Building \Additional Offices	\$1,650.00		

This Quote includes Materials only.
 Installation pricing estimated, pending completed Scope of Work.

This quote is for DROP SHIP ONLY. Nexus IS will only warrant Drop Ship designs that are a result of a paid professional services engagement.
 All returns or exchanges are at the discretion of the Manufacturer.
 Customer agrees to abide by the Manufacturer return policy and will not hold Nexus liable for returns.

Customer Initials

Equipment Total \$30,471.00
 Warranty & Other Services Total \$0.00
Schedule A Subtotal: \$30,471.00
 \$0.00



Quote No: A-30326-
 Project Name: Victor Valley College ATC - SDA - Additional offices - A-30326
 Created On: 12/14/2007
 Valid Until: 1/3/2008

Schedule M Subtotal: \$0.00
 Professional Services Total: \$0.00
 Shipping & Handling: \$507.85
 Estimated Sales Tax (8.25%): \$2,513.86
Total Investment: \$33,492.71

PAYMENT TERMS:
 100% Due Net 30 from signing

\$33,492.71

This solution can be purchased with a 60-Month/\$1 Buyout Lease with an estimated monthly payment of:
 The Smartnet included in this estimated lease payment is on a 36 month term.

\$638.16

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CLIENT SIGNATURE BELOW ACKNOWLEDGES THAT CLIENT HAS READ AND ACCEPTED THE TERMS AND CONDITIONS OF THE ABOVE REFERENCED CONTRACT THE CLIENT AUTHORIZES NEXUS IS TO OBTAIN CREDIT INFORMATION PRIOR TO ACCEPTING THIS ORDER

Client Name: Robert Silverman NEXUS IS Name: _____
 Title: Superintendent/President Title: _____
 Signature: Robert Silverman Signature: _____
 Date: 12/14/07 Date: _____

This Budgetary Schedule M is designed to illustrate and compare service options; final device count and pricing must be validated. Final pricing may be adjusted at time of Service Activation to match actual Device Count. Only a mutually executed Service Agreement and validated Service Activation notification contain contractual terms and conditions. All pricing subject to change.



Quote No: A-30326-
 Project Name: Victor Valley College ATC - SDA - Additional offices - A-30326
 Created On: 12/14/2007
 Valid Until: 1/3/2008

Schedule A
 For
 Victor Valley College

LINE#	PART#	QTY	DESCRIPTION	EXT. PRICE	UNIT PRICE	LIST PRICE
1	CP-7960G	13	Cisco IP Phone 7960G, Global	2,847.00	219.00	365.00
2	SW-CCM-UL-7960	13	CallManager Unit license for single 7960 IP phone	1,560.00	120.00	200.00
				\$4,407.00		
3	CP-7940G	17	Cisco IP Phone 7940G, Global	2,703.00	159.00	265.00
4	SW-CCM-UL-7940	17	CallManager Unit license for single 7940 IP phone	2,040.00	120.00	200.00
				\$4,743.00		
5	CP-7936	1	IP Conf. Station w external mic ports	717.00	717.00	1,195.00
6	SW-CCM-UL-7936	1	User License for 7936	90.00	90.00	150.00
7	CP-PWR-CORD-NA	1	7900 Series Transformer Power Cord, North America	6.00	6.00	10.00
				\$813.00		
			SDA	\$9,963.00		

This Quote includes Materials only.

This quote is for DROP SHIP ONLY. Nexus IS will only warrant Drop Ship designs that are a result of a paid professional services engagement. All returns or exchanges are at the discretion of the Manufacturer. Customer agrees to abide by the Manufacturer return policy and will not hold Nexus liable for returns.

Customer Initials

Equipment Total	\$9,963.00
Warranty & Other Services Total	\$0.00
Schedule A Subtotal:	\$9,963.00
	\$0.00
Schedule M Subtotal:	\$0.00
Professional Services Total:	\$0.00
Shipping & Handling:	\$166.05
Estimated Sales Tax (8.25%):	\$821.95
Total Investment:	\$10,951.00



Quote No: A-30326-
 Project Name: Victor Valley College ATC - SDA - Additional offices - A-30326
 Created On: 12/14/2007
 Valid Until: 1/3/2008

PAYMENT TERMS:
 100% Due Net 30 from signing

\$10,951.00

This solution can be purchased with a 60-Month/\$1 Buyout Lease with an estimated monthly payment of:
 The Smartnet included in this estimated lease payment is on a 36 month term.

\$208.66

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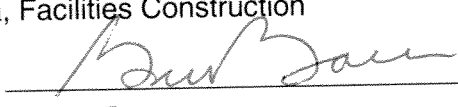

**CLIENT SIGNATURE BELOW ACKNOWLEDGES THAT CLIENT HAS READ AND ACCEPTED THE TERMS AND CONDITIONS OF THE ABOVE REFERENCED CONTRACT
 THE CLIENT AUTHORIZES NEXUS IS TO OBTAIN CREDIT INFORMATION PRIOR TO ACCEPTING THIS ORDER**

Client Name: _____ Nexus IS Name: _____
 Title: Superintendent/President Title: _____
 Signature: Robert Silverman Signature: _____
 Date: 12/14/07 Date: _____

This Budgetary Schedule-M is designed to illustrate and compare service options; final device count and pricing must be validated. Final pricing may be adjusted at time of Service Activation to match actual Device Count. Only a mutually executed Service Agreement and validated Service Activation notification contain contractual terms and conditions. All pricing subject to change.

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: AGREEMENT – PACIFIC FLOOR COMPANY
SUBMITTED BY: Steve Garcia, Facilities Construction
RECOMMENDED BY: Bruce Baron 
APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with Pacific Floor Company to sand to a bare smooth wood finish the stage at the Performing Arts Center Theater.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

Resurfacing of the stage floor is needed to ensure safety and usability.

Fiscal Impact: \$8,400.00 – Previously approved budget – Fund 71 expenditure.

Recommended Action:

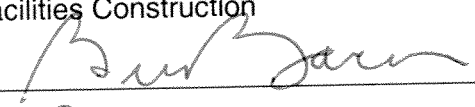
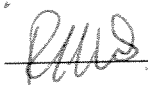
This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Pacific Floor Company in the amount of \$8,400.00.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT – BRICKLEY ENVIRONMENTAL
SUBMITTED BY: Steve Garcia, Facilities Construction
RECOMMENDED BY: Bruce Baron 
APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with Brickley Environmental to remove asbestos containing materials from the Auxiliary Gym to prepare for demolition.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

In order to proceed with the demolition of the Auxiliary Gym, the State mandates that all asbestos containing material must be removed from the building prior to demolition.

Fiscal Impact: \$3,835.00 – Fund 71 expenditure.

Recommended Action:

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Brickley Environmental in the amount of \$3,835.00.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

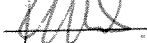
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** ___ **BOARD INFORMATION (no action required)** ___

TOPIC: AGREEMENT – PACIFIC WESTERN COMMUNICATIONS, INC.
- SPEECH/DRAMA ADDITION

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with Pacific Western Communications, Inc. to supply and install fiber optic and copper data cable for the Speech/Drama Addition project.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

Fiber optic and copper data cable must be run from the campus to the building addition in order for the computers to function in the building.

Fiscal Impact: \$8,220.00 – Fund 71 expenditure, budgeted item.

Recommended Action: This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Pacific Western Communications, Inc. in the amount of \$8,220.00.

Legal Review: YES ___ NOT APPLICABLE X

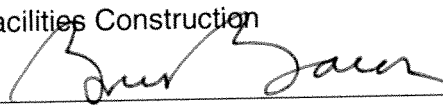
Reference for Agenda: YES ___ NO X

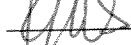
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: AGREEMENT – C & J WIRING SOLUTIONS – ADVANCED TECHNOLOGY CENTER

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with C & J Wiring Solutions to supply and install copper telephone cable for the Advanced Technology Center project.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

Copper telephone cable must be run from the campus to the new building in order for the security system, phones, and fax machines to work.

Fiscal Impact: \$11,000.00 – Fund 71 expenditure.

Recommended Action: This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with C & J Wiring Solutions in the amount of \$11,000.00.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

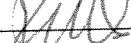
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** ___ **BOARD INFORMATION (no action required)** ___

TOPIC: AGREEMENT – PACIFIC WESTERN COMMUNICATIONS, INC.
- ADVANCED TECHNOLOGY CENTER

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with Pacific Western Communications, Inc. to supply and install fiber optic and copper data cable for the Advanced Technology Center project.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

Fiber optic and copper data cable must be run from the campus to the building addition in order for the computers to function in the building.

Fiscal Impact: \$14,530.00 – Fund 71 expenditure.

Recommended Action:

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Pacific Western Communications, Inc. in the amount of \$14,530.00.

Legal Review: YES ___ NOT APPLICABLE X


Reference for Agenda: YES ___ NO X


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: AGREEMENT – PACIFIC WESTERN COMMUNICATIONS, INC. –
SPEECH/DRAMA ADDITION

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with Pacific Western Communications, Inc. to supply and install copper telephone cable for the Speech/Drama Addition project.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

Copper telephone cable must be run from the campus to the building addition in order for the security system, phones, and fax machines to work.

Fiscal Impact: \$5,540.00 – Fund 71 expenditure, budgeted item.

Recommended Action: This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Pacific Western Communications, Inc. in the amount of \$5,540.00.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** ___ **BOARD INFORMATION (no action required)** ___

TOPIC: NOTICE OF COMPLETION – CAMPUS ROAD STRIPING

SUBMITTED BY: Christopher Hylton, Maintenance & Operations

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to submit for approval the attached Notice of Completion for the work done by Cooley Construction, Inc. for the renovation of lane striping on roads throughout the campus, and the red curbs along all major streets. All work is considered complete as of January 8, 2008.

All work was fully inspected by our Director of Maintenance and Operations, who has signed that all work was completed as specified and meets with college approval and highest standards of workmanship.

A copy of the original notice of completion is available for review in the Superintendent/President's office.

Need:

The county requires the board to accept the work completed by Cooley Construction, Inc. in order for the district to file the Notice of Completion with the County of San Bernardino.

Fiscal Impact: None

Recommended Action:



It is recommended that the Board of Trustees accept the work of Cooley Construction, Inc. for the renovation of road striping and red curbs and direct the district to file the Notice of Completion.

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES ___ NO ___

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: NONRESIDENT TUITION FEE
SUBMITTED BY: Mary Pringle, Fiscal Services
RECOMMENDED BY: Bruce Baron 
APPROVED BY: Robert Silverman 

Description/Background:

Each year community colleges are required to establish a nonresident tuition fee rate for the next fiscal year. Using the attached worksheet, the options for establishing this rate include:

- 1. the statewide basis (\$181), or
- 2. the district basis (\$202)

Nonresident students pay the regular registration fee of \$20 per unit in addition to the nonresident tuition.

Need:

State mandate

Fiscal Impact:

The district collects approximately \$130,000 annually in nonresident tuition fees.

Recommended Action:

It is recommended that the Board of Trustees approve the nonresident tuition rate of \$181 (statewide basis). This nonresident tuition fee will be effective for the 2008 Fall Semester.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

California Community Colleges
 NONRESIDENT TUITION FEE WORKSHEET (EDUCATION CODE SECTION 76140)
 2008-09

	Statewide (Col. 1)	District (Col. 2)	10% or More Noncredit FTES (Col. 3)
A. Expense of Education for Base Year (2006-07 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	\$ 6,232,780,776	\$ 52,573,196	\$ _____
B. Annual Attendance FTES	1,196,389	8,986	\$ _____
C. Average Expense of Education per FTES (A ÷ B)	\$ 5210	\$ 5,850	\$ _____
D. US Consumer Price Index Factor (2 years)	x 1.04	x 1.04	x 1.04
E. Average Cost per FTES for Tuition Year (C x D)	\$ 5418	\$ 6,084	\$ _____
F. Average Per Unit Nonresident Cost:			
Semester-System Colleges (E ÷ 30) and/or	\$ 181	\$ 202	\$ _____
Quarter-System Colleges (E ÷ 45)	\$ 120	\$ _____	\$ _____

NOTES: "Annual Attendance FTES" includes all student contact hours of attendance in credit and noncredit courses, for resident students, nonresident students and apprentices. Round tuition fee to the nearest dollar. Column 3 is an option only for use by a district with ten percent or more noncredit FTES (Education Code Section 76140(e)).

The district governing board at its February 12, 2008 meeting, adopted a nonresident tuition fee of \$ 181 per semester unit and/or \$ _____ per quarter unit. Basis for adoption is (place an X in one box only):

- 1. Statewide average cost, per column 1;
- 2. District average cost, per column 2;
- 3. District average cost with 10% or more noncredit FTES, per column 3;
- 4. Contiguous district. ****Specify district and its fee** _____;
- 5. No more than district average cost (Col.2 or 3); no less than statewide average cost (Col. 1).

****A district may adopt a fee within the range of statewide average and district costs if there is a contiguous district with a fee within this range.**

For districts electing to charge a capital outlay fee to foreign students (Education Code 76141), compute this fee as follows:

- a. Capital Outlay for 2006-07 \$ _____
- b. FTES for 2006-07 _____
- c. Capital outlay fee per unit (line a divided by line b) _____
- d. Amount per semester unit (line c divided by 30) _____ or
- e. Amount per quarter unit (line 3 divided by 45) _____
- f. Capital outlay fee approved by District Governing Board \$ _____

Upon adoption of fee, by **February 1, 2008** please submit a copy of this report to:
 California Community Colleges
 Fiscal Services Unit
 1102 Q Street, 4th Floor
 Sacramento, CA 95811-6511 FAX 916.323.3057

District VICTOR VALLEY COMMUNITY COLLEGE

Contact Person Mary Pringle


Phone Number & e-mail (760) 245-4271, ext 2450 pringlem@vvc.edu 12.07.07

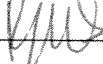
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** ___ **BOARD INFORMATION (no action required)** ___

TOPIC: BOARD OF TRUSTEES BUDGET TRANSFER REQUEST REPORT

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, the college operations require that funds be transferred between expenditure types (i.e., full-time to hourly or supplies to equipment) to carry out the needs of the District. As provided in Title 5, Section 58307, the Board of Trustees may approve transfers between major expenditure classifications to allow for needed purchases. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 01).

Need: N/A

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees approve the budget transfers as submitted.

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES NO ___

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 11/14/07 to 01/11/08

Batch No.	Fund	Program		Account	Amount		
		From:	To:		Increase	Decrease	
207	F01	0836-Athletics Department		4300-Instructional Supplies		4,000	
		0840-Men's Soccer	0847-Men's Football	2445-Class-I/NR-Asst Coaches	4,000		
			0840-Men's Soccer	5840-Contracted Services		160	
		0839-Men's Basketball		4300-Instructional Supplies	160		
			0839-Men's Basketball	4300-Instructional Supplies		169	
			0839-Men's Basketball	5300-Dues & Memberships	15		
		0847-Men's Football		5840-Contracted Services	154		
			0847-Men's Football	4300-Instructional Supplies		145	
		0846-Women's Basketball	0846-Women's Basketball	5300-Dues & Memberships	145		
		5840-Contracted Services		400			
		0848-Women's Soccer	4300-Instructional Supplies	400			
			5840-Contracted Services		300		
		(Transfers per Jaye)	0848-Women's Soccer	4300-Instructional Supplies	300		
213	F01	6060-Dean-Vocational Programs		5202-Travel/Conference-Admin		8,000	
		(To purchase Labels)	6060-Dean-Vocational Programs	4500-Other Supplies	8,000		
222	F01	5990-Undistributed Accounts		3900-Fringe Benefits-Budget Only		2,900	
		(Student Worker Payroll)	6830-Community Services-Perf Arts	2380-Class-NINR-Students	2,900		
222	F01	5990-Undistributed Accounts		3900-Fringe Benefits-Budget Only		4,750	
		(Add'l help during Rush week)	6200-Admissions & Registrations	2390-Class-Short Term/Temp/NI	4,750		
226	F01	6580-Safety/Haz Mat'ls (M&O)		4500-Other Supplies		3,259	
			6580-Safety/Haz Mat'ls (M&O)		4500-Other Supplies	376	
			6580-Safety/Haz Mat'ls (M&O)		5640-Contracts-Repairs	2,883	
		(To cover Negative Balances)					
227	F01	6580-Safety/Haz Mat'ls (M&O)		4500-Other Supplies		376	
			6580-Safety/Haz Mat'ls (M&O)		5553-Hazardous Waste Disposal	376	
		(To cover disposal fees)					
230	F01	0948-Automotive Technology		5691-Prior Year Rollover		109,409	
			0948-Automotive Technology		Salaries & Benefits	47,645	
			0948-Automotive Technology		4300-Instructional Supplies	40,000	
			0948-Automotive Technology		5300-Dues & Memberships	600	
			0948-Automotive Technology		6400-New Equipment	20,000	
			0948-Automotive Technology		5200-Travel/Conference-Instructional	1,164	
		(To Cover Negative Balances)					
233	F01	6412-Calworks Coordination		5840-Contracted Services		83,585	
		6412-Calworks Coordination		5900-Other Expense		15,630	
			6412-Calworks Coordination	2480-Class-I/NR-Students	44,190		
			6412-Calworks Coordination	5840-Contracted Services	55,025		
		(Move from Sub-Program Child Care to Cal Work Prg)					
238	F01	6420-Disabled Students Prog/Service		4500-Other Supplies		2,500	
		(Transfer to cover Travel expenses)	6420-Disabled Students Prog/Service	5200-Travel/Conference-Instructional	2,500		
239	F01	6455-Dean of Student Services		6400-New Equipment		6,500	
		(To cover License Fees for Mathematics)	1701-Mathematics	5805-License Fees	6,500		
242	F01	0109-Agriculture		6400-New Equipment		3,000	
		(For Xerox Lease)	0109-Agriculture	5630-Contracts-Rents & Leases	3,000		
243	F01	6120-Library		5640-Contracts-Repairs		131	
		(To cover Microfiche expenses)	6120-Library	4432-Microfiche	131		

