



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

Date: October 14, 2008

Place: Workshop 5-6 p.m.: Staff Lounge, Victor Valley Community College  
18422 Bear Valley Road, Victorville, CA 92395

Regular Meeting 6 p.m.: Board Room Victor Valley Community College  
18422 Bear Valley Road, Victorville, CA 92395

### AGENDA

**High School to College to University Transition Workshop**  
(Staff Lounge, Victor Valley Community College)

5-6 p.m.

1. **OPEN SESSION OF REGULAR MEETING**  
*This meeting will be electronically recorded*

6 p.m.

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

2. **CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

#### 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. **BOARD PRESIDENT'S REPORT**

Sub-committee assignment reviewing board policies related to Governance (Chapter 2)

4. **SUPERINTENDENT/PRESIDENT'S REPORT**

- **Faculty Senate**

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

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**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 September 9, 2008 regular Board meeting and the September 22, 2008 Board Development Workshop
- 5.2 Out-of-State Student Travel  
Approval of the out-of-state travel for ASB students to travel to Washington, D.C. to attend the American Student Association of Community Colleges National Student Advocacy & Leadership & Citizenship Conference from October 25, 2008 through October 28, 2008. Fiscal Impact: Associated Student Body funds - \$10,000.00.
- 5.3 Out of State Student Travel  
Approval of the out-of-state travel for students from the Political Science Department to travel to Washington, D.C. to attend the National Model United Nations Conference from October 29, 2008 through November 2, 2008. Fiscal Impact: None
- 5.4 Grant Agreement 0810-44 – Temporary Assistance for Needy Families – Child Development Careers (TANF-CDC) Program  
Ratification of the grant agreement 0810-44 for Temporary Assistance for Needy Families – Child Development Careers (TANF- CDC) Program between the Victor Valley Community College District and the Foundation for Community Colleges (FCCC) from July 1, 2007 through June 30, 2010.  
Fiscal Impact: Budgeted, July 1, 2008 – June 30, 2009: \$39,320.00  
Budgeted, July 1, 2009 – June 30, 2010: \$42,654.00
- 5.5 Agreement – 7275BG – Mike Brown Grandstands, Inc.  
Ratification of the agreement 7275B between Victor Valley Community College District and Mike Brown Grandstands, Inc. for rental equipment for the Athletics Department. The period of the agreement is September 9, 2008 through November 28, 2008. Fiscal Impact: Budgeted, Athletics Account \$12,271.00
- 5.6 Agreement – Chino Valley Independent Fire District  
Ratification of the agreement between Victor Valley Community College District and San Antonio Community Hospital. The period of this agreement begins January 1, 2009. The term of this agreement shall commence effective date and this agreement shall thereafter remain in effect unless terminated by either party without cause by providing thirty (30) days written notice to the other party, provided however that no such termination shall be effective until the end of the District term that is in session at that time or for cause pursuant to section VI-A of this agreement. Fiscal Impact: None
- 5.7 Curriculum Changes  
Approval of the curriculum changes that have been recommended by the College Curriculum Committee September 11, 2008. Fiscal Impact: None.
- 5.8 Agreement – Independent Contractor – John Tonyan  
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and John Tonyan. The period of this agreement is from August 25, 2008 through June 25, 2009. Fiscal Impact: Not to exceed \$3,000.00.

- 5.9 Contract Education Services – Liberty Tax Services  
Ratification of the agreement between Victor Valley Community College District and Liberty Tax Services to teach the fundamentals of income tax preparation. The period of this agreement is from October 13, 2008 through December 17, 2008 Fiscal Impact: \$500.00 to the District.
- 5.10 Contract Education Services – Maan Fu Steak House  
Ratification of the agreement between Victor Valley Community College District and Maan Fu Steak House to obtain a food handlers certification card. The period of this agreement is from August 26, 2008 through August 26, 2009. Fiscal Impact: \$300.00 to the District.
- 5.11 Contract Education Services – City of La Habra Child Development  
Ratification of the agreement between Victor Valley Community College District and the City La Habra Child Development to provide students with a working knowledge of the High/Scope curriculum model. Fiscal Impact: \$3,264.00 to the District.
- 5.12 Contract Education Services – Super Target  
Ratification of the agreement between Victor Valley Community College District and Super Target to obtain a food handlers certification card. The period of this agreement is from August 13, 2008 through August 13, 2009. Fiscal Impact: \$900.00 to the District.
- 5.13 Contract Education Services – Albertos  
Ratification of the agreement between Victor Valley Community College District and Albertos to obtain a food handlers certification card. The period of this agreement is from August 15, 2008 through August 15, 2009. Fiscal Impact: \$300.00 to the District.
- 5.14 Contract Education Services – Red Robin  
Ratification of the agreement between Victor Valley Community College District and Red Robin to obtain a food handlers certification card. The period of this agreement is from August 19, 2008 through August 19, 2009. Fiscal Impact: \$300.00 to the District.
- 5.15 Contract Education Services – Jakes BBQ Pit  
Ratification of the agreement between Victor Valley Community College District and Jakes BBQ Pit to obtain a food handlers certification card. The period of this agreement is from June 17, 2008 through June 17, 2009. Fiscal Impact: \$450.00 to the District.
- 5.16 Contract Education Services – Nubi  
Ratification of the agreement between Victor Valley Community College District and Nubi to obtain a food handlers certification card. The period of this agreement is from September 12, 2008 through September 12, 2009. Fiscal Impact: \$150.00 to the District.
- 5.17 Contract Education Services – American Travel  
Ratification of the agreement between Victor Valley Community College District and American Travel to obtain a food handlers certification card. The period of this agreement is from August 28, 2008 through August 28, 2009. Fiscal Impact: \$300.00 to the District.
- 5.18 Agreement – Village Profile, Inc.  
Ratification of the agreement with Village Profile, Inc. to reserve advertising space in the publication *Apple Valley California*. Fiscal Impact: \$595.00 from the Public Information Office advertising funds.