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 11/14/07 to 01/11/08

Batch No.	Fund	Program		Account	Amount		
		From:	To:		Increase	Decrease	
245	F01	5990-Undistributed Accounts (Budget Adjustment)	0000-District-Wide Holding Program	6400-New Equipment 9790-Undesignated Fund Balance		23,180	23,180
247	F01	6130-Media 6510-Maintenance/Operations 6520-District Recycling (Inst Priorities)	6520-District Recycling 6130-Media 6520-District Recycling 6510-Maintenance/Operations	4420-Media Supplies 4500-Other Supplies 6400-New Equipment 6400-New Equipment 6430-Replacement Equipment 4500-Other Supplies 4500-Other Supplies		3,336 9,000 1,000 1,821 3,336 4,000 4,179	
248	F01	6570-Utilities (Transfer from Utilities to Electronics Program)	0934-Electronics & Electric Tech	5531-Sewer Svcs. Thru CSA64 6400-New Equipment		23,180	23,180
249	F01	5990-Undistributed Accounts (To set up Budget for Student Worker and Supplies)	6830-Community Svcs-Perf Arts 6830-Community Svcs-Perf Arts	3900-Fringe Benefits-Budget Only 2390-Class-Short Term/Temp/NI 4500-Other Supplies		5,550 2,138	7,688
250	F01	1205-Phlebotomy (To Cover Negative Balances)	1205-Phlebotomy 1205-Phlebotomy 1205-Phlebotomy 1205-Phlebotomy 1205-Phlebotomy	5740-Assessment Fee 2446-Professional Expert-Classified 3315-Medicare 3350-Public Agency Ret System 3510-State Unemployment Ins 5422-Professional Liability		1,800 20 50 30 184	2,084
251	F01	0000-District-Wide Holding Program (Prem Reddy Budget Adjustment)	6050-Dir-Nursing 6050-Dir-Nursing	8899-Miscellaneous Income 1350-Personal Services 5200-Travel/Conference-Instructional		30,000 25,000 5,000	
252	F01	1207-Respiratory Therapy 6050-Dir-Nursing 6050-Dir-Nursing 6050-Dir-Nursing 6050-Dir-Nursing (Prem Reddy Budget Adjustments)	1203-RN Program 1203-RN Program 1207-Respiratory Therapy 6050-Dir-Nursing 1203-RN Program 1203-RN Program 1203-RN Program 1207-Respiratory Therapy	5200-Travel/Conference-Instructional 4500-Other Supplies 5200-Travel/Conference-Instructional 5840-Contracted Services 6400-New Equipment 5840-Contracted Services 6400-New Equipment 6400-New Equipment 4500-Other Supplies 4300-Instructional Supplies 4500-Other Supplies 5200-Travel/Conference-Instructional 4300-Instructional Supplies		905 108,095 15,000 1,000 5,000 1,200 29,363 64,262 18,800 12,656 6 2,975 738	
254	F01	6430-EOPS (To Cover Negative Balances)	6430-EOPS 6430-EOPS 6430-EOPS 6430-EOPS	7620-Other Services-Students 2380-Class-NI/NR-Students 2480-Class-I/NR-Students 4500-Other Supplies 7610-Student Book Service		2,950 10,000 9,000 25,000	46,950
255	F01	2133-Fire Control Technology (To Cover M&D Fire Expenses)	2133-Fire Control Technology	4300-Instructional Supplies 5840-Contracted Services		500	500

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 11/14/07 to 01/11/08

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
256	F01	6210-Cr Matriculation		4500-Other Supplies		53,078
			6210-Cr Matriculation	5200-Travel/Conference-Instructional	3,000	
			6210-Cr Matriculation	5840-Contracted Services	17,000	
			6210-Cr Matriculation	1283-Counselor's Summer Salary	7,516	
			6210-Cr Matriculation	1350-Personal Services	396	
			6210-Cr Matriculation	2480-Class-I/NR-Students	166	
			6210-Cr Matriculation	5815-Plaques, Awards w/Engraving	25,000	
		(To Cover Negative Balances)				
260	F01	6450-VP Student Services		5275-Admin/Faculty Stipends		4,800
			6450-VP Student Services	6400-New Equipment	2,250	
			6450-VP Student Services	4500-Other Supplies	2,550	
		(For Computer Needed at AR&R)				
257	F01	0000-District-Wide Holding Program		8622-EOPS	13,764	
			6411-CARE	7500-Grants	13,764	
		(CARE Budget Update)				
258	F01	6411-CARE		Salaries		64,355
			6411-CARE	3920-Other Benefits-Non Instruc	1,878	
			6411-CARE	4300-Instructional Supplies	1,500	
			6411-CARE	4500-Other Supplies	1,200	
			6411-CARE	5201-Travel/Conference-Non Instruc	6,500	
			6411-CARE	5532-Bottled Water	500	
			6411-CARE	7610-Student Book Service	25,050	
			6411-CARE	5810-Advertising-Public Relations	5,000	
			6411-CARE	7500-Grants	7,627	
			6411-CARE	7620-Other Services-Students	15,100	
		(CARE Budget Update)				
259	F01	5990-Undistributed Account		3900-Fringe Benefits-Budget Only		10,000
			6730-VP-Human Resources	5230-Upward Mobility Training Exp	10,000	
		(Negot: Upward Mobility)				
263	F01	2133-Fire Control Tech		4300-Instructional Supplies		320
			2133-Fire Control Tech	5630-Contracts-Rents & Leases	320	
		(To Cover Contracts Expenses)				
264	F01	5990-Undistributed Account		3900-Fringe Benefits-Budget Only		3,184
			6830-Community Svcs-Perf Arts	2390-Class-Short Term/Temp/NI	3,184	
		(For L Harris Salary-PAC Move)				
265	F01	6825-Community Services Classes		5691-Prior Year Rollovers		56,217
			6825-Community Services Classes	Salaries & Benefits	56,217	
		(For R Butler)				
267	F01	6010-VP-Student Learning		2180-Classified-NI/Reg		51,729
				3510-State Unemployment Insurance	26	
				3610-Workers Compensation	995	
				3210-Public Employees Ret System	4,814	
				3310-OASDI	3,207	
				3315-Medicare	750	
				3410-Health and Welfare	8,100	
				1300-Teachers Salary-Hourly	26,893	
				2180-Classified-NI/Reg	31,500	
				6400-New Equipment	9,604	
				3910-Other Benefits-Instructional	1,200	
				3315-Medicare	424	
					(To Cover Negative Balances)	
268	F01	0000-District-Wide Holding Program		8120-Higher Education Act	316,632	
			6455-Dean of Student Services	4500-Other Supplies	316,632	
		(T5: 06-07 Balance)				

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 11/14/07 to 01/11/08

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
268	F01	0000-District-Wide Holding Program 6455-Dean of Student Services (COOP #1 Budget Adjustment)		8120-Higher Education Act	389,526	
			6455-Dean of Student Services	5805-License Fees		5,588
				5900-Other Expenses	395,114	
270	F01	1203-RN Program (Transfer To Cover Instructional Overtime)	1203-RN Program	5300-Dues & Memberships 2491-Instructional Overtime	500	500
272	F01	0109-Agriculture (For Xerox Lease)	0109-Agriculture	4300-Instructional Supplies 5630-Contracts-Rents & Leases	3,094	3,094
273	F01	0109-Agriculture (To Cover Instructional Supplies Expenses)	0109-Agriculture	6400-New Equipment 4300-Instructional Supplies	5,000	5,000
277	F01	6750-Staff Development (To Cover Negative Balances)	6750-Staff Development	5840-Contracted Services		6,000
			6750-Staff Development	4500-Other Supplies	645	
			6750-Staff Development	5900-Other Expenses	90	
			6750-Staff Development	5200-Travel/Conference-Instruc	5,265	
284	F01	1011-Art/Photography 5990-Undistributed Account (To Cover License/Repair Expenses)		6400-New Equipment		15,000
				3900-Other Expenses		15,000
			1011-Art/Photography	5640-Contracts-Repairs	5,000	
			1011-Art/Photography	5805-License Fees	10,000	
			1011-Art/Photography	5805-License Fees	15,000	
288	F01	0000-District-Wide Holding Program (RN Project - PARA)	1203-RN Program	8699-State Income Miscellaneous	4,080	
			1203-RN Program	1350-Personal Services	3,630	
			1203-RN Program	3110-State Tchrs Ret System	450	
289	F01	0109-Agriculture (To Cover Professional Expert Expense)	0109-Agriculture	6400-New Equipment 2446-Professional Expert-Classified	6,000	6,000
290	F01	4940-Learning Center (To Distribute Budget)	4940-Learning Center-Bio Sci	2480-Class-I/NR-Students		63,331
			4940-Learning Center-BET	2480-Class-I/NR-Students	5,095	
			4940-Learning Center-BET	2480-Class-I/NR-Students	4,228	
294	F01	6350-Student Support Svcs-Title IV (Transfers per Janet)		1350-Personal Services	6,000	
				5200-Travel/Conference-Instruc	6,800	
				7500-Grants	3,854	
				1300-Teachers Salary-Hourly	39,810	
				2180-Classified-NI/Reg	54,207	
				4300-Instructional Supplies	2,139	
				5202-Travel/Conference-Admin	3,300	
				5690-Indirect Cost	1,752	
				5840-Contracted Services	1,100	
				7620-Other Services-Students	4,400	
				2190-Classified Specials-Non Instruc	4,500	
				2446-Professional Expert-Classified	6,000	
				4500-Other Supplies	9,954	
				5840-Contracted Services	700	
				1280-Academic-NI/Reg-Counselors	21,446	
				2390-Class-Short-Term/Temp/NI	4,500	
				2446-Professional Expert-Classified	27,660	
				2480-Class-I/NR-Students	10,287	
				4500-Other Supplies	15,821	
				5300-Dues & Memberships	1,300	
				5650-Contracts-Maint Agreements	300	
				6400-New Equipment	10,000	
				6405-Computers	6,594	
				7610-Student Book Service	4,400	
				7610-Student Book Service	4,400	
				2390-Class-Short-Term/Temp/NI	4,500	

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 11/14/07 to 01/11/08

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
295	F01	6450-VP Student Services (Transfer per Marianne T)	6450-VP Student Services	4500-Other Supplies 6400-New Equipment		600
295	F01	6455-Dean of Student Services (Transfer per Patricia)	6455-Dean of Student Services	4500-Other Supplies 5840-Contracted Services		6,000
296	F01	6455-Dean of Student Services (Transfer per Patricia)	6455-Dean of Student Services 6455-Dean of Student Services 6455-Dean of Student Services	2480-Class-I/NR-Students 5650-Contracts-Maint Agreements 4500-Other Supplies 5840-Contracted Services		61,600
297	F01	6210-Cr Matriculation (To Cover Computer Expense)	6210-Cr Matriculation	4500-Other Supplies 6405-Computers		3,000
298	F01	6455-Dean of Student Services (To Cover Negative Balances)	6455-Dean of Student Services 6455-Dean of Student Services	1300-Teachers Salary-Hourly Salaries & Benefits 4500-Other Supplies		11,710
299	F01	6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV (Transfer per Janet)	6350-Student Support Svcs-Title IV	1280-Academic-NI/Reg-Counselors 1300-Teachers Salary-Hourly 2180-Classified-NI/Reg 2200-Class Sals/Instructional 3110-State Tchrs Ret System 3410-Health and Welfare 5690-Indirect Cost 7620-Other Services-Students Salaries & Benefits 4500-Other Supplies 5200-Travel/Conference-Instruc 5300-Dues & Memberships 5650-Contracts-Maint Agreements 5840-Contracted Services 7610-Student Book Service		32,503 2,448 1,960 1,017 10,000 12,661 1,932 11,571 45,900 13,932 839 1,300 300 250 11,571
300	F01	6350-Student Support Svcs-Title IV (To Distribute Rollover)	6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV	5691-Prior Year Rollovers Salaries & Benefits 4500-Other Supplies 5200-Travel/Conference-Instruc 5650-Contracts-Maint Agreements		50,763 46,309 62 4,093 299
303	F01	3002-Restaurant/Food Svc Mgmt (To Cover Salaries Expenses)	3002-Restaurant/Food Svc Mgmt	4300-Instructional Supplies 2480-Class-I/NR-Students		5,000
306	F01	6040-Dean-Academic Programs (To Cover Salaries Expenses)	6040-Dean-Academic Programs	4300-Instructional Supplies 5840-Contracted Services		12,000
311	F01	6672-Risk Management 6670-VP-Admin Services (For Self-Ins Plan)	6672-Risk Management 6672-Risk Management 6672-Risk Management 6672-Risk Management	5440-Student Insurance 5840-Contracted Services 5420-Liability Insurance 6400-New Equipment 5202-Travel/Conference-Admin 5840-Contracted Services		10,596 4,500 2,000 9,166 930 3,000
322	F01	5990-Undistributed Accounts (For Mid-Year Hires)	6060-Dean-Vocational Programs 6780-Management Info Systems	2180-Classified-NI/Reg Salaries & Benefits Salaries & Benefits		71,055 46,299 24,756

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 11/14/07 to 01/11/08



Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
323	F01	1250-Paramedics (To Cover Instruc Supplies Expenses)	1250-Paramedics	5300-Dues & Memberships 4300-Instructional Supplies	1,465	1,465
325	F01	0953-Computer Integ Design Graphics (To Cover Computer Expenses)	0953-Computer Integ Design Graphics	4300-Instructional Supplies 6405-Computers	1,465	31,000
325	F01	4940-Learning Center (To Cover Bottled Water Expenses)	4940-Learning Center	4300-Instructional Supplies 5532-Bottle Water	250	250
325	F01	2133-Fire Control Technology (To Cover Travel Expenses)	2133-Fire Control Technology	4300-Instructional Supplies 5200-Travel/Conference-Instruc	950	950
325	F01	6430-EOPS (To Cover Supplies Expenses)	6430-EOPS	7500-Grants 4500-Other Supplies	7,500	7,500
325	F01	0934-Electronics & Electric Tech (To Cover Equipment Expenses)	0934-Electronics & Electric Tech	1350-Personal Services 6400-New Equipment	35,000	35,000
326	F01	0953-Computer Integ Design Graphics (To Purchase Dell Computer)	0953-Computer Integ Design Graphics	5805-License Fees 6405-Computers	6,289	6,289
326	F01	0953-Computer Integ Design Graphics (To Cover License Fees)	0953-Computer Integ Design Graphics	6405-Computers 5805-License Fees	5,086	5,086
327	F01	6455-Dean of Student Services 6455-Dean of Student Services (For Career Develop Workshop)	6455-Dean of Student Services 6455-Dean of Student Services 6455-Dean of Student Services	2180-Classified-NI/Reg 3900-Fringe Benefits-Budget Only Salaries & Benefits 4500-Other Supplies 5840-Contracted Services	5,160 5,000 8,056	18,056 160
336	F01	6825-Community Service Classes (Transfer Per R Butler)	6825-Community Service Classes	5691-Prior Year Rollovers 2180-Classified-NI/Reg	13,955	13,955
337	F01	6720-Fiscal Operations (To Cover Add'l Expenses)	6720-Fiscal Operations	4500-Other Supplies 5650-Contracts-Maint Agreements	60	60
338	F01	6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV (To Cover Supplies Expenses)	6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV	7610-Student Book Service 7610-Student Book Service 4500-Other Supplies 4500-Other Supplies	4,400 4,400	4,400 4,400
341	F01	6787-Institutional Effectiveness 6787-Institutional Effectiveness (To Cover License Fees)	6787-Institutional Effectiveness 6787-Institutional Effectiveness	4510-Non Instructional Software 4500-Other Supplies 5650-Contracts-Maint Agreements 5805-License Fees	310 1,900	1,010 1,200
342	F01	6580-Safety/Haz Mat'ls (For M&D Fire Equip Expense)	6580-Safety/Haz Mat'ls	4500-Other Supplies 5840-Contracted Services	1,500	1,500
345	F01	0400-Biological Sciences (For Stryker Saw)	0400-Biological Sciences	4300-Instructional Supplies 6430-Replacement Equipment	620	620

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 11/14/07 to 01/11/08

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
351	F01	0000-District-Wide Holding Program		8140-Temp Assist For Needy Families	6,224	
		(TANF Update)	6470-TANF Grant	3920-Other Benefits-Non Instruc	6,224	
351	F01	0000-District-Wide Holding Program		8626-Calworks	116,289	
		(Calworks Budget Update)	6412-Calworks Coordination	5900-Other Expense	113,762	
			6412-Calworks Coordination	2480-Class-I/NR-Students	2,527	
352	F01	0000-District-Wide Holding Program		8626-Calworks	23,328	
		(Calworks Carryover)	6412-Calworks Coordination	5691-Prior Year Rollovers	23,328	

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** ___ **BOARD INFORMATION (no action required)** ___

TOPIC: BOARD OF TRUSTEES PAYMENTS REPORT
SUBMITTED BY: Mary Pringle, Fiscal Services
RECOMMENDED BY: Bruce Baron 
APPROVED BY: Robert Silverman 

Description/Background:

Each month the District expends funds to conduct its operations and makes this information available to the Board of Trustees. This report reflects grouped expenditures (batches) for each fund. The details for these expenditures are available for review by the Board members in the Fiscal Services Department.

Need: N/A

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees approve the Board of Trustees Payments Report.

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES NO ___

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING JAN 8, 2008**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 418						
BATCH 419 CONTAINS NO BATCH						
BATCH 420	\$ 1,858.00					
BATCH 420A	\$ 2,306.00					
BATCH 421	\$ 3,047.84					
BATCH 421A	\$ 2,737.27					
BATCH 422	\$ 9,930.91					
BATCH 422A	\$ 65,733.69					
BATCH 423	\$ 1,407.75					
BATCH 424				\$1,562.09		
BATCH 425	\$ 3,149.96					
BATCH 426	\$ 998.00					
BATCH 427	\$ 754.74					
BATCH 428	\$ 525.00					
BATCH 429	\$ 1,040.62					
BATCH 430	\$ 18,659.04					
BATCH 430A	\$ 1,651.38					
BATCH 431			\$ 13,090.00			
BATCH 432 CONTAINS NO BATCH						
BATCH 432A			\$ 108,000.00			
BATCH 433	\$ 5,778.15					
BATCH 433A	\$ 2,447.80					
BATCH 434	\$ 57,148.57					
BATCH 435	\$ 1,904.00					
BATCH 436	\$ 6,546.46					
BATCH 437	\$ 1,000.00					
BATCH 438	\$ 186.50					
BATCH 439	\$ 530.00					
BATCH 440	\$ 2,857.17					
BATCH 440A	\$ 4,572.15					
BATCH 441 VOIDED						
BATCH 441A			\$ 260,192.72			
BATCH 442			\$ 68,506.68			
BATCH 442A			\$ 187,385.71			
BATCH 443			\$ 30,235.00			
						\$34,200.51

**BOARD REPORTS
BOARD OF TRUSTEES MEETING JAN. 8, 2008**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Debt Service	Student Cntr Fee
BATCH 443A			\$ 301,143.70			
BATCH 444			\$ 53,050.08			
BATCH 444A			\$ 482,272.50			
BATCH 445			\$ 35,117.20			
BATCH 445A			\$ 235,296.32			
BATCH 446 VOIDED						
BATCH 446A			\$ 346,080.00			
BATCH 447			\$ 36,889.38			
BATCH 448	\$ 4,960.61					
BATCH 449	\$ 1,480.30					
BATCH 450	\$ 55.07					
BATCH 451	\$ 1,010.23					
BATCH 452			\$ 1,383.60			
BATCH 453 VOIDED						
BATCH 453A			\$ 6,598.80			
BATCH 454			\$ 11,085.06			
BATCH 455	\$ 4,140.07					
BATCH 455A	\$ 3,700.00					
BATCH 456	\$ 226,735.97					
BATCH 457	\$ 780.95					
BATCH 458	\$ 1,248.03					
BATCH 459	\$ 199.00					
BATCH 460	\$ 1.19					
BATCH 461	\$ 288.96					
BATCH 462	\$ 10.04					
BATCH 463 VOIDED						
BATCH 463A			\$ 293,580.78			
BATCH 464	\$ 6,747.41					
BATCH 465	\$ 6,374.02					
BATCH 466	\$ 8,630.00					
BATCH 467	\$ 8,574.84					
BATCH 468	\$ 3,159.13					
BATCH 469						
BATCH 470 VOIDED				\$810.77		
BATCH 470A	\$ 4,750.00					

BOARD REPORTS
BOARD OF TRUSTEES MEETING JAN. 8, 2008

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Debt Service	Student Cntr Fee
BATCH 471	\$ 4,370.00					
BATCH 472	\$ 3,360.00					
BATCH 473 CONTAINS NO BATCH						
BATCH 474	\$ 7,453.18					
BATCH 475			\$ 14,018.00			
BATCH 476	\$ 728.00					
BATCH 477	\$ 1,085.00					
BATCH 478	\$ 565.00					
BATCH 479	\$ 545.00					
BATCH 480	\$ 438.00					
BATCH 481	\$ 779.00					
BATCH 482	\$ 7,836.27					
BATCH 483 CONTAINS NO BATCH						
BATCH 483A	\$ 1,363,615.19					
BATCH 484	\$ 3,826.34					
BATCH 484A	\$ 1,512.10					
BATCH 485	\$ 1,292.00					
BATCH 486	\$ 2,616.70					
BATCH 487	\$ 2,592.85					
BATCH 488	\$ 34,194.95					
BATCH 488A	\$ 7,676.54					
BATCH 489 VOIDED						
BATCH 489A			\$ 1,438.00			
BATCH 490	\$ 3,527.41					
BATCH 491	\$ 8,795.44					
BATCH 491A	\$ 2,053.60					
BATCH 492	\$ 13,824.44					
BATCH 493	\$ 15,624.42					
BATCH 494	\$ 44.11					
BATCH 495	\$ 3,705.49					
BATCH 495A	\$ 4,992.00					
BATCH 496	\$ 4,494.29					
BATCH 497				\$ 142.92		
BATCH 498	\$ 5,170.00					
BATCH 499			\$ 10,065.84			
TOTAL	\$ 1,986,334.14		\$ 2,495,429.37	\$ 2,515.78	\$ 0.00	\$ 34,200.51

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING FEB. 12, 2008**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 500	\$ 10,365.19					
BATCH 501	\$ 1,130.50					
BATCH 502			\$ 25,481.60			
BATCH 503	\$ 8,932.78					
BATCH 504	\$ 2,222.01					
BATCH 504A	\$ 1,732.15					
BATCH 505	\$ 8,443.10					
BATCH 506 VOIDED						
BATCH 506A			\$ 40,556.07			
BATCH 507 VOIDED						
BATCH 507A						
BATCH 508			\$ 79,128.00			
BATCH 509			\$ 41,223.82			
BATCH 509A			\$ 246.23			
BATCH 510	\$ 17,729.19		\$ 5,600.00			
BATCH 511	\$ 29,335.02					
BATCH 512	\$ 1,260.23					
BATCH 513	\$ 26,795.80					
BATCH 514	\$ 5,193.28					
BATCH 515 VOIDED						
BATCH 515A	\$ 5,920.81					
BATCH 516	\$ 5,505.58					
BATCH 517	\$ 1,075.31					
BATCH 518						
BATCH 519				\$ 321.81		
BATCH 519A			\$ 61,677.72			
BATCH 520			\$ 247,117.46			
BATCH 521			\$ 47,725.00			
BATCH 522	\$ 9,410.32					
BATCH 522A	\$ 9,671.12					
BATCH 523	\$ 2,500.00					
BATCH 524	\$ 4,811.44					
BATCH 525	\$ 2,704.65					
BATCH 526	\$ 39,773.13			\$ 198.84		
BATCH 527			\$ 47,947.56			

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING FEB. 12, 2008**



	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 527A			\$ 598,124.16			
BATCH 528			\$ 20,949.34			
BATCH 528A			\$ 188,544.08			
BATCH 529			\$ 29,493.00			
BATCH 530			\$ 2,902.88			
BATCH 530A				26,125.82		
BATCH 531			\$ 23,355.36			
BATCH 532	\$ 2,290.00					
BATCH 533	\$ 6,857.38					
BATCH 534			\$ 8,920.71			
BATCH 534A			\$ 275,086.38			
BATCH 535						
BATCH 535A	\$ 6,462.04					
BATCH 536	\$ 24,693.14					
BATCH 537	\$ 7,795.89					
BATCH 537	\$ 5,546.04					
BATCH 538	\$ 8,705.93					
BATCH 538A	\$ 92,728.25					
BATCH 539			\$ 1,414.55			
BATCH 539A			\$ 88,181.77			
BATCH 540	\$ 11,356.81					
BATCH 541 VOIDED						
BATCH 541A	\$ 2,125.29					
BATCH 542 VOIDED						
BATCH 542A	\$ 3,837.47					
BATCH 543	\$ 15,938.04					
BATCH 543A	\$ 29,393.54					
BATCH 544						
BATCH 544A			\$ 154.00			
BATCH 545	\$ 227,184.85		\$ 25,632.00			
BATCH 546				\$575.25		
BATCH 547 VOIDED						
BATCH 547A	\$ 5,246.02					
BATCH 548	\$ 10,065.99					
BATCH 549	\$ 13,193.21					
BATCH 549A	\$ 9,984.00					
BATCH 550	\$ 8,411.38					
BATCH 551	\$ 62,290.46					
BATCH 552			\$ 9,500.85			

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING FEB. 12, 2008**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 552A			\$ 10,131.48			
BATCH 553			\$ 1,000.00			
BATCH 554			\$ 17,109.56			
BATCH 555 VOIDED						
BATCH 555A			\$ 170,341.32			
BATCH 556			\$ 5,880.00			
BATCH 557 VOIDED						
BATCH 557A			\$ 6,440.00			
BATCH 558			\$ 43,712.00			
BATCH 559						
BATCH 560 VOIDED	\$ 7,202.51					
BATCH 560A						
BATCH 561	\$ 2,860.05					
BATCH 562	\$ 2,740.27					
BATCH 563	\$ 1,731.94					
BATCH 564 VOIDED			\$ 2,975.60			
BATCH 564A	\$ 53,453.00					
BATCH 565 VOIDED						
BATCH 565A			\$ 744,150.46			
BATCH 566 VOIDED						
BATCH 566A			\$ 194,822.60			
BATCH 567			\$ 4,688.00			
BATCH 568 VOIDED						
BATCH 568A			\$ 2,450.00			
BATCH 569 CONTAINS NO BATCH						
BATCH 570	\$ 845.89					
BATCH 571 CONTAINS NO BATCH						
BATCH 571A	\$ 3,000.00					
BATCH 572	\$ 3,000.00					
BATCH 573	\$ 836.00					
BATCH 574 VOIDED						
BATCH 574A	\$ 3,000.00					
BATCH 575	\$ 3,000.00					
BATCH 576	\$ 1,275.00					
BATCH 577 -579 CONTAINS NO PAYMENT						
BATCH 580	\$ 1,789.96					

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: FOUNDATION DONATIONS
SUBMITTED BY: Victor Valley College Foundation
RECOMMENDED BY: Bruce Baron 
APPROVED BY: Robert Silverman 

Description/Background:

The Victor Valley College Foundation has made expenditures from cash donations to specific funds and scholarships as listed for Victor Valley College (\$60,252.45 in-kind cash donations, \$29,201.42 in scholarships) for a total amount of \$89,453.87. In addition the Foundation has also received property donations as listed. These donations are for the period ending December 31, 2007.

Need: N/A

Fiscal Impact: N/A

Recommended Action:

It is recommended the Board of Trustees accept the donations as college property.

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: AGREEMENT RENEWAL – AFFILIATED COMPUTER SERVICES, INC.

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to renew its agreement with Affiliated Computer Services (ACS) to fulfill the district's obligation to report student information to the Internal Revenue Services. Reporting includes:

- Payments received for qualified tuition and related expenses OR amounts billed for qualified tuition and related expenses;
- Amounts of any scholarships or grants received by a student during the calendar year;
- Prior year adjustments to amounts reported for scholarships or grants;
- Indication of whether qualified tuition and related expenses reported represent an academic period beginning with the first three months of the calendar year.

Tax Year 2002 was the last waiver year in which schools were exempt from reporting financial information on 1098-T forms. All colleges and universities were required to begin reporting financial information beginning with Tax Year 2003.

A copy of the original agreement is available in the Superintendent/President's Office

Need:

Tax Year 2002 was the last waiver year in which schools were exempt from reporting financial information on 1098-T forms. All colleges and universities were required to begin reporting financial information beginning with Tax Year 2003.

Fiscal Impact: Budgeted item from Fund 01, not to exceed \$20,500.00

Recommended Action:

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Affiliated Computer Services in the amount not to exceed \$20,500.00.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO



TAX CREDIT REPORTING SERVICE

VICTOR VALLEY COLLEGE - ATTACHMENT A

SERVICE LEVEL	DESCRIPTION OF SERVICES	Price Per Student
Basic	Includes all services described below for initial 1098-Ts processed per student per tax year.	\$ 0.90
	School transmits data to TCRS via FTP (compressed or uncompressed) with data encryption option.	
	1098-Ts printed and mailed to student by January 31 if data received and correct by January 15.	
	TRA97 brochure included in 1098-T mailing.	
	Return address on 1098-T directed to TCRS (school name c/o TCRS).	
	1098-T directs student to school instructions available via student web site.	
	TCRS aggregates data to comply with IRS reporting requirement of one 1098-T per SSN and EIN.	
	TCRS system includes business rules for determining half-time and graduate boxes on 1098-T.	
	Financial data with school-defined financial categories.	
	System includes business rules to calculate required dollar amounts for 1098-T.	
	School web site with secure internet access to data.	
	New students can be added directly online via web.	
	School can add, view, and modify demographic and financial data online via school user web site.	
	School can preview production 1098-Ts online prior to releasing to student.	
	Online documentation.	
	Various statistical and data reports online via school user web site.	
	Ad-hoc report capability.	
	Student web site with secure internet access to data.	
	Students can update address information for 1098-T mailing purposes.	
	Students can email questions via 1098-T web site.	
	FREE 1098-T reprint capability from school and student web sites (actual 1098-T image online).	
	Students can access previous year's 1098-T online.	
	Student data submitted to IRS by electronic filing deadline.	
	Data is maintained for IRS required 5-year audit period.	
	Historical data across Tax Years (2 years online; 5 years archive maintenance).	
	1098-T corrections and additional students transmitted to IRS for entire five-year period.	
	TCRS staff interfaces with school and IRS to research/resolve IRS issues.	
Annual archive of IRS file returned to school.		
School Relations Analyst assigned to provide lifecycle support via toll free number.		
<u>Additional Services</u>	Correction 1098-Ts (Subsequent 1098-Ts required after initial 1098-T to address any inaccurate data). The correction process is handled for five years.	\$ 0.60
	Corrected 1098-Ts posted to web site for student retrieval versus mailing.	\$ 0.25
	Additional 1098-T forms processed after the original extract.	\$ 0.90
	Additional 1098-Ts posted to web site for student retrieval versus mailing.	\$ 0.25
<u>Late Fees</u>	Complete production data received by January 15 th	\$ 0.00
	Complete production data received after January 15 th	\$150.00
	Complete production data received after January 25 th	\$300.00

Victor Valley College

Initial *RV*

ACS Education Services, Inc.

Initial _____



TAX CREDIT REPORTING SERVICE

Billing Terms

Fifty percent (50%) of the estimated fee is payable upon receipt of an invoice each October (beginning with October 31). The estimated annual fee is calculated by using the actual volume from the previous tax year (estimated volume provided below for initial contract year), multiplied by the applicable unit rate per Form 1098-T. The remaining balance of annual fee due will be adjusted based on the actual number of Form 1098-Ts mailed and will be invoiced, along with any other applicable charges, in February of the year following the tax year processed (i.e., February 2008 for Tax Year 2007). ACS reserves the right to adjust fees with 90 days advance written notice. However, in the event that ACS experiences an increase to any direct costs which are out of our control, such as printing and postage, ACS reserves the right to adjust these costs at any time.

Estimated Volume = 20,599 (This estimate is used to calculate 50% estimated payment for contract signing year.)

**RENEWAL REQUEST
TAX YEAR 2007
TUITION TAX CREDIT REPORTING SERVICE (TCRS)
BY AND BETWEEN
AFFILIATED COMPUTER SERVICES, INC.
AND VICTOR VALLEY COLLEGE**

The purpose of this Renewal Request is as follows:

1. Renew contract for one (1) additional year under the same terms and conditions as the original contract. Services to be provided relate to Higher Education IRS reporting requirements for the Hope Scholarship and Lifetime Learning tax credits, as mandated by the Taxpayer Relief Act of 1997.

RENEWAL PERIOD: 7/1/07 through 6/30/08

2. Rates for Tax Year 2007 will be billed as follows:

Unit Rate:	\$.90
Estimated 1098-Ts	23,000
Estimated TY2007 Amount	\$20,700


3. Sign and return two copies of the Contract Renewal. ACS will return one signed original to the school for its contract file. Please send the signed renewals to:

Gary Hauser
ACS Education Services
3447 Robinhood Road, Suite 102
Winston-Salem, NC 27106

In order to meet the January 31, 2008, mailing deadline for 1098-Ts under the Taxpayer Relief Act of 1997, the school is responsible for ensuring ACS is provided with clean (error-free) student demographic and financial data on a mutually-agreeable schedule but no later than January 15, 2008.

All other terms and conditions of the Agreement remain unchanged and in full force and effect.

Victor Valley College


Authorized Signature

Name

Title

Date

Affiliated Computer Services, Inc.

Authorized Signature

Name

Title

Date

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: RATIFICATION OF ACADEMIC EQUIVALENCY REQUESTS

SUBMITTED BY: Equivalency Committee—Debra Blanchard, Chairperson

RECOMMENDED BY: Marion Boenheim 

APPROVED BY: Robert Silverman 

Description/Background:

The equivalencies listed below have been approved by the appropriate department, division dean, and Academic Senate for the disciplines indicated.

LEONARD SCHAUSTAL—Aviation (Over 50 years of work experience)

EQUIVALENCY: Meets requirements under work experience, Victor Valley equivalency policy. A minimum of fifteen (15) years of work experience in the field is required.

KHALID RUBAYI—Mathematics (BA science, electrical engineering; MS electrical engineering)

EQUIVALENCY: Meets requirements under course work, Victor Valley equivalency policy. A master's degree in a discipline which is not specifically named on the Board of Governor's minimum qualification list for the particular discipline in question, but includes course work which clearly parallels and/or is closely related to the discipline which is specifically listed on the minimum qualifications list.

Henceforth, the equivalency will apply to each candidate for the discipline listed.

Need: The district wishes to employ the individuals listed above who have been determined to have the equivalency for these positions.

Fiscal Impact: None

Recommended Action:

It is recommended that the board ratify the equivalencies as listed.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT X BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: OUTSIDE CONTRACTOR FEES

SUBMITTED BY: Marion Boenheim, Vice President of Human Resources

RECOMMENDED BY: Marion Boenheim 

APPROVED BY: Robert Silverman 

Description/Background:

Although the arbitration hearing with CSEA scheduled for November 27 and 28, 2007, was cancelled, a late cancellation fee has been charged. (2 days at \$1400/day).

Need: Cancellation notification of 30 days is required to avoid a cancellation fee; arbitration was cancelled November 15, 2007.

Fiscal Impact: \$2800

Recommended Action: It is recommended that the board approve payment of the cancellation fee of \$2800.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES ___ NO X

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT X BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: OUTSIDE CONTRACTOR FEES

SUBMITTED BY: Marion Boenheim, Vice President of Human Resources

RECOMMENDED BY: Marion Boenheim *M. Boenheim*

APPROVED BY: Robert Silverman *RS*

Description/Background:

An RFP has not yet been awarded, and the following on-going charges have accrued:

Liebert Cassidy & Whitmore: \$8,597.09

Need: The services of outside contractors are required for ongoing legal issues, including discussions between district attorneys and CSEA attorneys.

Fiscal Impact: \$8,597.09

Recommended Action: It is recommended that the board approve payment of the fees listed and those anticipated prior to awarding the RFP.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES ___ NO X

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT X BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: NEW CLASSIFIED POSITION, ABOLISHED POSITION

SUBMITTED BY: Rocio Chavez, on behalf of the Classification Committee

RECOMMENDED BY: Marion Boenheim *Marion Boenheim*

APPROVED BY: Robert Silverman *Robert Silverman*

Description/Background:

The Classification and Salary Committee and the vice presidents have reviewed the job description for the new position listed below:

Position Title	Recommended Grade Level
Instructional media services coordinator	14

Need:

The instructional media services coordinator is a new classified position. Upon board approval of the attached job description, the media services specialist position (Range 13) will be abolished, and the incumbent will be reclassified as the instructional media services coordinator.