- 5.19 Agreement – Hi Desert Alarm & Fire Sprinklers  
Ratification of the agreement with Hi Desert Alarm & Fire Sprinklers to install and monitor an alarm system for the Victorville Education Center located on 7<sup>th</sup> Street in Victorville. The agreement includes providing, installing, monitoring and maintenance of the alarm system. Fiscal Impact: \$1,616.00.
- 5.20 Agreement – Bomgar Corporation  
Ratification of the agreement with BOMGAR Corporation to purchase software that will enable help desk and other technical personnel to review and control any workstation on or off campus. Fiscal Impact: \$16,018.57, budgeted item.
- 5.21 Agreement – Livetime Software Inc.  
Ratification of the agreement with LiveTime Software, Inc. to purchase help desk software. Fiscal Impact: \$15,952.50, budgeted item.
- 5.22 Agreement – Quantum  
Ratification of the agreement with Quantum to provide yearly maintenance for their tape drive back-up system. Contract period is from October 1, 2008 – September 30, 2009. Fiscal Impact: \$1,235.00, budgeted item.
- 5.23 Agreement Renewal – Safety Kleen Systems, Inc.  
Ratification of the agreement with Safety Kleen Systems, Inc. to provide parts washers for the Maintenance & Operations vehicle repair and automotive areas. Fiscal Impact: \$1,500.00, budgeted item.
- 5.24 Notice of Completion  
Acceptance of the Notice of Completion for the work done by United paving Co. for the replacement of the asphalt in parking lots #10 and #11. Fiscal Impact: None
- 5.25 Quarterly Financial Status Report (CCFS-311Q)  
Acceptance of the Quarterly Financial Status Report (CCFS-311Q). Fiscal Impact: None
- 5.26 Board of Trustees Budget Transfer Request Report  
Approval of the Board of Trustees Budget Transfer Request Report. Fiscal Impact: None
- 5.27 Board of Trustees Payments Report  
Approval of the Board of Trustees Payments Report. Fiscal Impact: None
- 5.28 Agreement – Chappell Graduation Images  
Ratification of the agreement with Chappell Graduation Images for photography services in connection with commencement ceremonies. Fiscal Impact: None
- 5.29 Renewal Agreement – Identix Inc.  
Ratification of the agreement with Identix, Inc. to provide maintenance services for the Live Scan fingerprinting machine in the Human Resources Department. Fiscal Impact: \$2,793.00, budgeted item.
- 5.30 Agreement Identix, Inc.  
Ratification of the agreement with Identix, Inc. for the maintenance on the LiveScan equipment used in the Campus Police Department. Fiscal Impact: \$2,800.00, budgeted item.

- 5.31 Agreement – Independent Contractor – First Student  
Ratification of an Independent Contractor Agreement between Victor Valley College District and First Student to provide transportation services for Upward Bound and Upward Bound Math and Science participants during 2008 Summer Academy. Fiscal Impact: Not to exceed \$29,000.00 Upward Bound grant funds.
- 5.32 Agreement – Prudential Overall Supply  
Ratification of the agreement with Prudential Overall supply to uniform shirts, dust mops and shop rags. Fiscal Impact: \$8,000.00, budgeted item.
- 5.33 Agreement – Independent Contractor – William Garrison  
Ratification of an Independent Contract Agreement between Victor Valley Community College District and William Garrison to serve as an external evaluator for the Gear Up program. Fiscal Impact: \$5,000.00. Gear Up Program grant.
- 5.34 Agreement – Independent Contractor – Jon Schorle  
Ratification of an Independent Contract Agreement between Victor Valley Community College District and Jon Schorle to provide consulting services regarding the qualifications of the Victor Valley Police Department. Dates of the service will be October 7, 2008 through December 1, 2008. Fiscal Impact: Not to exceed \$7,500.00

**6. BOARD OF TRUSTEES**

- 6.1 Separate approval of items pulled from consent agenda.
- 6.2 Board Member Compensation Resolution YES \_\_\_ NO \_\_\_  
Adoption of the resolution excusing Trustee Henderson's absence from the July 31, 2008 special meeting and allowing him to be compensated for that meeting. Fiscal Impact: Not to exceed \$240.00, budgeted item.
- 6.3 Resolution of the Board of Trustees Establishing a Citizens' Bond Oversight Committee and Approving Committee Bylaws YES \_\_\_ NO \_\_\_  
Adoption of the resolution establishing a Citizens' Bond Oversight Committee and approving the committee bylaws. Fiscal Impact: None

**8. INSTRUCTION**

- 8.1 Amendment to Contract DJB1603006 - Federal Bureau of Prisons YES \_\_\_ NO \_\_\_  
Approval to amend the contract DJB61603006 between the Federal Bureau of Prisons and Victor Valley Community College District. The effective date of this amendment is October 1, 2008 through April 1, 2009. Fiscal Impact: \$115,800.00 to the District.

**10. ADMINISTRATIVE SERVICES**

- 10.1 Agreement - Nexus YES \_\_\_ NO \_\_\_  
Approval of the agreement with Nexus to upgrade the campus phone system from Cisco Call Manager version 3.2 to version 6.0. Fiscal Impact: \$78,482.43, budgeted item
- 10.2 Foundation Donations YES \_\_\_ NO \_\_\_  
Acceptance of donations as college property from the Victor Valley District Foundation for a total of \$364,632.40. These donations are for the period ending August 31, 2008. Fiscal Impact: N/A

**11. HUMAN RESOURCES**

11.1 Management Updated Job Description, Reclassification – Director of Special Grant programs

YES \_\_\_ NO \_\_\_

Approval of the updated job description and placement on the management salary schedule, effective October 1, 2008.

Fiscal Impact: \$827.00 monthly.

**12. INFORMATION**

12.1 Draft - Accreditation Report (provided at the meeting)

**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
- c) AFT Part-Time Faculty United

**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: September 9, 2008

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

### CALL TO ORDER

6p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on September 9, 2008 in the Board Room of the Administration building. Mr. Nelson, Board President called the meeting to order at 6 p.m.

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

**MANAGEMENT PRESENT:** Dr. Robert Silverman, Superintendent/President. Dr. Christopher O'Hearn, Interim, Deputy Superintendent/Executive Vice President, Instruction Fusako Yokotobi, Vice President, Human Resources, and Annette McComas (Recorder)

### PLEDGE OF ALLEGIANCE

Bill Greulich led the Pledge of Allegiance to the Flag.

Mr. Nelson announced that the lease agreement for item 10.5 had a correction and copies were available to the public.

**PUBLIC COMMENTS RELATED TO AGENDA ITEMS:** The following individual made a comment with respect to noted agenda items: Margaret Kagy (5.15, 5.16, and 10.3)

### 4. SUPERINTENDENT/PRESIDENT'S REPORT

Dr. Silverman introduced Fusako Yokotobi, the new Vice President of Human Resources.

Dr. Silverman provided a summary of the 2008-2009 fiscal year budget. The budget is balanced, ending this year with a 6.56% reserve which was originally projected at 3.5%. There are no layoffs anticipated at this time. At this time, the State of California has not come up with a budget. We are ending this year with a 6.56% reserve which was originally projected at 3.5%.