Fiscal Impact: \$211/month.

Recommended Action: It is recommended that the Board of Trustees approve the job description for the new classified position of instructional media services coordinator, effective January 1, 2008. The position of media services specialist will be abolished effective January 1, 2008.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

PROPOSED NEW POSITION
VICTOR VALLEY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL MEDIA SERVICES COORDINATOR

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, perform a variety of advanced, specialized and technical duties to coordinate media services and related technologies District-wide for classroom, distributed learning environments, District and community events. Train, provide work direction, assign and review the work of Instructional Media Workers. Initiate, manage and monitor budget expenditures. Purchase supplies, replacement and new equipment, and maintain records related to work performed. Receive, deliver and operate audio/visual and other instructional media equipment; provide audio/visual services and training to faculty, students and staff on and off campus; Assist with performing minor repairs and preventive maintenance on media equipment and systems; assist with the technical design, installation and troubleshoot classroom audio/visual equipment ensuring compatibility campus wide.

REPRESENTATIVE DUTIES:

Plan, organize, schedule, and coordinate media services and related technologies District-wide for classroom teaching/learning environment; distributed learning program; college and community events; oversee and provide direction for the day-to-day clerical and technical activities of the department. *E*

Interview, select, and schedule student workers; train, provide work direction, prioritize and assign the daily work activities of Instructional Media Workers; ensure work is performed in a safe, professional and timely manner; ensure workers have proper safety gear and equipment for assigned jobs; provide input for performance evaluations. Assist student workers, aides, and technician and coordinate activities as assigned; provide orientation of office policies and procedures, safe and proper use, transportation, minor technical equipment repairs, ADA and copyright compliancy laws of audio-visual equipment and materials. *E*

Manage and monitor Instructional Media Department budgets with responsibility for ordering new and replacement parts, equipment and supplies as well as maintain existing equipment campus wide. *E*

Assess department and campus wide A/V equipment needs and initiate budget recommendations; setup annual open purchase orders and follow up on status; initiate purchases and monitor budget expenditures; coordinate with fiscal services to perform fiscal year-end budget closures. *E*

PROPOSED NEW POSITION

Identify contract service projects; locate, contract, select, recommend contracts for contracted service providers and vendors for supplies, material, and new equipment and oversee satisfactory project completion; Consult with architects, planners and departments during the planning, construction and installations of new facilities. Assist with technical audio/visual designs and equipment selection as required. *E*

Coordinate, setup and maintain the District's distributed learning program with offsite locations (Instructional Television-ITV according to established procedures; oversee day-to-day operation; setup offsite locations when needed; assist in setup, troubleshooting and maintaining complex and technical audio/visual distribution, conversion, and connection equipment including polycom camera, document camera, video cassette recorder, and television; perform other coordination functions as needed. *E*

Develop and implement procedures and materials to instruct faculty, staff, and students in the use and safety of A/V and multimedia equipment. Provide technical support to faculty, staff, and others through equipment demonstrations and training; Provide guidance in the selection of instructional media for use within the curriculum; perform research, compile data, insuring compatibility and ADA compliancy; prepare equipment quotes as requested; assist and provide guidance in the creation of instructional multimedia projects for faculty and staff for online use; inform faculty, staff and students of available services. *E*

Oversee the records, logs and files related to media equipment distribution, inventory, warranties, repair history and preventive maintenance schedules District wide; contact manufacturers and sales representatives regarding the repairs and warranties; order and track ordering of equipment. *E*

Be available, when needed, to perform immediate troubleshooting and equipment repair of classroom equipment; ensure all overheads, televisions, data projectors, video cassette recorders, dvd players and recorders, tape/cd/digital recorders, video/digital/document camera and camcorders, hand/wireless microphones, speakers, amplifiers, sound systems, wireless audio/visual systems, smartboards and panels, tape/cd/dvd duplication systems, laminating/binding/vhs cleaning equipment, mixers, computers/laptops and other various technical equipment are in working condition and available at all times for instructional, faculty, staff and administration use; Determine equipment needs for instructional and special event uses; set up and operate such equipment when needed District wide; determine equipment replacement needs; make equipment repair decisions and recommend replacement. *E*

Assist with the install and upgrade of complex and technical audio/visual systems including presentations and production systems, cable and satellite television receiving recording and distribution, and smart classroom systems; specify equipment and supplies needed for these systems insuring ADA and equipment compatibility. *E*

Plan, develop and maintain a media services website; update, produce, edit and distribute the annual media catalogue of available audio-visual equipment. Develop and update an equipment "How to" database for online self help. *E*

PROPOSED NEW POSITION

Maintain current knowledge of new and emerging products and technological trends to maintain the application of state-of-the-art instructional media technologies at the District. *E*

Represent the District at local, State and national conferences and workshops; participate in a variety of campus committees; participate in State and national organizations. Maintain public relations with students, staff, faculty, administrators, and the community. *E*

Develop strategies for instructional use teleconferencing. Research and keep up to date on latest technologies for classroom use and equipment. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation, use, compliancy, compatibility and terminology related to all types of audio-visual equipment including video and instructional media equipment.

Methods of servicing and repairing all types of audio-visual equipment; appropriate tools and instruments and their use; and appropriate safety precautions.

Basic theory of electricity and electronics for operation and minor repair of electrical machines and equipment.

ADA standards and regulations, copyright laws, and injury prevention plans, laws and requirements pertaining to the department.

Research methods for the most current classroom equipment technologies and uses.

Policies, objectives and procedures of assigned IMS program and activities.

Inventory control methods and techniques.

Office practices and equipment including recordkeeping and filing.

Interpersonal skills using tact, patience and courtesy.

Technical aspects in the field of audio-visual production, recording, digitizing, satellite down-link and cable transmission systems.

Oral and written communication skills.

Basic principles of training and coordinating.

ABILITY TO:

Receive, process, operate and perform preventive maintenance on all types of complex and technical audio-visual and other instructional media equipment.

Assist faculty, staff and students in the proper operation of a wide variety of technical and specialized audio-visual equipment including video production equipment.

Operate District vehicle observing legal and defensive driving practices.

Train and provide work direction to student employees, aides and technicians.

Train others in audio-visual use and techniques.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Lift objects weighing up to 35 pounds.

Plan and organize work.

PROPOSED NEW POSITION

Maintain records and prepare reports.

Plan, organize and coordinate the use of media materials and equipment at a community college.

Plan and monitor budget expenditures.

Determine need and select media equipment to provide best quality of service and equipment in a timely manner.

Make decisions on campus wide audio/visual equipment needs and replacements.

Maintain current knowledge of technological advances in the field.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: an Associates Degree in media, closely related field, or equivalent media knowledge and three years directly related work experience.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor Environment:

While performing the duties of this job, the employee is required to climb into vehicles and drive from site to site to conduct work and to pick-up and deliver equipment. The position requires moderate lifting, bending, climbing ladders and in cramped or restrictive work areas, stooping, crawling, twisting/turning, reaching overhead, above the shoulders and horizontally, standing for extended periods of time; speaking and hearing to communicate; seeing to observe work and drive a vehicle; dexterity of hands and fingers to operate equipment.

Incumbents are exposed to high voltage, chemical fumes and solvents, and at times have contact with abusive individuals.

**PROPOSED POSITION TO ABOLISH
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

CLASS TITLE: MEDIA SERVICES SPECIALIST

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, coordinate media services and related technologies District-wide for classroom and distributed learning environments, and college and community events.

REPRESENTATIVE DUTIES:

Coordinate media services and related technologies District-wide for classroom, library and distributed learning environments and college and community events; oversee and provide direction for the day-to-day clerical and technical activities of the department. *E*

Coordinate the District's distributed learning program (Instructional Television-ITV) according to established procedures; oversee day-to-day operation; schedule ITV classes and instructors; perform other coordination functions as needed. *E*

Provide technical support to faculty, staff, and others through equipment demonstrations and training; ensure equipment is in working condition and perform routine maintenance and minor repair as needed; determine equipment replacement needs and recommend replacement. *E*

Provide technical support and guidance in the selection of instructional media for use within the curriculum; perform research, compile data, and prepare equipment quotes as requested. *E*

Assess department needs and initiate budget recommendations; initiate purchases and monitor budget expenditures; coordinate with fiscal services to perform fiscal year-end budget closures. *E*

Locate, contract, select and recommend vendors for supplies, material, and new equipment; open purchase orders and follow-up on status. *E*

Maintain current knowledge of new and emerging products and technological trends to maintain the application of state-of-the-art instructional media technologies at the District. *E*

Interview, select, and schedule student workers; train audio-visual assistants and coordinate activities as assigned; provide orientation of office policies and procedures, safe and proper use and transportation of audio-visual equipment and materials, and minor equipment repairs. *E*

PROPOSED POSITION TO ABOLISH

Identify contract service projects; locate, select, recommend and initiate contracts for Contracted Service providers and oversee satisfactory project completion.

Perform a variety of clerical duties; maintain a variety of related files; type labels for audio-visual and software collection; update, produce, edit and distribute the annual media catalogue of available audio-visual equipment, software, and materials. *E*

Maintain public relations with faculty, administrators, students, staff and the community.

Represent the District at local, State and national conferences and workshops; participate in a variety of campus committees; participate in State and national organizations.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Audio-visual equipment and modern media materials.
Function, operation and maintenance of an instructional media center.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Video and audio production and editing.
Copyright laws and ADA laws pertaining to instructional media.
Basic theory of electricity and electronics for operation and minor repair of electrical machines and equipment.

ABILITY TO:

Coordinate media services and related technologies District-wide for classroom and distributed learning environments and college and community events.
Train and provide work direction to student workers and assigned staff.
Operate service and circulate audio-visual equipment and media materials.
Coordinate the distributed learning program.
Communicate effectively both orally and in writing.
Assign and review the work of others.
Prioritize and schedule work.
Maintain current knowledge of technological advances in the field.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in media, educational technology or related field and three years experience in audio-visual related work.

PROPOSED POSITION TO ABOLISH

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor Environment:

While performing the duties of this job, the employee is required to climb into vehicles and drive from site to site to conduct work and to pick-up and deliver equipment. The position requires moderate lifting, bending and crawling; speaking and hearing to communicate; seeing to observe work and drive a vehicle; dexterity of hands and fingers to operate equipment.

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: Out of State Travel - Student

SUBMITTED BY: Robert Sewell, Associate Student Body

RECOMMENDED BY: Marianne Tortorici

APPROVED BY: Robert Silverman

Description/Background:

Approval is requested for the following staff member and ASB students to travel to Washington, D.C. to attend the American Student Association of Community Colleges (A.S.A.C.C.) National Student Advocacy & Leadership Conference from March 8, 2008 through March 11, 2008:

- | | |
|-----------------------------------|------------------------------------|
| Robert Sewell, ASB Advisor | Christina Zambrano, Vice President |
| Heena Mehra, President | Ryan Campbell, Secretary |
| Colleen Ferguson, Treasurer | Amy Scott, Athletics Senator |
| Armando Perez, Inter Club Council | |
| Catalina Diaz, Student Advocate | |

Need:

The conference is designed to educate the student participants on the major issues that are critical to community colleges. After attending and participating in the conference, students are given time to meet with the Representatives and Senators or their staff members regarding these important issues and other campus issues that have been coordinated with campus administration.

Fiscal Impact: Associated Student Body funds. \$11,500.00

Recommended Action: It is recommended that the Board of Trustees approve out of state travel for staff/students listed above to travel to Washington, D.C. to attend the American Student Association of Community Colleges (A.S.A.C.C.) National Student Advocacy & Leadership Conference from March 8, 2008 through March 11, 2008.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT ___ **BOARD ACTION** X **BOARD INFORMATION (no action required)** ___

TOPIC: CCCT Board Nominations

SUBMITTED BY: Donald Nelson, President, Board of Trustees

RECOMMENDED BY: Robert Silverman *RS*

APPROVED BY: Robert Silverman *RS*

Description/Background:

From January 1, through February 15, nominations for membership on the California Community College Trustees (CCCT) board will be accepted by the CCLC office. Only one trustee per district may serve on the board. Election of members of the CCCT board will take place between March 10 and April 25.

Need:

The California Community College Trustees (CCCT) board serves a major role within the Community college League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

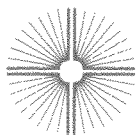
Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the board discuss and nominate a member of the Board of Trustees for the CCCT board election

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___



DEC 3 2007

Date: December 1, 2007
To: California Community College Trustees
California Community College Chancellors/Superintendents
From: Scott Lay
Subject: CCCT Board Election - 2008

The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

From January 1 through February 15, nominations for membership on the CCCT board will be accepted in the League office. Nominations are to be made by a member district board of trustees; and each district may nominate only members of its board.

Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board.

An official Biographical Sketch Form and Statement of Candidacy **must** accompany the Nominating Ballot mailed to the League office, and please use only these forms. Nomination materials should be sent by certified mail – return receipt requested. Faxed materials will **not** be accepted due to the quality of transmission.

The election of members of the CCCT board will take place between March 10 and April 25. Each member district board of trustees will have one vote for each vacancy on the CCCT board. Ten persons will be elected to the board this year. Nine incumbents are eligible to run for re-election. Per CCCT Governing Policy II. A. 5, Rebecca Garcia will remain on the board for one additional year in order to serve as Immediate Past-president. This will not impact the election and the two-year CCCT board seat she has termed out of will be filled during this election cycle.

Election results will be announced at the CCCT annual conference. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 4.

If you have any questions about the CCCT board election process, please call the League office.

Attachments: (mailed only to CCC Chancellors/Superintendents)

- Official Nominating Form
- Official Biographical Sketch Form
- Official Statement of Candidacy
- CCCT Board Terms of Office
- CCCT Board Roster



CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the _____ Community
College District nominates _____ to be a
candidate for the CCCT Board.

This nominee is a member of the _____ Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board

CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15**, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: _____ Date: _____

Address: _____

City: _____ Zip: _____

Phone: _____ (home) _____ (office)

E-Mail: _____

EDUCATION

Certificates/Degrees: _____

PROFESSIONAL EXPERIENCE

Present Occupation: _____

Other: _____

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: _____

Years of Service on Local Board: _____

Offices and Committee Memberships Held on Local Board: _____

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*) _____

National Activities (*ACCT and other organizations, boards, committees, etc.*): _____

CIVIC AND COMMUNITY ACTIVITIES

OTHER



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15**, along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: _____ DATE: _____

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

CCCT BOARD
FY 2008 TERMS OF OFFICE

NAME	TERMS SERVED	TERM EXPIRES	ELIGIBILITY FOR ADDITIONAL CONSECUTIVE TERMS
Albiani	00/02, 02/04, 04/06, 06/08	08	1
Barreras	06/08	08	4
Batiste	00/02, 02/04, 04/06, 06/08	08	1
Bader	11/06-5/07*, 07/09	09	3
Beck	01/02**, 02/04, 04/06, 06/08	08	1
Clark	99/01, 01/03, 03/05, 05/07, 07/09	09	0
Figueroa	**07/08	08	4
Fong	1/04-5/04*, 04/06, 06/08	08	2
Garcia	6/99-5/00*, 00/02, 02/04, 04/06, 06/08	08	0
Grier	12/01-05/02*, 02/04, 04/06, 06/08	08	1
Hayden Jr.	99/01, 01/03, 03/05, 05/07, 07/09	09	0
Howald	9/04-5/05*, 05/07, 07/09	09	2
Mann	05/07, 07/09	09	3
Meng	04/06, 06/08	08	3
Mercer	02/03**, 03/05, 05/07, 07/09	09	1
Ortell	1/04-5/04*, 04/06, 06/08	08	2
Quintero	11/06-5/07*, 07/09	09	3
Serna	05/07, 07/09	09	3
Singer	04/05**, 05/07, 07/09	09	2
Villegas	7/00-5/01*, 01/03, 03/05, 05/07, 07/09	09	0

*Initially Appointed

**Elected to One-Year Term

CALIFORNIA COMMUNITY COLLEGE TRUSTEES
2007-2008 BOARD ROSTER

KAY ALBIANI,
Los Rios CCD
10221 Sheldon Road
Elk Grove, CA 95624
916.682-2445 (res)
916.682-2336 (fax)
gil@albiani.com

ROSANNE BADER
Mt. San Antonio CCD
1050 Hillcrest Drive
Pomona, CA 91768
909.623-7874 (res/bus)
909.598-2303 (CCD fax)
trusteebader@mtsac.edu

ISABEL BARRERAS
State Center CCD
1525 E. Weldon Avenue
Fresno, CA 93704
559.675-4450 x 1339 (bus)
559.226-3757 (CCD fax)
trusteebarreras@comcast.net

CAROLYN BATISTE
MiraCosta CCD
One Barnard Drive
Oceanside, CA 92506
760-795-6610 (CCD) 760.795-6609 (fax)
(760)721-5488 (bus) (760)802-8153 (cell)
carolynbatiste@sbcglobal.net

JUDI BECK
Shasta-Tehama-Trinity Joint CCD
P.O. Box 992417
Redding, CA 96099
530.222-5671 (res & fax)
530.941-6377 (cell)
judibeck@charter.net

THOMAS J. CLARK, Imm. Past President
Long Beach CCD
2267 Albury Avenue
Long Beach, CA 90815
562.596-6722 (res)
562.938-4098 (CCD fax)
tclark2267@charter.net

MARY FIGUEROA
Riverside CCD
1258 Shakespeare Drive
Riverside, California 92506
951.780-4962 (res)
951.317-2648 (cell)
951.222-8035 (CCD fax)
Maryfig50@sbcglobal.net

PAUL FONG, 2nd Vice President
Foothill-De Anza CCD
465 North Wolfe Road
Sunnyvale, CA 94085
408.966-8180 (cell)
650.949-6207 (bus)
fongpaul@fhda.edu

REBECCA J. GARCIA, President
Cabrillo CCD
43 Rosewood Drive
Watsonville, CA 95076
831.728-0387 (res)
831.429-3410 X 260 (bus)
831.479-6425 (CCD fax)
garciabecca@aol.com

ANITA GRIER
San Francisco CCD
106 Byxbee Street
San Francisco, CA 94132
415.254-9282 (cell)
dralgrier@aol.com

CHARLES H. HAYDEN, JR.
Desert CCD
66938 San Felipe Road
Desert Hot Springs, CA 92240
760.329-2244 (res)
760.329-2288 (fax)
760.341-9732 (CCD fax)
chaydendccd@aol.com

WALT HOWALD
Coast CCD
P.O. Box 622
Corona del Mar, CA 92625
949.244-6094
714.438-4882 (CCD fax)
whowald@ccd.edu

REGINALD JAMES

Peralta CCD
442 ½ Pacific Avenue
Alameda, CA 94501
510.379-8301 (cell)
510.865-9426 (res)
510.268-0604 (CCD fax)
trusteejames@gmail.com

JEANETTE MANN

Pasadena Area CCD
2195 E. Orange Grove Blvd.
Pasadena, CA 91104
626.797-0307 (res)
626.585-7202 (bus)
626.797-0182 (fax)
jxmann@pasadena.edu

CHARLES MENG

Napa Valley CCD
1205 Olive Hill Lane
Napa, CA 94558
707.255-5480 (res)
707.253-3362 (CCD fax)
chasmeng@napanet.net

GEORGIA L. MERCER

Los Angeles CCD
132 South Maple Drive, #104
Beverly Hills, CA 90212
310.859-7242 (bus)
310.859-7349 (fax)
Georgia@gmercernet

ED ORTELL

Citrus CCD
301 Mountain Crest Road
Duarte, CA 91010
626.303-5051 (phone & fax)
eortell@citruscollege.edu

ANDRE QUINTERO

Rio Hondo CCD
P.O. Box 4787
El Monte CA 91734
626.536-7371 (cell)
626.602-9967 (fax)
andre_quintero@sbcglobal.net

MARIA ELENA SERNA

San Joaquin Delta CCD
801 W. Elm Street
Lodi, CA 95240
209.334-4771 (res & fax)
mserna@deltacollege.edu

DON SINGER

San Bernardino CCD
1519 Lynne Court
Redlands, CA 92373
909.798-2754 (res and fax)
909-889-5555 (bus)
dlsinger@verizon.net

LUIS VILLEGAS, 1st Vice President

Santa Barbara CCD
4742 Andrita Street
Santa Barbara, CA 93110
805.967-2527 (res)
805.284-3301 (cell)
805.485-1291 (bus)
villegas52@aol.com

STAFF**SCOTT LAY**

President/Chief Executive Officer
2017 "O" Street
Sacramento, CA 95814
916.444-8641 (bus) 916.444-2954 (fax)
scottlay@cclleague.org

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT ___ BOARD ACTION X BOARD INFORMATION (no action required) ___

TOPIC: AGREEMENT – PLANNET CONSULTING
SUBMITTED BY: Bruce Baron, Administrative Services
RECOMMENDED BY: Bruce Baron Bruce Baron
APPROVED BY: Robert Silverman RS

Description/Background:

The district wishes to enter into an agreement with PlanNet Consulting to complete a campus-wide technology assessment. In September the district sent out requests for proposals to complete this technology assessment and PlanNet Consulting was the vendor selected through the interview process.

This analysis will cover all areas of information technology including, infrastructure, hardware, software, staffing, access and speed of the network, Blackboard and Datatel, as well as how to improve technology and meet the needs of the faculty, staff and students today and in the future.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

The district needs to build a stable and reliable technology platform and feels that a comprehensive analysis of all areas of information technology will help to accomplish this task.

Fiscal Impact: \$106,840.00 District Funds

Recommended Action:

It is recommended that the Board of Trustees approve the agreement with PlanNet Consulting in the amount of \$106,840.00 to complete the campus-wide technology assessment.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES X NO ___

Agreement between
Victor Valley College
And PlanNet Consulting
To Undertake a Campus-Wide
Technology Assessment

Statement of Work

This is an agreement between Victor Valley Community College and PlanNet Consulting to conduct an information technology assessment. The assessment will take place over a four month period commencing on March 1, 2008. The phases of the assessment are as follows:

Project Initiation

This project phase includes:

Activity	Explanation
Finalize work activities	Meeting with the college "team" to discuss the project scope and to agree upon how the activities will be carried out to best meet the objectives.
Determine project quality and control objectives	Agree with the college team on how project objectives will be measured and what will constitute the successful completion of an objective.
Develop project plan and control documents	Based on quality and control objectives the project plan will be created with the specific project activities and the document that will be used by PlanNet and the college "team" to manage the project and to determine project status.
Communications Plan	A formal monthly meeting will occur to update on project status. A weekly informal meeting, either in-person or via telephone will occur to update on project status.
Resource Plan	PlanNet and the college "team" will develop a Resource Plan that will guide the consultants in which resources they can use to fulfill the objectives of the plan. These can include access to staff, access to rooms, certain passwords, etc.
Status Report Template	PlanNet will provide a monthly status report.
Meeting Agenda Template	PlanNet will provide meeting agendas and take input from the college.

MS Project Plan Document	A MS Project application project timeline will be developed for this project and will be made available to members of the college "team".
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Project Development

This project phase includes:

1. Development of questionnaires for interviews and surveys to assess customer satisfaction with information technology resources and services. This will be developed in consultation with the college "team" which will have final approval of the instrument to be used on campus.
2. Determine internal staff involvement and availability.
3. Allocate internal and external resources
4. Develop and/or Confirm Schedule
5. Develop Kick Off Meeting Agenda and Attendees list

MILESTONE: Project Development Phase is complete.

Data Collection

This project phase includes:

Kick Off Meeting

General Assessment performed by required PlanNet Technology Subject Matter Expert (SME)

Surveys and Interviews. Surveys and interviews will be as developed in Phase I and will include a written survey instrument for all staff to respond to and will also include individual and group "focus group" interviews as agreed to by PlanNet and college "team". PlanNet will conduct up to five "focus group" sessions over a two-day period in a format the is developed by the college "team" and PlanNet.

The survey instrument will be developed in collaboration with the college "team." The college will electronically administer the survey instrument and collect the data. The results will be shared with PlanNet for follow-up analysis and inclusion in the final report.

Review Documents (diagrams, schematics, topologies, policies, standards and procedures).

Evaluation performed by each PlanNet Technology SME

MILESTONE: Raw Data that will identify IT environment and objectives.

Assessment (Review/Analysis)

This phase of the project includes:

PlanNet's Project Manager will coordinate and consolidate the raw data inputs to ensure integration of the various technologies into the overall Report.

Analysis and assessment of the existing and desired IT environment needs

MILESTONE: Technology requirements have been extracted from raw data

MILESTONE: Current IT environment has been determined.

Recommendations Development

This phase of the project includes:

Develop conceptual IT options for technology infrastructure and resources

Prepare narrative of options

Generate preliminary (rough order of magnitude) budget information as applicable

Create phasing schedule (strategy) as applicable.

MILESTONE: Recommendations have been determined.

Each milestone phase of the project will be presented to the college "team" for review and discussion at the formal monthly status meeting.

Prepare Report

This phase includes:

PlanNet's Project Manager will review the draft format with the college "team" and incorporate the needed changes to finalize the Report.

Report development

Create Draft of Report (including Executive Summary)

Review draft document with project team

Incorporate comments, feedback, changes into draft

Develop final draft of Report.

A confidential management letter may also be part of the final report.

MILESTONE: Report is complete.

Close Out Meeting(s)

Develop PowerPoint presentation on the Report.

Participate in two Presentations at VVC. This does not include a possible third presentation to the Board of Trustees at a Board meeting with, if required, will be provided at no additional cost to VVC.

MILESTONE: Client acceptance of final report.

Specific areas that will be covered by PlanNet during the process of this assessment:

1. VVC would like to evaluate where it is and where it needs to go to insure that the investments now being made in technology will support it in the future. Elements that VVC believes are critical to its technology future include:
 - a. Analysis of existing infrastructure including hardware, software, networking strategy, and web strategy with a report on whether it meets the current and future needs of the college.
 - i. Analysis of business continuity plans including the hardware and applications necessary for backing up all data, developing fault tolerant, high availability systems, (onsite through disk mirroring or similar redundancy, offsite via an agreement with another agency to act as a hot back-up site in the event of a local catastrophe) in case of a particular server failure, security of backups in case of local emergency that would compromise our facilities.
 - b. Analysis of business continuity plans including the hardware and applications necessary for backing-up all data, developing fault tolerant, high-availability systems (onsite through disk-mirroring or similar redundancy, offsite via an agreement with another agency to act as a hot back-up site in the event of a local catastrophe) in case of a particular server failure, security of back-ups in case of local emergency that would compromise our facilities.
 - c. Analysis of Technical Services Department staffing and organizational structure including adequacy of staffing, reporting structure, policies and procedures, documentation, internal process and procedures.
 - i. Interview 8 VVC Information Technology and Computing and Information Resources staff (either individual meetings or combinations of staff meetings up to 8 sessions). The interviews will cover a broad range of technical, process and management (when appropriate) topics. The interviews will be conducted by senior PlanNet Consulting resources and will focus on the typical activities each VVC staff member is performing on a regular basis.
 - ii. PlanNet Consulting will benchmark VVC staffing, process, reporting and knowledge levels against well accepted metrics such as those provided by the Chancellor's Office.
 - d. Analysis of data storage and access strategy (including accessibility to meet ADA requirements) for all campus departments including classrooms, administrative offices, library, computer laboratories, etc.

e. PlanNet will work with District staff to establish high level performance baseline standards for the following server based applications:

- i. Blackboard ASP system, managed by Blackboard offsite
- ii. Datatel Colleague, EOPS and WebAdvisor systems managed on campus
- iii. Novell email application GroupWise
- iv. County Office of Education owned and maintained systems
 - a. Financial 2000
 - b. Snow White

The methodology that we will use to establish the performance baseline standards is:

1. Interview the District's 'application owners' and up to one other IT staff that is knowledgeable about each of the five (5) applications identified above. We expect to learn:
 - a. The District's original performance expectations when the applications were first procured and implemented.
 - b. Current performance issues for each of the five (5) applications identified above.
 - c. Discuss what actions the District has undertaken to assess and pinpoint the performance issues
2. Review application architecture documentation
 - a. Tiers
 - b. Web
 - c. Database
 - d. Middleware
 - e. Network protocols used
3. Review Server architecture documentation
 - a. Hardware (e.g. memory & CPU)
 - b. OS
4. Review Network Architecture
 - a. WAN configuration (including connectivity to Blackboard ASP)
 - b. LAN configuration
 - c. Network utilization and performance statistics (e.g. SNMP, Netflow)

5. Based on current trends and information gathered about area demographics, student population and education, staffing levels in user-departments and MIS, as well as knowledge of products gained during discovery, new project where we will want to focus our efforts for, student registration in terms of Web Registration, Telephone Registration or In-Person Registration. Also project infrastructure requirements to support recommendations.
 - a. PlanNet will assist the college in creating a plan that suits VVC student demographics. It may emphasize the use of WebAdvisor as the primary mode of student registration, backed by an adjunct interactive Voice response (IVR) system permitting telephone registration as a secondary mode, with in-person registration as a tertiary and contingency mode of registration. PlanNet will help identify gaps in current workflows toward broader use of electronic communications and will help establish incentive models that drive students toward on-line registration, such as priority registration. PlanNet will make recommendations about server requirements and redundancies in support of this model, as well as recommendations about the use of self-help kiosks for students without computer access.
 - f. Analysis of support services including adequacy of staffing, appropriate job classifications for staff and staff skill sets. Staffing should be compared to the California State Chancellor's Office standards for technology.
 - g. Recommendations that will help ready campus technology for future instructional delivery methods including streaming video, pod casting, and other interactive modalities. PlanNet will provide guidelines for appropriate physical space and infrastructure design to facilitate interactive learning and instructional content origination. PlanNet will also make recommendations on audiovisual equipment and network management requirements to support effective delivery of the various interactive learning modalities.
 - h. Analyze current customer service processes and recommend strategies for process improvement. Customer service systems that serve the different constituency groups on campus should include automated, telephony, face to face, and email systems.
 - i. A series of recommendations on each of these areas that will provide the information technology needed today and into the future by VVC to be among the top colleges in the state in terms

of accessibility, availability, and operations of technology. Included in the recommendation should be future needs for proper coverage of staff on campus for extended days and weekends. Recommendations for on-call support including suggested format and cost projections are to be included.

- j. PlanNet will assess the impact to MIS of centralized reporting and will determine the merits of decentralized reporting, and will perform research on available tools (such as ASG-Safari and Entrinsik Informer) and make recommendations against the baseline of Query Builder. Security and utility are two key aspects to be addressed; although not part of this scope, VVC should consider establishing security classes and projecting FTE requirements in future initiatives.
- k. PlanNet will, through a series of interviews with program directors and MIS, perform a gap analysis to determine the amount of customization needed to bring Datatel in line with functional requirements of installed modules. Recommendations will be made about staff training and methodologies for deciding on in-house customizations, out-sourcing, and professional services to appropriately scale to the amount and rate of customizations.

PROJECT TIMELINE

PlanNet understands and complies with the requirements of the project timeline section of VVC’s RFP.

The duration of these tasks is approximated, and the actual time will be based on the completeness of VVC information and availability of resources. Most of these tasks in the Scope of Work will be performed in parallel to each other (as denoted in the table below by *).

TASK	Duration (weeks)
Project Initiation and Kick-off	1
1. Analysis of existing infrastructure	6 *
2. Business Continuity	6*
3. Staffing and Organizational Assessment (Includes tasks 7, 9 & 10)	6*
4. Analysis of Data Storage and Access	6*
5. Analysis of Server Based Applications	6*

6. Student Registration	6*
7. Support Services Staffing	6*
8. Technology for Future Instructional Delivery	6*
9. Analyze Customer Service Process	6*
10. Staff Requirements for off hours	6*
11. Reporting Strategy with Datatel	6*
12. Customization Strategy with Datatel	6*
Develop Draft Report	4
Develop Final Report	2
Develop PowerPoint and Present at Two Meetings	2
TOTAL	15 – 17 weeks

MINIMAL PROJECT DELIVERABLES – this may be changed based on project finalization meetings prior to formal commencement of the project.

First draft due within 30 days of project completion; final report due within 30 days after first draft comments are submitted to CONSULTANT.

Written, detailed report broken down by each area of review (i.e. hardware, software, staffing, networking, infrastructure access and speed, implementation of new applications, policies and procedures, network documentation, etc.).

Specific, recommendations with benchmarks and proposed timelines for within each area of review.

Reference to industry standards or best practices to support each recommendation.

An executive summary of the recommendations.

All materials submitted in the Project Deliverables must be generally understood by nontechnical individuals (leave the jargon out or under separate cover).

Planned on-campus meetings to present the report at least two times.

PROFESSIONAL FEES

Fee Proposal

PlanNet Consulting will conduct this project for the fixed-fee amount below.

TASK	FEE
Project Initiation and Kick-off	\$4,750
1. Analysis of existing infrastructure	\$9,750
2. Business Continuity	\$8,840
3. Staffing and Organizational Assessment (Includes tasks 7, 9 & 10)	\$18,500
4. Analysis of Data Storage and Access	\$8,000
5. Analysis of Server Based Applications	\$8,750
6. Student Registration	\$6,000
7. Support Services Staffing	Included in #3
8. Technology for Future Instructional Delivery	\$15,250
9. Analyze Customer Service Process	Included in #3
10. Staff Requirements for off hours	Included in #3
11. Reporting Strategy with Datatel	\$6,500
12. Customization Strategy with Datatel	\$8,000
Develop PowerPoint and Present at Two Meetings	\$12,500
TOTAL	\$106,840

PlanNet Consulting requires a down payment of 20% of the total fees quoted within 15 days of the execution of the project. Fees will be billed monthly as time is expended against the project fee total. The final 10% of the payment will be withheld until the final report is accepted by the college. The 20% down payment will be credited equally over the last two months of the project. PlanNet's payment terms are net 30 days.

Expenses: PlanNet Consulting will invoice reimbursable expenses such as travel, lodging, car rental, mileage, postage, copying and printing at our cost.

Acceptance

If Victor Valley College is in agreement with this proposal, please indicate your acceptance by initialing next to the services in the Professional Fees section and by signing in the space provided below.

Accepted for
Victor Valley College

Accepted for
PlanNet Consulting

Signature

Signature

Name/Title

Name/Title

Date

Date

TERMS AND CONDITIONS

This Master Services Agreement is made as of and is effective this ____ day of _____, 2007, between Victor Valley Community College District ("Client"), and PlanNet Consulting, ("PlanNet Consulting"), a California Limited Liability Company.

Master Services Agreement

This Agreement sets forth the relationship of the parties and the general terms and conditions of services to be provided by PlanNet Consulting to the client. This Agreement presumes that multiple engagements or projects may be performed by PlanNet Consulting on behalf of the Client during the term of this Agreement. Actual services to be provided for specific projects, and their corresponding start dates and durations are defined in above in the Statement of Work (SOW) and will be agreed to and signed by both parties prior to the performance of work. Except as expressly set forth in the agreement the terms and conditions of this agreement shall apply to the provisions of all Services by PlanNet.

Work Order

Each Statement of Work shall contain specific information about the Services to be performed with respect to a particular project, including but not limited to:

Description of Services to be provided.

Expected project initiation and completion dates.

Project fees and expenses, and the terms of project compensation.

Any special terms, considerations or provisions regarding work location, equipment, supplies, or other matters.

Obligations of PlanNet Consulting

PlanNet Consulting shall perform the services in accordance with standards set forth in Statements of Work and by Client from time to time. PlanNet Consulting shall be responsible for all applicable local, state and federal taxes resulting from the operation of PlanNet Consulting's business or the employment of PlanNet Consulting personnel.

PlanNet Consulting shall be responsible for all applicable workmen's compensation, disability benefits, unemployment insurance and other employee benefit acts with respect to PlanNet Consulting personnel.

PlanNet Consulting shall maintain insurance coverage considered necessary and adequate to protect itself from applicable risks, including, but not limited to, automobile, commercial liability, errors and omissions and statutory workmen's compensation.

PlanNet Consulting must provide the Victor Valley Community College with an insurance certificate with \$1 million and \$5 million coverage with the District named as additional insured.