Enrollment growth strategies were presented. The college is experiencing the fastest growth this term. If we can achieve 10,000 FTES next year we could receive the \$1M funding from the state the following year. The extra unfunded FTES will cost \$300,000 to get to 10,000 FTES which has been built into the budget. The downside risk is it could take longer to get to 10,000 FTES if the Chancellor's office makes a bad decision. Once the funding is received, we need to ensure that we can services the students appropriately.



Following Dr. Silverman's report, Ms. Pringle reviewed the budget assumptions that were approved in March and how the budget has changed. The good news is the budget is balanced for the 2008/09 fiscal year. The budget was built with 4 new faculty and 3 classified positions. The ending fund balance is 6.56%.

Mr. Range left at 7:02 p.m.

Mr. Range arrived at 7:04 p.m.

#### **Faculty Senate – Debra Blanchard**

Ms. Blanchard presented information on academic and professional matters which relate to Title 5. The senate had their first meeting of the year and thanked Dr. O'Hearn and Mr. Homes for attending. Senate meetings are held the first Thursday of the month at 3:30 p.m. The senate is planning a memorial for Robert Fedderson. The first plenary session is scheduled in October. The senate would like to see replacement of vacated positions. Lisa Harvey was introduced as the new senate Vice President and SLO coordinator.

#### **5. CONSENT AGENDA**

It was MSC (Valles/Underhill 5-0) to approve the consent items in one motion as amended with agenda items 5.15 and 5.16 pulled for separate discussion by Mr. Nelson.

- 5.1 Approval of the minutes of the July 31, 2008 special Board meeting and August 5, 2008 regular Board meeting
- 5.2 Contract Education Services – Green Mango Thai Bistro  
Ratification of the agreement between Victor Valley Community College District and Green Mango Thai Bistro to obtain a food handlers certification card. The period of the agreement is June 26, 2008 through June 26, 2009. Fiscal Impact: \$210.00 to the District.
- 5.3 Contract Education Services – Pho Cuong – Vietnamese Restaurant  
Ratification of the agreement between Victor Valley Community College District and Pho Cuong – Vietnamese Restaurant to obtain a food handlers certification card. The period of the agreement is June 27, 2008 through June 27, 2009. Fiscal Impact: \$300.00 to the District.
- 5.4 Contract Education Services – Amvets  
Ratification of the agreement between Victor Valley Community College District and Amvets to obtain a food handlers certification card. The period of the agreement is August 7, 2008 through August 7, 2009. Fiscal Impact: \$300.00 to the District.
- 5.5 Contract Education Services – Molly Brown's  
Ratification of the agreement between Victor Valley Community College District and Molly Brown's to obtain a food handlers certification card. The period of the agreement is July 18, 2008 through July 18, 2009. Fiscal Impact: \$750.00 to the District.

- 5.6 Contract Education Services – Rounds, Miller and Associates  
Ratification of the agreement between Victor Valley Community College District and Rounds, Miller and Associates to conduct workshops. The period of the agreement is July 12, 2008 through November 8, 2008. Fiscal Impact: \$1,800.00 to the District.
- 5.7 Contract Education Services – Chili's Restaurant  
Ratification of the agreement between Victor Valley Community College District and Chili's Restaurant to obtain a food handlers certification card. The period of the agreement is June 17, 2008 through June 17, 2009. Fiscal Impact: \$600.00 to the District.
- 5.8 Ebmeyer Charter and Tour  
Ratification of the contract with Ebmeyer Charter and Tour to provide transportation for the men/women's soccer team and the Intercollegiate football team during the fall 2008 term. Fiscal Impact: Athletics Budgeted item, not to exceed \$22,932.00
- 5.9 Agreement for Additional Services – Spencer/Hoskins Associates  
Ratification of the agreement for additional services with Spencer/Hoskins Associates for the Seismic Replacement Auxiliary Gymnasium. Fiscal Impact: \$4,660.00 – Fund 71 expenditure. (This project is partially State funded and a portion of this may be reimbursable through the State.)
- 5.10 Agreement – El Dorado Broadcasters, LLC  
Ratification of the agreement between Victor Valley Community College District and El Dorado Broadcasters, LLC to continue advertising registration information for the fall term. Fiscal Impact: \$2,982.00 from the Public Information department's advertising funds.
- 5.11 Board of Trustees Payments Report  
Approval of the Board of Trustees Payments Report. Fiscal Impact: None
- 5.12 Board of Trustees Transfer Request Report  
Approval of the Board of Trustees Transfer Request Report. Fiscal Impact: None
- 5.13 Agreement – Oliver Construction  
Ratification of the agreement between Victor Valley Community College District and Oliver Construction to pour a concrete equipment pad for the emergency generator in the gym. Fiscal Impact: \$800.00 Budgeted Item.
- 5.14 Agreement – Galaxy Moving  
Ratification of the agreement between Victor Valley Community College District and Galaxy Moving to move the Fiscal Services Department. District maintenance staff was not available due to preparation requirements for the beginning of the fall semester. Fiscal Impact: \$650.00 Budgeted Item.
- 5.15 **PULLED FOR SEPARATE DISCUSSION** Agreement Renewal – Keenan & Associates  
Ratification of the agreement between Victor Valley Community College District and Keenan & Associates to provide loss control services as needed for the 2008-09 fiscal year. Fiscal Impact: Not to exceed \$20,000.00 - Budgeted Item.
- 5.16 **PULLED FOR SEPARATE DISCUSSION** Agreement Renewal – Keenan & Associates  
Ratification of the agreement between Victor Valley Community College District and Keenan & Associates to provide property and casualty claims administration needed for the 2008-09 fiscal year. Fiscal Impact: Not to exceed \$14,000.00 - Budgeted Item.

- 5.17 American Medical Response  
Approval of the contract with American Medical Response to provide on-site ambulance for home football games for the fall 2008 season. Fiscal Impact: Athletics budgeted item, not to exceed \$1,125.00
- 5.18 Agreement – Lucerne Valley Academy, Inc.  
Ratification of the Memo of Understanding with Lucerne Valley Career Academy, Inc. to rent one modular unit located in the Humanities Complex, Building 80. Length of the contract is September 1, 2008 – June 30, 2009. Fiscal Impact: \$22,560.00 per year to the district.
- 5.19 Authorized Signatory  
Approval for Fusako Yokotobi to represent the board in the cases listed for the fiscal year 2007-2008 per Education Code 72282. Fiscal Impact: None
- 5.20 H&E Equipment Services  
Approval of the agreement with H&E Equipment Services, Inc. to provide two scissor lifts for the football team's home games. Fiscal Impact: Budgeted item, Athletics budget, not to exceed \$2,200.00.
- 5.21 Resolution – Investment Banking Services  
Approval of the resolution to change the name of our investment banking service provide for the election and potential general obligation bond from UBS Securities to Piper Jaffray & Co. Fiscal Impact: None. This is only to change the name of the investment banking firm.