PlanNet Consulting personnel and any other agents, employees and permitted subcontractors shall comply with Client's rules and regulations defining safety and security policies when they are located at Client's offices or locations.

For the avoidance of doubt, where the performance of services requires that PlanNet Consulting be provided access to Client's equipment, systems or facilities, Client is only obligated to provide PlanNet Consulting with the level of access strictly necessary for PlanNet Consulting to perform the services. PlanNet Consulting agrees that it shall perform all services in a manner which has no or minimal impact to Client's business operations.

PlanNet Consulting warrants that any deliverables or work product provided to Client under the Agreement shall conform to specifications or documentation for a period of sixty (60) consecutive days. In the event of non-conformance during the warranty period, where such non-conformance was not a result of Client's failure to comply with its obligations under the Agreement, PlanNet Consulting agrees that it shall re-perform the services at no additional charge to Client. Any corrected deliverable or work product shall then be subject to a new sixty (60) day warranty period.

Compensation

Client shall pay PlanNet Consulting for the Services provided for the fees set forth in the Statement of Work. Client shall be initially invoiced for a 20% deposit of project fees and thereafter invoiced on a monthly basis, unless otherwise specified in the Statement of Work. Payment terms shall be net 30 days from receipt of invoice. PlanNet Consulting shall have the option to terminate this agreement and cease performance of consulting services for clients with invoices outstanding over 90 days, provided that PlanNet Consulting has provided Client with written notice of nonpayment and a reasonable time to cure. PlanNet will bill expenses such as travel, mileage, parking, at cost, provided that Client has pre-approved all such expenses in writing, and shall list all such expenses as separate line items on the invoices. The college will pay 10% of fee after the final report is accepted by the college. The 20% down payment will be credited equally over the last two months of the project.

Personnel

All Services shall be performed by fully qualified persons, who may be employees of PlanNet Consulting, subcontractors, or the employees of subcontractors. The use of any subcontractors is permitted only with Client's prior consent, which shall not be unreasonably withheld. PlanNet Consulting shall ensure that its subcontractors perform the services in accordance with the Agreement, as hereby amended, and shall remain responsible for all acts and omissions of its subcontractors. Client shall not, directly or indirectly hire as its own employees or engage, as independent contractors, any PlanNet Consulting personnel (direct employees or subcontractors) until at least six months following the completion of Services by such PlanNet Consulting personnel without the prior written consent of PlanNet Consulting. The foregoing restrictions on employment shall not apply to employment: (i) resulting from the individual's affirmative response to a general recruitment effort carried out through a public solicitation or a general solicitation or (ii) resulting from the individual's own initiative.

PlanNet Consulting warrants and represents to Client that all individuals it provides to perform services under this Agreement have been subject to and passed, at a minimum, the following reference checks, verifications and screening processes to be performed by PlanNet Consulting: (a) employment history, (b) educational background, (c) professional references, and (d) criminal background, (collectively "Background Checks"). PlanNet Consulting agrees to provide to Client, upon request, certification that Background Checks have been performed, documentation of the processes followed for such Background Checks, and access to the results of the Background Checks for any individuals presented to perform services for Client. PlanNet Consulting agrees to obtain the necessary consent from each individual authorizing the release of personal and reference information to Client.

PlanNet Consulting warrants that it shall perform, and cause all employees and permitted subcontractors to perform, all services in compliance with all applicable local, state, and federal laws, rules, regulations, standards, or codes.

Ownership; Rights to Data

During the course of providing services to client, PlanNet Consulting may develop or come in contact with ideas, concepts or methodologies that offer improvements to delivery of services. Unless otherwise specified in writing in advance or protected by Patent or Copyright, PlanNet Consulting shall not be held liable for any future use of such ideas, concepts or methodologies. Client shall inform PlanNet Consulting in advance of any proprietary rights

associated with materials made available to PlanNet Consulting by Client or parties acting under the direction of Client.

PlanNet Consulting shall retain ownership of all data, designs, templates, analysis, methods, techniques, technical information and specifications developed by PlanNet Consulting. PlanNet Consulting shall also retain all copyright, patent and other intellectual property rights therein. Without limiting the rights it has retained, PlanNet Consulting shall have the right to create or develop derivative works or other works that may be similar to the deliverables that PlanNet Consulting has developed previously.

The terms of this Section 6 shall not apply to any component of the Work that is a commercially available software product.

Use of Materials

PlanNet Consulting shall have no right to use the Materials for any purpose whatsoever, other than in carrying out the terms and conditions of this Agreement, without the prior written consent of the Client.

Confidential Information

As it applies to this Agreement, "Confidential Information" is defined as information made available, disclosed or known by either party as a consequence of this relationship and as a result of Services performed that generally is not known to the public. Confidential Information shall include, but not be limited to, information of or about the parties' customers (actual and potential, including any such customers' personal or financial information), marketing plans, financial plans, financial projections, planned services and products, proprietary technology and billing information. Each party recognizes that Confidential Information may and will be acquired during the course of this relationship. Each party acknowledges that this Confidential Information constitutes a special and unique asset of the other and will be treated as such.

Non-Disclosure of Confidential Information. Each party shall treat all Confidential Information as the other's confidential property, shall not use any Confidential Information (except in the course of providing the Services) in any form or manner, and shall not disclose any Confidential Information to any third party, in whole or in part. Each party shall use the same care and discretion to avoid disclosure, publication, or dissemination of Confidential Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate. The parties' obligation under this Section shall survive the completion of Services under this Agreement or termination of this Agreement for any reason. Upon completion of Services, each party shall deliver to the other all materials in its possession that contain the Confidential Information of the other party.

Equitable relief. The parties acknowledge that the provisions of this Section are essential to the other, and that damages sustained as a result of a breach of this Section cannot be adequately remedied once they have occurred. Each party therefore agrees that the other, notwithstanding any other provision of this Agreement and in addition to any other remedy it may have at law, shall be entitled to injunctive and any other equitable relief to prevent or curtail any breach of any provision of this Section.

Exceptions. This provisions of Section shall not apply to any information (a) known to a party prior to such party's receipt of such information from the other, (b) rightfully received by a party without obligation of confidentiality from a third party under no obligation of confidentiality, or (c) that has become part of the public domain, other than by reason of the receiving party's acts or omissions. If either party is required by law to disclose Confidential Information, it promptly shall notify the other and shall cooperate if the other seeks a protective order or other appropriate remedy to prevent disclosure of the Confidential Information.

Neither party shall use the other party's name, trademarks, service marks, logos, trade names and/or branding without such other party's written consent, provided that such consent may be revoked with reasonable notice.

Limitations on Liability; Indemnification

Indemnification. Both the Client and PlanNet Consulting agree to indemnify, defend and hold harmless one another and their officers, agents and employees from and against any and all claims, actions, suits, expenses, losses, liabilities and damages (including attorneys' fees and expenses) arising out of or in connection with services provided under this Agreement where such claim arises from the fault of the indemnifying party or where such claim is based on intellectual property right infringement caused by data, materials or deliverables provided by the indemnifying party. The obligations herein shall survive termination of this Agreement for any reason.

Should a dispute arise against PlanNet Consulting, damages shall under no circumstances exceed the amount of the contract or the amount paid to PlanNet Consulting, whichever is less. In no event, will the measure of damages include, nor will PlanNet Consulting be liable for, any amount for loss of income, profits, or savings or indirect, incidental, consequential, or punitive damages of any party, including third parties. The limitations on liability contained in this section shall not apply to claims based on a breach of confidentiality, gross negligence, intentional misconduct or claims giving rise to a party's indemnification obligations. The remedy set forth above is the exclusive remedy available to the Client.

Best Effort. The Client acknowledges the impact of any analysis or design in the areas of software, networking or any related services can be significant. It is further understood such impact cannot always be completed or anticipated due to the complex nature of the technology environment. This being the case, the Client agrees that PlanNet Consulting will be offering its services as a best effort and in fulfilling PlanNet Consulting's obligations under this Agreement, Addendums and Statements of Work. Nothing in this section shall relieve PlanNet Consulting from any liability arising from its negligence or intentional misconduct.

General Provisions

No Implied Waivers. The right of any party under this Agreement shall not be affected by its prior failure to require the performance by the other party under such provision or any other provision, nor shall the waiver by any party of a breach of any provision hereof constitute a waiver of any succeeding breach of the same or any other provision or constitute a waiver of the provision itself.

Severability. In the event that any term or provision of this Agreement is determined to be void, unenforceable or contrary to law, the remainder of such term or provision shall be enforced to the maximum extent allowable and the remainder of this Agreement shall continue in full force and effect.

Entire Agreement/Amendments. This Agreement constitutes the entire Agreement between Client and PlanNet Consulting with respect to its subject matter. All prior and contemporaneous oral or written communications, understandings or agreements between Client and PlanNet Consulting with respect to such subject matter are superseded and nullified. No modification of this Agreement shall be effective unless in writing and signed by both parties.

Assignments/Successors. Neither party may assign its rights and obligations under this Agreement without the written consent of the other. All terms and provisions of this Agreement shall be binding upon and shall inure to the benefit of and shall be enforceable by the parties and their respective successors and permitted assigns.

Termination

Client and PlanNet Consulting may terminate any project or Statement of Work under the following conditions:

For cause. Either party may terminate a project or Statement of Work by written notice immediately upon the occurrence of any one or more of the following events:

Failure from a party to cure any material breach of this Agreement within 30 days of written notice from the nonbreaching party. The notice of this breach shall describe the breach in reasonable detail;

Deception, fraud, misrepresentation or dishonesty by the other party, or any act of omission that substantially impairs the other party's business, goodwill or reputation;

The filing of any voluntary or involuntary petition with respect to the other party under the U.S. Bankruptcy Code, insolvency of the other party, an assignment for the benefit of creditors, or liquidation of the other party's business.

This agreement may be terminated upon written notice by either party should the other fail to perform its obligations in good faith hereunder. In the event of termination, the Client shall pay PlanNet Consulting for all services rendered to the date of termination, including all reimbursable expenses, if any.

In the event Client terminates this Agreement or any project for any of the above, PlanNet Consulting shall provide Client with a pro rata refund of all unused prepaid amounts, if any.

Without Cause. By Client, upon thirty (30) days written notice to the PlanNet Consulting.

Notices

All notices required or permitted under this Agreement shall be in writing and shall be (i) delivered in person or by private messenger or overnight courier services where evidence of delivery is obtained, (ii) sent by certified mail, postage prepaid, with return receipt requested, or (iii) dispatched by fax transmission (accompanied with reasonable evidence of receipt of transmission and with a confirmation copy mailed not later than the day after transmission), to the appropriate address or fax number listed below. Such notice shall be effective (a) if given by fax,, when dispatched, (b) if given by mail, three days after mailing, and (c) if given by other means, when delivered. Any party may change its address or fax number for notices hereunder by notice to each party given in accordance with this section.

Any notice given to Client pursuant to this Agreement shall be addressed to:

Telephone: _____

Fax: _____

Any notice to be given to PlanNet Consulting pursuant to this Agreement shall be addressed to:

Michael Weller
PlanNet Consulting, LLC

2850 Saturn Street, Suite 100
Brea, CA 92821
Telephone: 714.982.5800
Fax: 714.982.5801

Applicable Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to any rules governing conflicts of laws.

14. Signatory Authority

The undersigned are fully authorized to represent Client and PlanNet Consulting, LLC, and do hereby agree to fully comply with and abide by the terms of this Agreement:

Victor Valley Community College
District

PlanNet Consulting, LLC

Signature

Signature

Name

Name

Title

Title

Date

Date

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT ___ **BOARD ACTION** X **BOARD INFORMATION (no action required)** ___

TOPIC: 2006 – 2007 FINANCIAL AUDIT
SUBMITTED BY: Mary Pringle, Fiscal Services
RECOMMENDED BY: Bruce Baron [Signature]
APPROVED BY: Robert Silverman [Signature]

Description/Background:

The Messner & Hadley Certified Public Accountancy firm of Victorville has completed the 2006-2007 financial audit. This report is unqualified which means that the college has received a clean bill of health and no control deficiencies or material weaknesses have been noted.

Need:

State mandate

Fiscal Impact: None

Recommended Action:

It is recommended the Board of Trustees accept the 2006-2007 audit as presented.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___



Paul S. Messner, CPA
Cindra J. Hadley, CPA
James M. Quinn, CPA, CFE
Rob T. Dennis, CPA

INDEPENDENT AUDITORS' REPORT

The Board of Trustees
Victor Valley Community College District
Victorville, California

We have audited the accompanying financial statements of the business-type activities of the Victor Valley Community College District (the "District"), as of and for the year ended June 30, 2007, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the State Chancellor's Office Contracted District Audit Manual. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of the Victor Valley Community College District, as of June 30, 2007, and the respective changes in financial positions and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 5, 2007, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

- 1 -

17072 Silica Drive, Suite 101 * Victorville * California 92395-7808
(760) 241-6376 * Fax (760) 241-2011

10670 Civic Center Drive, Suite 110 * Rancho Cucamonga * California 91730-7653
(909) 466-0900
messnerandhadley.com

The Board of Trustees
Victor Valley Community College District

Our audit was conducted for the purpose of forming an opinion on the District's financial statements. The accompanying information listed as *supplementary information* in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. The accompanying Schedule of Expenditures of Federal Awards is also presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations*, are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The Management's Discussion and Analysis on pages 3 through 12 is not a required part of the basic financial statements, but is supplementary information required by the Governmental Accounting Standards Board (GASB). We have applied certain limited procedures, consisting principally of inquiries of management regarding the method of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Messner & Hadley, LLP.

Messner & Hadley, LLP
Certified Public Accountants

Victorville, California

October 5, 2007

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2007

INTRODUCTION

The following discussion and analysis provides an overview of the financial position and activities of the Victor Valley Community College District (the "District") for the year ended June 30, 2007. The discussion has been prepared by management and should be read in conjunction with the financial statements and notes thereto which follow this section.

Victor Valley Community College District was established in 1961 and serves the County of San Bernardino and a small portion of the County of Los Angeles. Students in our college may complete the freshman and sophomore years of a baccalaureate degree and transfer to upper division study at a university or complete a certificated vocational program and move directly into the workforce.

OVERVIEW OF THE FINANCIAL STATEMENTS

The District was required to implement the reporting standards of Governmental Accounting Standards Board Statements No. 34 and 35 during fiscal year 2002-03 using the Business Type Activity (BTA) model. The California Community College Chancellor's Office, through its Fiscal Standards and Accountability Committee, recommended that all community college districts implement the new reporting standards under the BTA model. To comply with this recommendation and to report in a manner consistent with other California Community College Districts, the District has adopted the BTA reporting model for purposes of financial statement preparation and reporting.

USING THIS ANNUAL REPORT

This annual report consists of the following sections:

- Management Discussion & Analysis (MD&A) utilizing a current year / prior year format
- District-wide Basic Financial Statements, including required notes to the financial statements
- Supplementary information, combining and individual fund financial statements
- Required Supplementary Information (RSI)

DISTRICT-WIDE BASIC FINANCIAL STATEMENTS

The District-wide Basic Financial Statements are designed to provide the reader with a broad overview of the District's finances, in a manner similar to a private sector business.

The Statement of Net Assets presents information on all the District's assets and liabilities, with the difference between the two reported as Net Assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The Statement of Revenues, Expenses, and Changes in Net Assets focuses on the costs of the District's operational activities, which are supported mainly by property taxes and by state apportionment as well as other revenues. This approach is intended to summarize and simplify the user's analysis of the costs of various District services to students and the public. This statement also shows how the District's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods, e.g., earned but unused employee vacation balances.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

SUMMARY OF AUDITORS' RESULTS For the Fiscal Year Ended June 30, 2007

FINANCIAL STATEMENTS

Type of auditors' report issued: Unqualified

Internal control over financial reporting:
Material weaknesses identified? No
Reportable conditions identified not considered to be material weaknesses? Yes

Non-compliance material to financial statements notes? No

FEDERAL AWARDS

Type of auditors' report issued on compliance for major programs: Unqualified

Internal control over financial reporting:
Material weaknesses identified? No
Reportable conditions identified not considered to be material weaknesses? Yes

Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510(a): Yes

Identification of major programs:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
84.063, 84.007, 84.033, 84.032	Student Financial Aid Cluster
84.031S	Hispanic Serving Grant

Dollar threshold used to distinguish between Type A and Type B programs: \$ 470,076

Auditee qualified as low-risk auditee? Yes

STATE AWARDS

Type of auditors' report issued on compliance for State programs: Unqualified

Internal control over state programs:
Material weaknesses identified? No
Reportable conditions identified not considered to be material weaknesses? Yes

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

SCHEDULE OF CURRENT YEAR FINDINGS AND QUESTIONED COSTS

For the Fiscal Year Ended June 30, 2007

The following findings represent reportable conditions, and instances of non-compliance related to the financial statements that are required to be reported in accordance with government audit standards generally accepted in the United States of America. The findings have been coded as follows:

INTERNAL CONTROL

2007-01 Fixed Assets

Finding

A fixed asset listing is not maintained throughout the year, but rather compiled after the books are closed.

Recommendation

In order to better reconcile capital expenditures with the fixed asset listing, as soon as an invoice is paid out of the 6000 object code or out of the 8500 function the items on the invoice should be added to the fixed asset listing.

District Response

The District will comply with the recommendation and update its internal procedures to add new fixed assets on a continuous basis.

2007-02 Deficit Cash

Finding

During the year, the Child Development Fund ran out of cash and in order to pay invoices a check was cut out of the revolving account and deposited into the Child Development Fund by passing board approval for inter-fund transfers.

Recommendation

Better budgeting practices need to be in place for the Child Development Fund to ensure cash requirements are met for the year, or foresee a cash deficit and plan for it accordingly.

District Response

The District will work with the staff of the Child Development Center to review budgets and cash flow requirements.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

SCHEDULE OF CURRENT YEAR FINDINGS AND QUESTIONED COSTS, Continued For the Fiscal Year Ended June 30, 2007

BOOKSTORE

2007-03 Accounts Payable

Finding

Bookstore maintains an accounts payable balance that is not reflected by any invoices, but rather a balance carried over from one year to the next. Through our subsequent disbursement testing, it appears the amount is overstated, albeit immaterial; we would rather not write off the individual accounts payable balances until they are supported by invoices or subsequent payments.