## 6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda.

5.15 **PULLED FOR SEPARATE DISCUSSION** Agreement Renewal – Keenan & Associates

Ratification of the agreement between Victor Valley Community College District and Keenan & Associates to provide loss control services as needed for the 2008-09 fiscal year. Fiscal Impact: Not to exceed \$20,000.00 - Budgeted Item.

5.16 **PULLED FOR SEPARATE DISCUSSION** Agreement Renewal – Keenan & Associates

Ratification of the agreement between Victor Valley Community College District and Keenan & Associates to provide property and casualty claims administration needed for the 2008-09 fiscal year. Fiscal Impact: Not to exceed \$14,000.00 - Budgeted Item.

It was MS (Valles/Henderson) to send the contracts back and have them appropriately signed.

Following discussion, it was MSC (Range/Nelson, 5-0) to amend the previous motions made by Ms. Valles and Mr. Henderson and to ask Dr. Silverman to obtain the appropriate signatures on the contract as soon as possible with a copy sent to the board members.

## **10. ADMINISTRATIVE SERVICES**

### **10.1 Foundation Donations**

It was MSC (Underhill/Range, 5-0) to accept the donations as college property from the Victor Valley District Foundation for a total of \$76,312.42. These donations are for the period ending July 31, 2008. Fiscal Impact: N/A

### **10.2 Draw Down Funds from the Guaranteed Investment Contract (GIC)**

It was MSC (Valles/Underhill, 5-0) to approve the draw down of funds from the Guaranteed Investment Contract to balance the 2008-09 unrestricted General Fund budget. Fiscal Impact: A transfer of funds from the district's reserve to the General Operating Budget is required to meet the needs of the 2008-09 budget. Should the district's debt obligation be retired through a General Obligation Bond, the amount of the draw down would be reduced.

### **10.3 Public Hearing and Adoption of the 2008 – 2009 Budget**

Adoption of the 2008-2009 budget as presented. Fiscal Impact: Formally establishes budget.

The Board President, Don Nelson declared the public hearing open. Hearing no comments, the Board President declared the public hearing closed.

It was MSC (Underhill/Valles, 5-0) to adopt the 2008-2009 budget.

### **10.4 Agreement – Piper Jaffray & Co.**

Following discussion, it was MSC (Range/Underhill, 5-0) to approve the agreement with Piper Jaffray & Co., not to exceed one percent of the principal amount of each bond issue, plus reimbursement of reasonable out-of-pocket expenses. Fiscal Impact: One percent of principal amount of each, estimated \$2,975,000 plus reimbursement of reasonable out-of-pocket expenses, to be paid from bond proceeds. Note: If the bond measure does not pass, there will be no fees charged by Piper Jaffray & Co.

### **10.5 Lease – Old Town Center - Victorville**

It was motioned by Dr. Underhill and seconded by Mr. Range S to approve the lease agreement (as amended dated September 9, 2008) with 126 Company LLC – Jacob Shemtov to establish an Education Center in Victorville at a monthly charge of \$1,700.00. Fiscal Impact: Monthly lease amount will be \$1,700.00

Following discussion, the motions made by Dr. Underhill and Mr. Range were withdrawn to allow Mr. Nelson to change the wording to include the amended date of September 9, 2008.

It was MSC (Henderson/Underhill, 5-0) to approve the lease agreement as amended.

## **11. HUMAN RESOURCES**

### **11.1 Revised Management Position and Job Description – Director of Evening Operations, Instructional Support Programs**

It was MSC (Underhill/Range, 5-0) to approve the updated job description and placement on the management salary schedule as listed. Salary Schedule, \$14,313/month plus benefits.

**13. REPORTS (3 minute limit per report)**

13.1 Foundation

Ginger Ontiveros reported on:  
Scholarship ceremony  
Alumni Hall of Fame nominations  
Welcomed new members to the Foundation  
Old Town Center Signage grant  
Distributed copies of the mailer for the bond for information

13.2 Employee Groups

a) Michael Smith reported on:

Plan  
Old Town Center  
Alternative forms or revenue  
No outstanding grievances  
MOU – facilitate department chair elections

b) CSEA

Jim Murray reported on:

Resolving issues  
CDC  
Campus Police department  
The need to replace vacant positions and not create new positions

c) AFT Part-Time Faculty United

Valerie Frangelica

**14. TRUSTEE COMMENTS**

Christina Zambrano reported on:

Welcome week  
September 6 – fishing tournament  
Peace Jam  
September 11 Memorial  
Phoenix Foundation

15. The following individual made a comment with respect to non-agenized items: Margaret Kagy

**16. Adjournment**

It was MSC (Underhill/Valles, 5-0) to adjourn the meeting at 7:50 p.m. The motion carried unanimously.

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Dennis Henderson, Clerk

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Date Approved



# Victor Valley Community College District SPECIAL MEETING OF THE BOARD OF TRUSTEES MINUTES

Date: September 22, 2008

Place: Hilton Garden Inn  
12603 Mariposa Rd.  
Victorville, CA

## CALL TO ORDER

9 a.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on September 22, 2008 in the Mojave Room at the Hilton Garden Inn. Mr. Nelson, Board President called the meeting to order at 9 p.m.

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

Consultant present: Cy Gulassa – California Collegiate Brain Trust (CCBT)

This following summary is prepared by Cy Gulassa and approved by Board President, Don Nelson

The primary goal of the workshop was to meet with the Victor Valley Board of Trustees in an informal setting off campus to evaluate the strengths and weaknesses of the Board and explore ways to reduce conflict and enhance governance effectiveness, teamwork and leadership. The workshop format followed standard patterns of self analysis of weaknesses and strengths.

The 3-stage process consisted of initial phone interviews with each trustee; 2) a review of Board related background materials like agendas, minutes and accreditation reports; and 3) a 7-hour workshop at the Hilton Garden Inn in Victorville on September 22, 2008. The workshop format followed standard patterns of self analysis of weaknesses and strengths interwoven with discussions of the principles cited above, examples of best practices and Accreditation requirements.

Outcomes and Compliance with Governance Standards:

With respect to Standard IV B f, the workshop itself served as the vehicle for ongoing Board development and new member orientation.

With respect to Standard IV B g, the Board has in place a detailed self-evaluation questionnaire that a majority of the Board filled out prior to the workshop and serves as an overall indication of individual performance.

Concerning IV B h, the Board has formed a committee to review its ethics policies.

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

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An ad hoc Board committee was formed to review Victor Valley College's board governance policies 2000, and submit them to the college process for policy review and eventual approval and adoption by the full Board. Once adopted, individual Board members are obligated to honor the policies, and violators may be censured by the full Board. The committee should first consult with the College President to make certain that the ad hoc meeting is properly noticed, open to the public, and run in accordance with established college procedures.

Recommendations:

1. The Board must recognize that the workshop is just the beginning and that to be successful and serve the students and community well, it must constantly develop and refine these principles, evaluate its performance, engage in institutional planning and meet all of its obligations under Standard IVB of the Accreditation Commission, especially regarding shared governance principles which mandate a strong voice for faculty and staff in most decision making forums.
2. The Board should hold special workshops or schedule presentations at Board meetings to better understand complicated issues like state and local finances, audit reports, strategic planning updates, institutional initiatives, new programs, etc.
3. The surest path to Board excellence is education. As often as possible, Board members should attend regional, state and national conferences to expand their awareness of trends and directions in education, and subscribe to professional publications of the Community College League of California and other state and national organizations.
4. The Board should schedule another workshop in the near future prior to the next accreditation team visit to evaluate progress, review governance principles and conformance to Standard IVB, resolve lingering issues and groom its leadership skills. If appropriate, the format can be expanded to include participation by the CEO and other college and community leaders. Victor Valley Community College is moving rapidly to provide the students and community with outstanding, highly innovative programs and services. The Board should be in the vanguard of this ongoing quest for educational excellence.

It was unanimously approved to adjourn the meeting at 4 p.m.

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Dennis Henderson, Clerk

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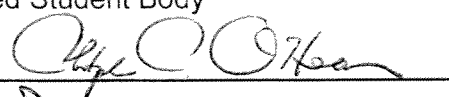

Date Approved





**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 TRAVEL  
**SUBMITTED BY:** Robert Sewell, Associated Student Body  
**RECOMMENDED BY:** Christopher O’Hearn   
**APPROVED BY:** Robert Silverman 

**Description/Background:**

The district is requesting approval to allow 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 & Citizenship Conference from October 25, 2008, through October 28, 2008. Students participating in the field trip are registered at Victor Valley Community College.

**Students:**

Christina Zambrano, President  
Leif Kofford, Vice President  
Mary Mazzola, Secretary (Alternate)

**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:** Associate Student Body funds - \$10,000.00

**Recommended Action:** It is recommended by the Superintendent/President that the Board of Trustees approve 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 & Citizenship Conference from October 25, 2008, through October 28, 2008. Students participating in the field trip are registered at Victor Valley Community College.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO

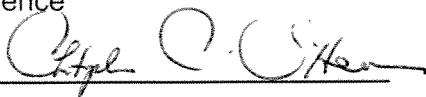


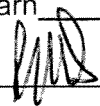
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** OUT OF STATE TRAVEL – STUDENT TRAVEL  
POLITICAL SCIENCE

**SUBMITTED BY:** Dino Bozonelos, Political Science

**RECOMMENDED BY:** Christopher O’Hearn 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The district is requesting approval to allow students from the Political Science Department to travel to Washington, D.C. to attend the National Model United Nations Conference from October 29, 2008, through November 02, 2008. Students participating in the field trip are registered at Victor Valley Community College.

**Students:**

- Allen, Angela
- Bartz, Rebecca
- Boggs, Justin
- Carnes, Stephen
- Crook, Amanda
- Huston, Michael
- Pringle, Jordan
- Rangel, Raymundo
- Savage, Brett

**Need:**

This request is to compete in the 2008 National Model United Nations Conference.

**Fiscal Impact:** None

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve students from the Political Science Department to travel to Washington, D.C. to attend the National Model United Nations Conference from October 29, 2008, through November 02, 2008. Students participating in the field trip are registered students at Victor Valley Community College.

**Legal Review:** YES \_\_\_ NOT APPLICABLE X\_\_\_

**Reference for Agenda:** YES \_\_\_ NO X\_\_\_

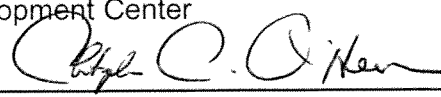


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** GRANT AGREEMENT 0810-44 - TEMPORARY ASSISTANCE FOR NEEDY FAMILIES – CHILD DEVELOPMENT CAREERS (TANF-CDC) PROGRAM

**SUBMITTED BY:** Sandy Visser, Child Development Center

**RECOMMENDED BY:** Christopher O'Hearn 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The district desires to ratify a Grant Agreement #0810-44 for the Temporary Assistance for Needy Families Child Development Careers (TANF-CDC) Program between Victor Valley College Community District and the Foundation for Community Colleges (FCCC) from July 1, 2008, through July 1, 2010.

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

**Need:**

This Grant Agreement is to assist TANF students to receive education, training, certification, and a permit in the field of Early Child and Education by providing services such as book and instructional materials, transportation, tutoring, workshops, and background checks.

The Grant Agreement is also to assist the TANF-CDC facilitator, liaison, and staff to better understand the services that are available to students.

**Fiscal Impact:** Budgeted, July 1, 2008 – June 30, 2009: \$39,320.00  
Budgeted, July 1, 2009 – June 30, 2010: \$42,654.00

**Recommended Action:**

It is recommended by the Superintendent/President that Board of Trustees ratify Grant Agreement 0810-44 for the Temporary Assistance for Needy Families Child Development Careers (TANF-CDC) Program between Victor Valley College Community District and the Foundation for Community Colleges (FCCC) from July 1, 2008, through June 30, 2010.

**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 7275BG – MIKE BROWN GRANDSTANDS, INC.

**SUBMITTED BY:** Jaye Tashima, Athletics

**RECOMMENDED BY:** Christopher O'Hearn 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The district desires to ratify Agreement 7275BG between Victor Valley Community College District and Mike Brown Grandstands, Inc. The period of this Agreement from September 09, 2008, through November 24, 2008.

A copy of this Agreement is available in the President's office for your review.

**Need:**

This Agreement is for rental equipment for the Athletics Department.