Recommendation

The Bookstore should go through all payments made from July 1st to the present, and determine which ones have invoices are attributed to prior fiscal year receipt of goods or services.

District Response

The District will work with the Bookstore staff to comply with this recommendation.

2007-04 Deferred Revenue (VVC Card)

Finding

Bookstore maintains a deferred revenue account with actual cash to prepay a VVC Card. There is no control as to how old the money is or a tracking of activity to determine if the money needs to go back to the student once they have left or graduated.

Recommendation

The Bookstore needs to monitor student activity and age the accounts to determine if the student still attends the school, and if not return the money to the student, and if the student cannot be located, return the money to the State.

District Response

The District will work with the State Chancellor's Office and County legal counsel to determine the appropriate process for aged VVC cards.

STATE COMPLIANCE

2007-05 Scheduled Maintenance Programs

Finding

Districts are required to meet a calculated maintenance of effort with respect to scheduled maintenance. It was found there was no calculation done for the year, and therefore not determinate as to whether or not the District was in compliance with their required schedule of maintenance.

Recommendation

The District needs to perform a maintenance of effort calculation, in order to comply with the scheduled maintenance requirement by the state.

District Response

The District agrees with the finding and will perform a maintenance of effort calculation to comply with the scheduled maintenance requirement by the state.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

STATUS OF PRIOR YEAR'S FINDINGS AND RECOMMENDATIONS

For the Fiscal Year Ended June 30, 2007

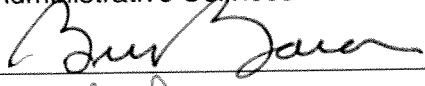
<u>Findings and Recommendations</u>	<u>Current Status</u>	<u>Management's Explanation If Not Implemented</u>
2006-1 Required Data Elements On one of fourteen census sheets tested, the instructor's signature was not present. The course was a credit course. The District should review all census sheets to determine that the instructors have signed.	Implemented	
2006-2 Concurrent Enrollment The District does not have a system in which the principals involved certify that they have not recommended more students than allowed by the California Education Code. The District should institute such a certification process.	Implemented	
2006-3 Standards of Scholarship The District is required to adopt and publish procedures for correction of grades that allow a student to challenge a grade alleged to be incorrect. The District should adopt the procedure as required by Education Code and CCR.	Implemented	
2006-4 Student Instructional Materials Fees The District does charge this fee, but its fee policy and its catalog do not state the required policy. The District should adopt the required fee policy or cease charging the fees for materials to students.	Implemented	
2006-5 Non-Credit Courses The District was notified by the Chancellor's Office that for non-credit where apportionment was claimed, it was required to perform a Self Assessment. The District did not perform the required Self Assessment. The Self Assessment should be performed as soon as possible.	Implemented	
2006-6 Separation of Duties There is currently a lack of segregation of duties over the payroll function. The payroll function is currently being performed by employees that report to the human resource department. The payroll department should be segregated from human resources by having fiscal services supervise this function.	Implemented	

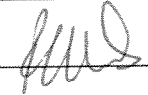
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT ___ **BOARD ACTION** X **BOARD INFORMATION (no action required)** ___

TOPIC: APPROVAL OF RESOLUTION FOR CERTIFICATES OF PARTICIPATION REFUNDING

SUBMITTED BY: Bruce Baron, Administrative Services

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

In 1997, the District issued \$53.45 million of Certificates of Participation ("COPs"). After consultation with our Financial Advisor (Dale Scott & Company) and Bond Counsel (Stradling Carlson & Rauth), the District believes there are significant advantages to be gained by restructuring and refunding these outstanding COPS. This resolution states the District's intent to structure and sell Refunding Certificates of Participation and directs staff to begin such actions necessary for such a restructuring and refunding. In addition, it directs and authorizes the Superintendent/President to negotiate and execute consulting contracts with the Financial Advisor, Bond Counsel and Underwriter in connection with the Refunding Certificates.

A copy of the original resolution is available for review in the Superintendent/President's office.

Need:

The restructuring and refunding of the outstanding COPs is necessary as we continue to improve the fiscal stability of the District.

Fiscal Impact:

Passage of this resolution will have no direct fiscal impact on the District. The Board will be asked to take subsequent action in order to approve the sale of the Refunding Certificates. Should the Board decide not to take such actions, no fees would be paid to either consultant.

Recommended Action:

It is recommended that the Board of Trustees approve the resolution to restructure and refund the outstanding COPS.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
RESOLUTION**

RESOLUTION OF THE BOARD OF TRUSTEES OF THE VICTOR VALLEY COMMUNITY COLLEGE DISTRICT STATING ITS INTENTION TO PURSUE A REFUNDING CERTIFICATES OF PARTICIPATION FINANCING AND APPOINTING CERTAIN PROFESSIONALS IN CONNECTION WITH THE DEVELOPMENT OF SUCH A FUNDING PROGRAM AND APPROVING CERTAIN RELATED ACTIONS.

WHEREAS, the Victor Valley Community College District (the "District") has previously issued its \$53,450,000 1997 Variable Rate Certificates of Participation (the "Certificates"); and

WHEREAS, the District has been advised that all or a portion of the District's outstanding Certificates can be refinanced at interest rates which would lower the District's aggregate debt service obligation with respect to the Certificates through the sale of refunding certificates of participation (the "Refunding Certificates"); and

WHEREAS, the District desires to consider funding several additional critical projects, including a solar/wind power project and a "one-stop" student services center; and

WHEREAS, the Board of Trustees of the District (the "Board") has previously stated its desire to consider placing a general obligation bond on the November 2008 ballot and to include among the bond projects the retirement of the Refunding Certificates; and

WHEREAS, the District desires to appoint certain professionals to assist the District with implementing such a refunding certificate of participation funding program; and

WHEREAS, the Board desires to authorize the Superintendent/President of the District (the "Superintendent/President"), to take certain actions in furtherance of the issuance of the Refunding Certificates; and

WHEREAS, all acts, conditions and things required by the Constitution and laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the actions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the District is now duly authorized and empowered, pursuant to each and every requirement of law, to undertake such actions for the purpose, in the manner and upon the terms herein provided;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Victor Valley Community College District, as follows:

Section 1. Recitals. All of the recitals herein contained are true and correct, and the Board so finds.

Section 2. Declaration of Intent. The Board hereby declares its intention to develop and sell the Refunding Certificates, hereby authorizes the Superintendent/President to take such actions as are deemed in the interest of the District in furtherance of facilitating the implementation of such financing, including the preparation of legal documents in connection therewith, and to submit such documents to the Board at a subsequent meeting for approval.

Section 3. Authorization of Contracts with Consultants. The Board hereby authorizes the Superintendent/President to negotiate, approve and execute consulting contracts with each of Stradling Yocca Carlson & Rauth as bond and disclosure counsel in connection with the Refunding Certificates, Dale Scott & Company Inc. as financial advisor to the District in connection with the Refunding Certificates and UBS Securities LLC as underwriter of such Refunding Certificates.

Section 4. Other Actions. The Authorized Officers are hereby authorized and directed, jointly and severally, to do any and all things which they may deem necessary or advisable in order to carry out, give effect to and comply with the terms and intent of this Resolution. All actions heretofore taken by the officers, employees and agents of the District in furtherance of the intent of this Resolution are hereby approved, confirmed and ratified.

Section 5. Effective Date. This Resolution shall take effect from and after its date of adoption.

PASSED AND ADOPTED this 12th day of February, 2008.

VICTOR VALLEY COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES

Board President

Attest:

Secretary

STATE OF CALIFORNIA)
)ss
SAN BERNARDINO COUNTY)

I, _____, do hereby certify that the foregoing is a true and correct copy of Resolution No. _____, which was duly adopted by the Board of Trustees of the Victor Valley Community College District at meeting thereof held on the 12th day of February, 2008, and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:


By: _____
Secretary

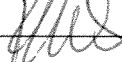
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT ___ **BOARD ACTION** X **BOARD INFORMATION (no action required)** ___

TOPIC: AGREEMENT – EMC RESEARCH, INC. – BOND SURVEY

SUBMITTED BY: Bruce Baron, Administrative Services

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with EMC Research Inc. to conduct a random telephone survey with likely November 2008 voters in the Victor Valley College District. This survey will be to provide opinion research and strategic consulting concerned with developing an understanding of the public's perception of Victor Valley Community College District generally, and more specifically about a potential voter-approved bond measure for the November 2008 ballot. In addition to conducting a poll, EMC will provide a reasonable level of consulting related to the research on issues such as timing, ballot language and other tactical decisions.

Need:

This survey is needed to obtain accurate data regarding community perceptions about the college, potential facilities projects and a potential bond issue.

Fiscal Impact:

Not to exceed \$32,000.00 to be paid from the General Fund. The district has consulted with two attorneys to determine that this survey can be paid for from general funds because it is considered information gathering not campaigning for a bond.

Recommended Action:

It is recommended that the Board of Trustees approve the agreement with EMC Research Inc. to conduct a random telephone survey with likely November 2008 voters in the Victor Valley College District.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES ___ NO ___



MARKET
& OPINION
RESEARCH
SERVICES

811 First Avenue
Suite 451
Seattle, WA 98104
(206) 652-2454 TEL
(206) 652-5022 FAX

436 14th Street
Suite 820
Oakland, CA 94612
(510) 844-0680 TEL
(510) 844-0690 FAX

25 Old Kings Highway North
Suite 13, #105
Darien, CT 06820
(203) 662-0483 TEL
(203) 662-0435 FAX

EMCResearch.com

EMC Research, Inc. Scope of Work for Victor Valley College District

THE NATURE OF THE WORK

EMC will provide opinion research and strategic consulting concerned with developing an understanding of the public's perception of Victor Valley Community College District generally, and more specifically about a potential voter-approved bond measure for the November 2008 ballot.

In addition to conducting a poll, EMC will provide a reasonable level of consulting related to the research on issues such as timing, ballot language and other tactical decisions.

THE SURVEY

EMC will conduct a telephone survey with randomly selected likely November 2008 voters in the Victor Valley College District. The survey will consist of six hundred (600) in-depth interviews of approximately fifteen to eighteen minutes in length. The survey will be conducted by telephone, by trained professional interviewers. The sample will consist of a random selection from a database populated with registered voters in the Victor Valley College District, with identified phone numbers.

In addition to exploring voter responses to new messages and bond projects, the poll will be designed to track changes in opinion from the baseline survey conducted by EMC in May of 2006. The poll will further aim to understand how 2008 strategy should differ 2006 when the bond measure was close, but not successful.

Additionally, given the population of the area we recommend offering the survey in Spanish as well as English.

The sampling procedures will be consistent with generally recognized, scientifically valid sampling techniques designed to produce a survey reflective of the electorate.

Specifically, for the survey EMC will:

- Design a questionnaire in consultation with the District;
- Pretest the questionnaire for clarity of questions, and revise the questionnaire as necessary;
- Professionally translate the survey into Spanish and have Spanish speaking interviewers available.
- Draw a computer-generated random sample from a voter database;
- Field interviews by telephone from a central telephone bank, supervised by an on-duty supervisor, over a four to six-day period;
- Code open-ended responses, if any, for computer analysis;
- Design and generate cross-tabulations and other statistical tables as needed to conduct analysis;
- Prepare a full report including a final analysis, a color presentation and relevant tables and graphics to explain analysis and a full set of the cross tabulations;
- Meet with the Client on the findings and discuss applications of findings to future strategy decisions.

COST

The cost of the survey as set forth above will be thirty thousand dollars (\$30,000.00).


Additionally, the client is expected to pay any reasonable travel, phone cost for phone consultation, shipping and delivery costs (if any) resulting from the project requirements. These costs will be billed separately and should be paid within thirty days of invoicing. We expect that total expenses will not exceed \$2,000 and therefore recommend a not-to-exceed total contract amount of \$32,000.

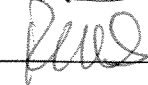
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT ___ **BOARD ACTION** X **BOARD INFORMATION (no action required)** ___

TOPIC: SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN

SUBMITTED BY: Marion Boenheim, Vice President of Human Resources

RECOMMENDED BY: Marion Boenheim 

APPROVED BY: Robert Silverman 

Description/Background:

The Governor's budget indicates that there will be a deficit in anticipated funding. The Supplemental Employee Retirement Plan is a way for the district to prudently manage its budget.

Need:

The Supplemental Employee Retirement Plan is an opportunity for employees to take advantage of the early retirement program and for the district to save monies.

Fiscal Impact: None

Recommended Action: It is recommended that the Board of Trustees adopt the resolution to provide the Supplemental Employee Retirement Plan as listed.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

RESOLUTION OF THE BOARD OF TRUSTEES
SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN

February 12, 2008

WHEREAS, California Government Code Section 53224 authorizes school districts to make contributions to retirement plans; and

WHEREAS, the Victor Valley Community College District desires to provide retirement benefits to its employees under such a plan; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Victor Valley Community College District hereby establishes a retirement plan for certain eligible employees of the district effective June 30, 2008;

RESOLVED FURTHER that the eligibility requirements for employees to participate in such plan shall be as follows:

- 50 years of age
- One year of service at Victor Valley College

RESOLVED FURTHER that the Board of Trustees hereby adopts the Supplemental Employee Retirement Plan, effective June 30, 2008.

RESOLVED FURTHER that the "Life Only" benefit under such plan shall be based on an annuity as determined by the district.

RESOLVED FURTHER that the Victor Valley Community College District shall make all contributions to the plan to fund said benefits.

RESOLVED FURTHER that for purposes of the limitations on contributions and benefits under the plan as prescribed by Section 415 of the Internal Revenue Code of 1986, as amended, the "limitation year" shall be the "plan year" as defined under the terms and provisions of the plan.

RESOLVED FURTHER that for purposes of clarification of administration of the plan, but not for purposes of making said plan subject to Title I of ERISA, the Board of Trustees hereby designated the district as the plan administrator.

RESOLVED FURTHER that the Board of Trustees hereby appoints the following individuals to comprise the Plan Committee:

Bruce Baron, Vice President of Administrative Services
Marion Boenheim, Vice President of Human Resources
Sheri Nolan Foster, Director of Payroll and Benefits
Mary Pringle, Director of Fiscal Services

RESOLVED FURTHER that the Board of Trustees hereby authorizes any member of the Plan Committee to execute on behalf of the district the Form 2848, Power of Attorney and Declaration of Representative.

RESOLVED FURTHER that the Board of Trustees hereby appoints Keenan Financial Services as the contract administrator to assist the district in the implementation and administration of the plan.

RESOLVED FURTHER that the Board of Trustees hereby authorizes and directs Marion Boenheim and Mary Pringle to take the following actions:

- A. Execute the plan and any and all other documents necessary or proper to implement the plan.
- B. Contract with Keenan Financial Services as contract administrator to provide all services described in the contract.
- C. Execute any and all documents, including any amendment to the plan, necessary or proper to maintain favorable determination of the plan.
- D. Enter into any other contract or agreement which he or she deems necessary or proper to administer and/or fund the plan and to attain and maintain the income tax qualification of the plan under the Internal Revenue Code of 1986 as amended.

PASSED AND ADOPTED by the Board of Trustees of the Victor Valley Community College District, in San Bernardino County, California, this 12th day of February, 2008.

AYES:

NOES:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA, COUNTY OF SAN BERNARDINO

I, Dennis Henderson, Clerk of the Board of Trustees of the Victor Valley Community College District of San Bernardino County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a regular meeting thereof on the 12th day of February, 2008, and passed by a majority vote of said Board of Trustees.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of February, 2008.

Dennis Henderson
Clerk of the Board of Trustees

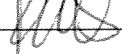
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT ___ **BOARD ACTION** ___ **BOARD INFORMATION (no action required)** X___

TOPIC: MONTHLY FINANCIAL REPORTS

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

Financial reports are being presented for the period ending December 31,2007 for the General Fund (01), Debt Service Payment Fund (29), Capital Outlay Projects Fund (71), Child Development Center Fund (72), Student Center Fee Fund (73), Insurance Trust Fund (75), Health Trust Fund (78), ASB, Auxiliary Services, Bookstore and Federal Grant Funds.

Need: N/A

Fiscal Impact: N/A

Recommended Action:

This is an information only item.