**Fiscal Impact:** Budgeted, Athletics Accounts - \$12,271.00

**Recommended Action:**

It is recommended by the Superintendent/President that Board of Trustees ratify Agreement 7275BG between Victor Valley Community College District and Mike Brown Grandstands, Inc. from September 09, 2008, through November 24, 2008.

**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)**

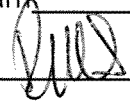
**TOPIC:** AGREEMENT – CHINO VALLEY INDEPENDENT FIRE DISTRICT

**SUBMITTED BY:** Scott Jones – Allied Health

**RECOMMENDED BY:** Christopher O’Hearn



**APPROVED BY:** Robert Silverman



**Description/Background:**

The district desires to approve an agreement between Victor Valley Community College District and Chino Valley Independent Fire District (CVIFD). The period of this agreement begins January 1, 2009. The term of this agreement shall commence on the effective date and this agreement shall thereafter remain in effect unless terminated by either party without cause by providing thirty (30) days written notice to the other party, provided however that no such termination shall be effective until the end of the District term that is in session at that time or for cause pursuant to section VI-A of this agreement.

A copy of this agreement is available in the President’s office for review.

**Need:**

This agreement is to allow students to participate in Emergency Medical Technician, Emergency Medical Technician-Paramedic Programs, and associated use of clinical facilities.

**Fiscal Impact:** None

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve an agreement between Victor Valley Community College District and Chino Valley Independent Fire District (CVIFD). The period of this agreement begins January 1, 2009. The term of this agreement shall commence on the effective date and this agreement shall thereafter remain in effect unless terminated by either party without cause by providing thirty (30) days written notice to the other party, provided however that no such termination shall be effective until the end of the District term that is in session at that time or for cause pursuant to section VI-A of this agreement.

**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:** CURRICULUM CHANGES

**SUBMITTED BY:** Rebecca Drew, Instruction

**RECOMMENDED BY:** Christopher O'Hearn 

**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 September 11, 2008, 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

2008-2009 CURRICULUM COMMITTEE RECOMMENDATIONS  
September 11, 2008

COURSE	TITLE	CHANGE/JUSTIFICATION	DEGREE APPROPRIATE (NEW COURSE ONLY)	DATE
AUTO 50.1	Evolution of the Automobile	New Course	Associate	09/11/2008
AUTO 56A	Transmission Computer Systems	Course update		09/11/2008
AUTO 60	Automotive Suspension and Alignment	Course update		09/11/2008
AUTO 64.0	Medium/Heavy Duty Truck Suspension and Steering	Course update		09/11/2008
AUTO 65.0	Heavy Duty Diesel Truck Lubrication and Inspection Technician	Course update		09/11/2008
AUTO 67.0	Heavy Duty Truck Air Brakes	Course update		09/11/2008
AUTO 82.1	New Model Technology	New Course	Associate	09/11/2008
AUTO 89.1	Introduction to Hybrid Vehicle Technology	New Course	Associate	09/11/2008
AUTO 89.2	Hybrid Vehicle Maintenance and Service	New Course	Associate	09/11/2008
AUTO 97.0	Automotive Air Conditioning and Heating Systems	Course update		09/11/2008
BSKL 6	Math Operations With Whole Numbers	Course update		09/11/2008
BSKL 7	Math Operations With Rational Numbers	Course update		09/11/2008
BSKL 8	Math Operations With Decimals	Course update		09/11/2008
BSKL 9	Math - Fractions, Decimals, Percentages	Course update		09/11/2008
BET 134	Condensed Word Processing	Course deactivation		09/11/2008
BET 135	Desktop Publishing: Pagemaker	Course deactivation		09/11/2008
CHDV 111	Infant and Toddler Caregiving	Course update		09/11/2008
CHDV 115	Family Child Care Provider	Course update		09/11/2008
CIS 56	Project Management	Course update		09/11/2008
CIS 64	Computer Mathematics	Course update		09/11/2008
CIS 67	Fundamentals of Networking	Course update		09/11/2008
CIS 72	Novell Netware 6 Basic Administration	Course update		09/11/2008
CIS 75	Introduction to Network Security: Network+	Course update		09/11/2008
CIS 83	Programming in Python	New Course	Associate	09/11/2008
CIS 91B	MySQL Administration B	Course update		09/11/2008
CIS 93	Perl	Course update		09/11/2008
CIS 94	PHP Programming	Course update		09/11/2008
CIS 95	PHP+MySQL Web Application Development	Course update		09/11/2008
CIS 96A	Structured Query Language	Course update		09/11/2008
CIS 96B	Structured Query Language	Course update		09/11/2008




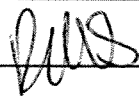
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

TOPIC: AGREEMENT - INDEPENDENT CONTRACTOR

SUBMITTED BY: Paul Williams, Instructional Programs Arts and Letters

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Robert Silverman 

**Description/Background:**

The district desires to ratify an Independent Contractor Agreement between Victor Valley Community College District and John Tonyan. The period of this Agreement is from August 25, 2008, through June 25, 2009.

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

**Need:**

This agreement is to provide tuning and maintaining in the music and PAC buildings at Victor Valley Community College.

**Fiscal Impact:** Not to exceed \$3,000.00

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees ratify an Independent Contractor Agreement between Victor Valley Community College District and John Tonyan. The period of this Agreement is from August 25, 2008, through June 25, 2009.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO




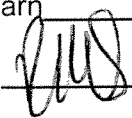
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

**TOPIC:** CONTRACT EDUCATION SERVICES – LIBERTY TAX SERVICES

**SUBMITTED BY:** Debbie Potts, Contract Education

**RECOMMENDED BY:** Christopher O'Hearn 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The district desires to ratify an agreement between Victor Valley Community College District and Liberty Tax Service. The period of this agreement is from October 13, 2008, through December 17, 2008.

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

**Need:**

This course is offered in cooperation with Liberty Tax Service and teaches students the fundamentals of income tax preparation.

**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 Liberty Tax Service. The period of this agreement is from October 13, 2008, through December 17, 2008.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO





**Contract Education Services  
18422 Bear Valley Rd.  
Victorville, CA 92395  
(760) 245 4271 ext. 2471**

**LETTER OF AGREEMENT BETWEEN LIBERTY TAX SERVICE  
AND VICTOR VALLEY COLLEGE DISTRICT**

This agreement is made and entered into on September 15, 2008 between VICTOR VALLEY COMMUNITY COLLEGE DISTRICT (hereinafter referred to as "VVCD"), and Liberty Tax Service, hereinafter referred to as "CONTRACTOR", at 15737 Main Street, Hesperia, CA 92345.