Legal Review: YES ___ NOT APPLICABLE X___

Reference for Agenda: YES X NO ___

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
GENERAL FUND - FUND 01
As of 12/31/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 3,812,886			
<u>Revenues</u>				
Federal	\$ 4,747,915	\$ 526,624	\$ 4,221,291	88.91%
State	\$ 40,150,940	\$ 23,937,449	\$ 16,213,491	40.38%
Local	\$ 12,245,842	\$ 6,954,011	\$ 5,291,831	43.21%
Transfers In	\$ 4,800,000	\$ -	\$ 4,800,000	0.00%
Total Revenues	\$ 61,944,697	\$ 31,418,084	\$ 30,526,613	49.28%
<u>Expenditures</u>				
Academic Salaries	\$ 25,200,748	\$ 9,157,752	\$ 16,042,996	63.66%
Classified Salaries	\$ 13,935,240	\$ 6,634,145	\$ 7,301,095	52.39%
Benefits	\$ 8,975,346	\$ 3,903,794	\$ 5,071,552	56.51%
Supplies	\$ 2,002,694	\$ 618,650	\$ 1,384,044	69.11%
Operating Expenses	\$ 7,941,504	\$ 3,100,403	\$ 4,841,101	60.96%
Capital Outlay	\$ 2,124,113	\$ 1,036,943	\$ 1,087,170	51.18%
Transfers, Grants, Contingency	\$ 845,064	\$ 247,018	\$ 598,046	70.77%
Debt Service Retirement/Interest	\$ 2,900,000	\$ 1,363,615	\$ 1,536,385	
Total Expenditures	\$ 63,924,709	\$ 26,062,320	\$ 37,862,389	59.23%
Excess Revenues/(Expenditures)	\$ (1,980,012)	\$ 5,355,764		
Month Ending Fund Balance 12/31/07		\$ 9,168,650		
Projected Ending Fund Balance	\$ 1,832,874			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
DEBT SERVICE PAYMENT - FUND 29
As of 12/31/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 40,660,929			
<u>Revenues</u>				
Local Revenues	\$ 1,017,040	\$ 6,231	\$ 1,010,809	99.39%
Transfers In		\$ -	\$ -	
<u>Total Revenues</u>	<u>\$ 1,017,040</u>	<u>\$ 6,231</u>	<u>\$ 1,010,809</u>	99.39%
<u>Expenditures</u>				
Debt Service Payments	<u>\$ 10,800,000</u>	<u>\$ 169,081</u>	<u>\$ 10,630,919</u>	98.43%
<u>Total Expenditures</u>	<u>\$ 10,800,000</u>	<u>\$ 169,081</u>	<u>\$ 10,630,919</u>	
 Net Change in Fund Balance	 \$ (9,782,960)	 \$ (162,850)		
Month Ending Fund Balance 12/31/07		\$ 40,498,079		
Projected Ending Fund Balance	\$ 30,877,969			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
CAPITAL OUTLAY PROJECTS - FUND 71
As of 12/31/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 2,391,958			
<u>Revenues</u>				
State	\$ 14,434,814	\$ 1,866,801	\$ 12,568,013	87.07%
Interest Income	\$ 25,000	\$ 36,851	\$ (11,851)	-47.40%
Redevelopment	\$ 916,000	\$ 1,247,968	\$ (331,968)	-36.24%
Miscellaneous Income	\$ -	\$ 153,112	\$ (153,112)	
Transfers In	\$ 6,000,000	\$ 3,000,000	\$ 3,000,000	50.00%
<u>Total Revenues</u>	\$ 21,375,814	\$ 6,304,732	\$ 15,071,082	70.51%
<u>Expenditures</u>				
Contracts	\$ 58,000	\$ 2,825	\$ 55,175	
Sites	\$ -	\$ -	\$ -	0.00%
Buildings-New & Remodel	\$ 21,229,314	\$ 8,169,468	\$ 13,059,846	61.52%
Equipment	\$ 32,000	\$ 9,610	\$ 22,390	
Transfers/Grants/Contingency	\$ 56,500	\$ 56,494	\$ 6	0.00%
<u>Total Expenditures</u>	\$ 21,319,314	\$ 8,181,903	\$ 13,137,411	61.62%
 Net Change in Fund Balance	 \$ 56,500	 \$ (1,933,665)		
Month Ending Fund Balance 12/31/07		\$ 458,293		
Projected Ending Funding Balance	\$ 2,448,458			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
CHILD DEVELOPMENT CENTER - FUND 72
As of 12/31/07

	Annual Budget	YTD Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 353,863			
<u>Revenues</u>				
Federal	\$ 244,216	\$ 77,190	\$ 167,026	68.39%
State	\$ 811,066	\$ 337,403	\$ 473,663	58.40%
Local	\$ 110,015	\$ 28,106	\$ 81,909	74.45%
Transfers In	\$ -	\$ -	\$ -	
<u>Total Revenues</u>	\$ 1,165,297	\$ 442,699	\$ 722,598	62.01%
<u>Expenditures</u>				
Academic Salaries	\$ 662,481	\$ 235,320	\$ 427,161	64.48%
Classified Salaries	\$ 355,665	\$ 115,612	\$ 240,053	67.49%
Benefits	\$ 222,265	\$ 110,375	\$ 111,890	50.34%
Instructional Supplies	\$ 49,200	\$ 15,289	\$ 33,911	68.92%
Operating Expenses	\$ 87,210	\$ 68,707	\$ 18,503	21.22%
Equipment	\$ 22,800	\$ 22,785	\$ 15	0.07%
Reserve/Contingencies	\$ -	\$ -	\$ -	0.00%
<u>Total Expenditures</u>	\$ 1,399,621	\$ 568,088	\$ 831,533	59.41%
 Net Change in Fund Balance	 \$ (234,324)	 \$ (125,389)		
 Month Ending Fund Balance 12/31/07		 \$ 228,474		

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
STUDENT CENTER FEE - FUND 73
As of 12/31/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 8,170			
<u>Revenues</u>	\$ 101,000	\$ 34,474	\$ 66,526	65.87%
<u>Expenditures</u>				
Transfers Out	\$ 101,000	\$ 34,201	\$ 66,799	66.14%
Net Change in Fund Balance	\$ -	\$ 273		
Month Ending Fund Balance 12/31/07		\$ 8,443		

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
HEALTH TRUST FUND - FUND 75
As of 12/31/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 19,313			
<u>Revenues</u>				
Interest Income	\$ 200	\$ 165	\$ 35	17.50%
Transfers In	\$ 15,800	\$ 440	\$ 15,360	0.00%
<u>Total Revenues</u>	<u>\$ 16,000</u>	<u>\$ 605</u>	<u>\$ 15,395</u>	96.22%
<u>Expenditures</u>				
Reserve For Contingencies	\$ 16,000	\$ -	\$ 16,000	100.00%
<u>Total Expenditures</u>	<u>\$ 16,000</u>	<u>\$ -</u>	<u>\$ 16,000</u>	
Net Change in Fund Balance	\$ -	\$ 605		
Month Ending Fund Balance 12/31/07		\$ 19,918		
Projected Ending Fund Balance	\$ 19,313			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
SELF INSURANCE TRUST - FUND 78
As of 12/31/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 205,497			
<u>Revenues</u>				
Interest Income	\$ 6,900	\$ 4,736	\$ 2,164	31.36%
Miscellaneous Income	\$ -	\$ -	\$ -	
Transfers In	\$ -	\$ -	\$ -	
Total Revenues	\$ 6,900	\$ 4,736	\$ 2,164	82.79%
<u>Expenditures</u>				
Supplies	\$ -	\$ -	\$ -	
Travel	\$ -	\$ 4,027	\$ (4,027)	
Contracted Services	\$ 80,000	\$ 13,768	\$ 66,232	82.79%
New Equipment	\$ -	\$ -	\$ -	0.00%
Reserve for Contingencies	\$ -	\$ -	\$ -	
Total Expenditures	\$ 80,000	\$ 17,795	\$ 62,205	77.76%
Net Change in Fund Balance	\$ (73,100)	\$ (13,059)		
Month Ending Fund Balance 12/31/07		\$ 192,438		
Projected Ending Fund Balance	\$ 132,397			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
RAMS BOOKSTORE
As of 12/31/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 957,874			
Revenues	\$ 3,819,000	\$ 2,030,703	\$ 1,788,297	46.83%
Less: Cost of Goods Sold	\$ 2,940,000	\$ 1,565,391	\$ 1,374,609	
Gross Margin from Local Revenues	\$ 879,000	\$ 465,312		
Total Other Income		\$ 5,607		
Total Revenues		\$ 470,919		
Expenditures	\$ 879,000	\$ 413,385		
Estimated labor to be invoiced		\$ 51,500		
Total Expenditures	\$ 787,000	\$ 464,885	\$ 322,115	40.93%
Revenues/(Expenditures)	\$92,000	\$ 6,034		
Month Ending Fund Balance 12/31/07		\$ 963,908		
Projected Ending Fund Balance	\$ 1,049,874			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
AUXILIARY SERVICES
As of 12/31/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 166,492			
<u>Revenues</u>	\$ 481,000	\$ 226,216	\$ 241,114	50.13%
Estimated "Due From" District		<u>\$ 13,670</u>		
<u>Total Revenues</u>		\$ 239,886		
<u>Expenditures</u>				
Estimated Labor to be invoiced "Due To" District	\$ 481,000	\$ 168,639	\$ 284,361	59.12%
<u>Total Expenditures</u>		<u>\$ 28,000</u>		
		\$ 196,639		
Revenues/(Expenditures)	\$ -	\$ 43,247		
Month Ending Fund Balance 12/31/07		\$ 209,739		
Projected Ending Fund Balance	\$ 166,492			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
ASB FUND
As of 12/31/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 118,908			
<u>Revenues</u>	\$160,000	\$64,863	\$95,137	59.46%
Estimated amount "Due From" District		<u>\$18,209</u>		
<u>Total Revenues</u>		<u>\$83,072</u>		
<u>Expenditures</u>	\$160,000	\$67,782	\$92,218	57.64%
<u>Total Expenditures</u>		\$0	\$15,290	
Revenues/(Expenditures)	\$ -	\$ 15,290		
Month Ending Fund Balance 12/31/07		\$ 134,198		
Projected Ending Fund Balance	\$ 118,908			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
FEDERAL/STATE GRANT FUNDS
As of 12/31/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 65,911			
Revenues				
PELL	\$ 10,035,212	\$ 4,042,019	\$ 5,993,193	0.00%
SEOG	310,138	126,687	183,451	7.40%
Direct Loan	423,417	1,999,853	-1,576,436	0.00%
Cal Grant	742,062	500,358	241,704	0.00%
CARE	103,595	100,000	3,595	0.00%
TRIO	30,000	0	30,000	87.21%
EOPS	8,800	0	8,800	0.00%
ACG	0	0	0	
Total Revenues	<u>\$ 11,653,224</u>	<u>\$ 6,768,917</u>	<u>\$ 4,884,307</u>	0.20%
Expenditures				
PELL	\$ 10,035,212	\$ 4,042,019	\$ 5,993,193	0.00%
SEOG	310,138	126,521	183,617	8.11%
Direct Loan	423,417	1,999,853	-1,576,436	0.00%
Cal Grant	742,062	438,059	304,003	1.02%
CARE	103,595	57,750	45,845	21.76%
TRIO	30,000	0	30,000	100.00%
EOPS	8,800	0	8,800	100.00%
ACG	0	26,150	-26,150	
Bank Charges	0	0	0	
Origination Fee	0	0	0	
Total Expenditures	<u>\$ 11,653,224</u>	<u>\$ 6,690,352</u>	<u>\$ 4,962,872</u>	0.81%
 Net Change in Fund Balance	 \$ -	 \$ 78,565		
Month Ending Fund Balance 12/31/07		\$ 144,476		
 Projected Ending Fund Balance	 \$ 65,911			


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT ___ **BOARD ACTION** ___ **BOARD INFORMATION (no action required)** X

TOPIC: QUARTERLY FINANCIAL STATUS REPORT (CCFS-311Q)

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

AB 2910, Chapter 1486, Statutes of 1986, requires California community college districts to report quarterly on their financial condition. Districts are required to provide copies to the Chancellor's Office and county schools of the completed form (Form CCFS-311Q) and a copy of the quarterly financial report required by Education Code '72413(g) and '84043 no later than five working days following the date of the governing board meeting.

Need:

State Mandate

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees receive and enter these reports into the minutes of the meeting.

Legal Review: YES ___ NOT APPLICABLE X___

Reference for Agenda: YES X NO ___

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA**

District: (990) VICTOR VALLEY

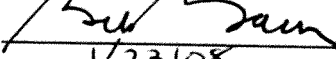
**CHANGE THE PERIOD
Fiscal Year: 2007-2008
Quarter Ended: (Q2) Dec 31, 2007**

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Mr. Bruce Baron

CBO Phone: 760-245-4271

CBO Signature: 
Date Signed: 1/23/08

Chief Executive Officer Name: Dr. Robert Silverman

CEO Signature: 
Date Signed: 1/23/08

Electronic Cert Date: 01/16/2008

District Contact Person

Name: Mary Pringle

Title: Director of Fiscal Services

Telephone: 760-245-4271

Fax: 760-843-0621

E-Mail: pringlem@vvc.edu

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511
Send questions to Kuldeep Kaur, (916) 327-6818 kkaur@cccco.edu

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**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2007-2008

Quarter Ended: (Q2) Dec 31, 2007

District: (990) VICTOR VALLEY

As of June 30 for the fiscal year specified

Line	Description	Actual 2004-05	Actual 2005-06	Actual 2006-07	Projected 2007-2008
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	35,922,866	41,825,312	44,883,328	44,600,000
A.2	Other Financing Sources (Object 8900)	105,000	26,376	2,500,000	4,800,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	36,027,866	41,851,688	47,383,328	49,400,000
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	35,646,380	40,077,056	44,599,735	47,395,000
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	-21,656	713,159	2,217,440	2,500,000
B.3	Total Unrestricted Expenditures (B.1 + B.2)	35,624,724	40,790,215	46,817,175	49,895,000
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	403,142	1,061,473	566,153	-495,000
D.	Fund Balance, Beginning	1,606,230	1,199,326	2,200,299	2,766,452
D.1	Prior Year Adjustments + (-)	-810,046	-60,500	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	796,184	1,138,826	2,200,299	2,766,452
E.	Fund Balance, Ending (C. + D.2)	1,199,326	2,200,299	2,766,452	2,271,452
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	3.4%	5.4%	5.9%	4.6%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	9,317	9,154	8,746	9,316
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

As of the specified quarter ended for each fiscal year

	2004-05	2005-06	2006-07	2007-2008	
H.1	Cash, excluding borrowed funds			9,755,175	
H.2	Cash, borrowed funds only			0	
H.3	Total Cash (H.1 + H.2)	3,355,440	5,486,635	11,683,411	9,755,175

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	44,505,000	44,614,174	28,131,055	63.1%
I.2	Other Financing Sources (Object 8900)	4,800,000	4,800,000	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	49,305,000	49,414,174	28,131,055	56.9%
Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	47,000,000	47,395,460	19,888,532	42%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,901,200	2,908,200	1,364,215	46.9%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	49,901,200	50,303,660	21,252,747	42.2%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-596,200	-889,486	6,878,308	
L.	Adjusted Fund Balance, Beginning	2,766,452	2,766,452	2,766,452	
L.1	Fund Balance, Ending (C. + L.2)	2,170,252	1,876,966	9,644,760	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	4.3%	3.7%		

V. Has the district settled any employee contracts during this quarter?

YES

If yes, complete the following: (if multi-year settlement, provide information for all years covered.)

Contract Period Settled	Management	Academic	Classified

(Specify) YYYY-YY	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
			Total Cost Increase	% *	Total Cost Increase	% *		
a. SALARIES:								
Year 1: 07-08							589,681	6.4%
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code. Agreement settlement with Classified staff was expected; therefore, the current year budget reflects these increases. These increases are funded with General Apportionment, Object 8611.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? NO
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2007-2008

Quarter Ended: (Q2) Dec 31, 2007

District: (990) VICTOR VALLEY

As of June 30 for the fiscal year specified

Line	Description	Actual 2004-05	Actual 2005-06	Actual 2006-07	Projected 2007-2008
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	35,922,866	41,825,312	44,883,328	44,600,000
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B.3	Total Unrestricted Expenditures (B.1 + B.2)	35,624,724	40,790,215	46,817,175	49,895,000
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	403,142	1,061,473	566,153	-495,000
D.	Fund Balance, Beginning	1,606,230	1,199,326	2,200,299	2,766,452
D.1	Prior Year Adjustments + (-)	-810,046	-60,500	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	796,184	1,138,826	2,200,299	2,766,452
E.	Fund Balance, Ending (C. + D.2)	1,199,326	2,200,299	2,766,452	2,271,452
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	3.4%	5.4%	5.9%	4.6%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	9,317	9,154	8,746	9,316
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2004-05	2005-06	2006-07	2007-2008
H.1	Cash, excluding borrowed funds				9,755,175
H.2	Cash, borrowed funds only				0
H.3	Total Cash (H.1 + H.2)	3,355,440	5,486,635	11,683,411	9,755,175

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	44,505,000	44,614,174	28,131,055	63.1%
I.2	Other Financing Sources (Object 8900)	4,800,000	4,800,000	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	49,305,000	49,414,174	28,131,055	56.9%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	47,000,000	47,395,460	19,888,532	42%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,901,200	2,908,200	1,364,215	46.9%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	49,901,200	50,303,660	21,252,747	42.2%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-596,200	-889,486	6,878,308	
L.	Adjusted Fund Balance, Beginning	2,766,452	2,766,452	2,766,452	
L.1	Fund Balance, Ending (C. + L.2)	2,170,252	1,876,966	9,644,760	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	4.3%	3.7%		

V. Has the district settled any employee contracts during this quarter?

YES

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled	Management	Academic	Classified

(Specify) YYYY-YY	Permanent		Temporary		Total Cost Increase	% *
	Total Cost Increase	% *	Total Cost Increase	% *		
a. SALARIES:						
Year 1: 07-08					589,681	6.4%
Year 2:						
Year 3:						
b. BENEFITS:						
Year 1:						
Year 2:						
Year 3:						

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.
 Agreement settlement with Classified staff was expected; therefore, the current year budget reflects these increases. These increases are funded with General Apportionment, Object 8611.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? NO
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q
ENTER OR EDIT CURRENT DATA

Record Updated
CHANGE THE PERIOD

Fiscal Year: 2007-2008

Quarter Ended: (Q2) Dec 31, 2007

District: (990) VICTOR VALLEY

Projected
Actuals
as of June 30
(Col. 4)

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
Closed for edits after Feb 15, 2008					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	44,505,000	44,614,174	28,131,055	44,600,000
A.2	Other Financing Sources (Object 8900)	4,800,000	4,800,000	0	4,800,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	49,305,000	49,414,174	28,131,055	49,400,000
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	47,000,000	47,395,460	19,888,532	47,395,000
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,901,200	2,908,200	1,364,215	2,500,000
B.3	Total Unrestricted Expenditures (B.1 + B.2)	49,901,200	50,303,660	21,252,747	49,895,000
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-596,200	-889,486	6,878,308	-495,000
D.	Fund Balance, Beginning	2,766,452	2,766,452	2,766,452	2,766,452
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	2,766,452	2,766,452	2,766,452	2,766,452
E.	Fund Balance, Ending (C. + D.2)	2,170,252	1,876,966	9,644,760	2,271,452
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	4.3%	3.7%	45.4%	4.6%
SAVE EDITS >>					

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	9,316
-----	---	-------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Amount as of the Specified Quarter Ended	
H.1	Cash, excluding borrowed funds	9,755,175
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	9,755,175

IV. Has the district settled any employee contracts during this quarter? Yes No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:						
Year 1: 07-08					589,681	6.4%
Year 2:						
Year 3:						
b. BENEFITS:						
Year 1:						
Year 2:						
Year 3:						

* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS >>

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

Agreement settlement with Classified staff was expected; therefore, the current year budget reflects these increases. These increases are funded with General Apportionment, Object 8611.

1812 Characters Remaining

V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

Yes No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year? Yes No
Next year? Yes No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

«« EXIT WITHOUT SAVING

SAVE EDITS »»

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511
Send questions to Kuldeep Kaur, (916) 327-6818 kkaur@cccco.edu
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