Whereas, VVCD desires to secure the instructional services of CONTRACTOR for the class(es) or event(s) identified herein;

Now, therefore VVCD and CONTRACTOR, agree as follows:

1. The period of this agreement shall be during the period of October 13, 2008 thru December 17, 2008.
2. Name and description of class(es) or event(s) to be instructed by CONTRACTOR:

**Federal Income Tax Preparation**

This course is offered in cooperation with Liberty Tax Service, the fastest growing international tax service. Every year people overpay their taxes because they don't understand the tax laws. Free yourself from the complexity of income tax regulations and learn the fundamentals of income tax preparation in this introductory course. Whether you are looking to save money on your own tax return or pursuing a career in the tax industry, this course is packed with valuable information. In Part I, we will cover tax preparation basics such as who needs to file a return and who qualifies as a dependent. Also covered are the most common types of income, deductions and credits. In Part II we will focus on more complicated, less common, topics such as rental and self-employment income and employee expense deductions. You will learn through lectures with extensive hands-on training and practice how to complete the Federal Form 1040, line-by-line. Material presented is based on IRS Publication 17, "Your Federal Income Tax." At the completion of this course, you will: Have gained a personal understanding of the tax code. Know which schedules and forms to file. Recognize credits and deductions that apply to you. Develop a marketable skill in a growing industry. Upon Completion of this course, you will have credible hours allowing you to become a licensed Tax Preparer in the State of CA.


3. Date(s) and time(s) of classes to be instructed by CONTRACTOR:  
Monday & Wednesday, October 13 thru December 17, 2008 from 9a – 12p.  
Monday & Wednesday, October 13 thru December 17, 2008 from 6p – 9p.


4. The location of classes will be at Victor Valley Community College, 18422 Bear Valley Road, Victorville, CA 92395
5. CONTRACTOR'S agreement with VVCD is to apply the registration fee of \$50 per student per class estimated at (\$500) during the duration of this agreement.
6. VVCD shall pay the CONTRACTOR for instructional services as follows: 50% (fifty percent) of enrollment fees collected per student; CONTRACTOR will receive 100% of material fees per student payable to instructor the day of class. Student walk-ins permitted at your discretion, and all fees must be paid in cash or money order only and submitted with registration form, which is to be turned into Contract Education Services prior to billing invoice. There are no guaranties of any compensation under this contract.
7. VVCD agrees to pay CONTRACTOR 50% (fifty percent) of collected fees for "no shows."
8. VVCD agrees to provide services and pay for interpreters in classroom. Upon Instructor's cancellation of classes, it is the responsibility of the CONTRACTOR to consume the total cost for such services and reimburse VVCD.
9. CONTRACTOR understands and agrees that he/she and all of his/her employees are not employees of VVCD and are not entitled to benefits of any kind or nature normally provided employees of the VVCD and /or to which VVCD employees are normally entitled, including, but not limited to State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility of payment of all federal, state and local taxes or contributions including Unemployment Insurance, Social Security and Income Taxes with respect to CONTRACTOR'S employees.
10. CONTRACTOR agrees that if any workshops are altered in anyway from what is currently listed in the schedule, causing a decrease in registration, VVCD may cancel this agreement and will provide CONTRACTOR with a 30 day written notice.
11. This agreement may be terminated by VVCD no less than five (5) business days before start of program if there is not a minimum of 10 paid participants (exceptions can apply). No fees will be paid on canceled workshops. Continues cancelled workshops might not be considered for the next upcoming term depending on VVCD discretion.
6. Neither party shall assign this Agreement or any other part thereof without the written consent of the other party.
7. CONTRACTOR shall not discriminate in the selection of any manager or employee to receive instruction, pursuant to this Agreement, because of race, creed, color, national origin, ancestry, disability, sex, age or service as a veteran.
8. Entire Agreement. This Agreement supersedes any and all other agreements, either oral or written, between the parties with respect to use of aforesaid facilities

or instruction and contains all covenants and agreements between the parties with respect thereto. Each party acknowledges that no representation, inducement, promises or agreements, oral or otherwise have been made by any party, or by anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement or promise not contained herein shall be valid or binding. Any modification shall be effective only if it is in writing and signed by the party to be charged in the form of an amendment to this Agreement.

In witness whereof, this Agreement is entered into on the date and year indicated by the authorized agent thereof.

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT/Victorville, CA**

Recommended by  Date 9-15-08  
Deborah Potts, Coordinator of Community/Contract Education

By  Date 9-16-08  
Jeffrey Holmes, Interim Dean of Instructional Programs

**CONTRACTOR**

By Leta L. DAVID Date 9/15/08  
(Print Name)

By  Date 9/15/08  
(Signature)




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

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

**TOPIC:** CONTRACT EDUCATION SERVICES – MAAN FU STEAK HOUSE

**SUBMITTED BY:** Debbie Potts, Contract Education

**RECOMMENDED BY:** Christopher O'Hearn 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The district desires to ratify an agreement between Victor Valley Community College District and Maan Fu Steak House. The period of this agreement is from August 26, 2008, through August 26, 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.

**Fiscal Impact:** \$300.00 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 Maan Fu Steak House. The period of this agreement is from August 26, 2008, through August 26, 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 – CITY OF LA HABRA  
CHILD DEVELOPMENT

**SUBMITTED BY:** Debbie Potts, Contract Education

**RECOMMENDED BY:** Christopher O'Hearn



**APPROVED BY:** Robert Silverman



**Description/Background:**

The district desires to ratify an agreement between Victor Valley Community College District and the City of La Habra Child Development. The period of this agreement is from August 25, 2008, through December 08, 2008.

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

**Need:**

This course provides students with a working knowledge of the High/Scope curriculum model.

**Fiscal Impact:** \$3,264.00 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 the City of La Habra Child Development. The period of this agreement is from August 25, 2008, through December 08, 2008.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO






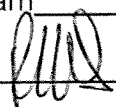
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

**TOPIC:** CONTRACT EDUCATION SERVICES – SUPER TARGET

**SUBMITTED BY:** Debbie Potts, Contract Education

**RECOMMENDED BY:** Christopher O'Hearn 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The district desires to ratify an agreement between Victor Valley Community College District and Super Target. The period of this agreement is from August 13, 2008, through August 13, 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.

**Fiscal Impact:** \$900.00 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 Super Target. The period of this agreement is from August 13, 2008, through August 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)

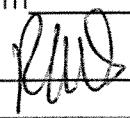
**TOPIC:** CONTRACT EDUCATION SERVICES – ALBERTOS MEXICAN FOOD

**SUBMITTED BY:** Debbie Potts, Contract Education

**RECOMMENDED BY:** Christopher O'Hearn



**APPROVED BY:** Robert Silverman



**Description/Background:**

The district desires to ratify an agreement between Victor Valley Community College District and Albertos Mexican Food. The period of this agreement is from August 15, 2008, through August 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.

**Fiscal Impact:** \$300.00 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 Albertos Mexican Food. The period of this agreement is from August 15, 2008, through August 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)

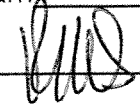
**TOPIC:** CONTRACT EDUCATION SERVICES – RED ROBIN

**SUBMITTED BY:** Debbie Potts, Contract Education

**RECOMMENDED BY:** Christopher O'Hearn



**APPROVED BY:** Robert Silverman



**Description/Background:**

The district desires to ratify an agreement between Victor Valley Community College District and Red Robin. The period of this agreement is from August 19, 2008, through August 19, 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.

**Fiscal Impact:** \$300.00 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 Red Robin. The period of this agreement is from August 19, 2008, through August 19, 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 – JAKES BBQ PIT

**SUBMITTED BY:** Debbie Potts, Contract Education

**RECOMMENDED BY:** Christopher O'Hearn 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The district desires to ratify an agreement between Victor Valley Community College District and Jakes BBQ Pit. The period of this agreement is from June 17, 2008, through June 17, 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.

**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 Jakes BBQ Pit. The period of this agreement is from June 17, 2008, through June 17, 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 – NUBI

**SUBMITTED BY:** Debbie Potts, Contract Education

**RECOMMENDED BY:** Christopher O'Hearn



**APPROVED BY:** Robert Silverman



**Description/Background:**

The district desires to ratify an agreement between Victor Valley Community College District and Nubi. The period of this agreement is from September 12, 2008, through September 12, 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.

**Fiscal Impact:** \$150.00 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 Nubi. The period of this agreement is from September 12, 2008, through September 12, 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 – AMERICAN TRAVEL

**SUBMITTED BY:** Debbie Potts, Contract Education

**RECOMMENDED BY:** Christopher O'Hearn



**APPROVED BY:** Robert Silverman



**Description/Background:**

The district desires to ratify an agreement between Victor Valley Community College District and American Travel. The period of this agreement is from August 28, 2008, through August 28, 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.

**Fiscal Impact:** \$300.00 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 American Travel. The period of this agreement is from August 28, 2008, through August 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:** AGREEMENT – VILLAGE PROFILE INC.

**SUBMITTED BY:** Bill Greulich, Public Information

**RECOMMENDED BY:** Bill Greulich Bill Greulich

**APPROVED BY:** Robert Silverman RS

**Description/Background:**

The district wishes to re-enter into an agreement with Village Profile, Inc. to reserve advertising space in the publication Apple Valley California which is produced, sponsored and distributed by the Apple Valley Chamber of Commerce.

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

**Need:**

Advertising in this publication reaches out to community members to promote the college.

**Recommended Action/Fiscal Impact:** This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Village Profile, Inc. in the amount of \$595.00 – from the Public Information department's advertising funds.

**Legal Review:** YES X NOT APPLICABLE    

**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 – HI DESERT ALARM & FIRE SPRINKLERS

**SUBMITTED BY:** Steve Garcia, Facilities Construction

**RECOMMENDED BY:** Steve Garcia *Stephen R Garcia*

**APPROVED BY:** Robert Silverman *[Signature]*

**Description/Background:**

The district wishes to enter into an agreement with Hi Desert Alarm & Fire Sprinklers to install and monitor an alarm system for the Victorville Education Center located on 7<sup>th</sup> Street in Victorville, California. The agreement includes providing, installing, monitoring and maintenance of the alarm system.

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

**Need:**

The alarm system is needed to protect the districts furnishings and equipment from possible theft.

**Recommended Action/Fiscal Impact:** This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Hi Desert Alarm & Fire Sprinklers. Equipment, installation and monthly monitoring fees total \$1,616.00.

**Legal Review:** YES X NOT APPLICABLE \_\_\_

**Reference for Agenda:** YES \_\_\_ NO X



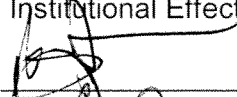


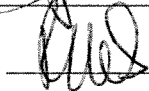
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

**BOARD CONSENT X BOARD ACTION \_\_\_ BOARD INFORMATION (no action required) \_\_\_**

**TOPIC:** AGREEMENT – BOMGAR CORPORATION

**SUBMITTED BY:** Virginia Moran, Institutional Effectiveness

**RECOMMENDED BY:** Virginia Moran 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The district wishes to enter into an agreement with BOMGAR Corporation to purchase software that will enable help desk and other technical personnel to view and control any workstation on or off campus. This software will be used to assist with troubleshooting when students or staff call with technical computer problems.

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

**Need:**

This software will greatly reduce the amount of time needed on each support call by help desk and technical personnel by allowing them to view and control the workstation instead of simply talking the supported user through the process.

**Fiscal Impact:** \$16,018.57 – 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 BOMGAR Corporation in the amount of \$16,018.57.

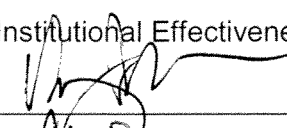

**Legal Review:** YES \_\_\_ NOT APPLICABLE X \_\_\_

**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 – LIVETIME SOFTWARE, INC.  
SUBMITTED BY: Virginia Moran, Institutional Effectiveness  
RECOMMENDED BY: Virginia Moran   
APPROVED BY: Robert Silverman 

**Description/Background:**

The district wishes to enter into an agreement with LiveTime Software, Inc. to purchase help desk software. Livetime is a software package that will enable Service Desk, Management Information Systems and Information Technology departments to service the campus community more efficiently. Livetime includes a help desk package so that campus users can submit work orders. The software will then assign that work order to the proper person. It also enables us to escalate the trouble tickets to a more experienced technician and build a knowledge base from completed tickets, allowing problems to be solved more quickly. It is compliant with modern IT management standards and should result in significant time savings for existing technical personnel. It will also enable the new Service Desk to become fully functional, giving the campus technology users a single point of contact for help with all their technology needs.

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

**Need:**

This software is needed to replace the current system, which is not efficient for a tiered support system. The Livetime system is a modern help desk trouble ticket system for the district that will enhance efficient support for the users of district technology.

**Fiscal Impact:** \$15,952.50 – 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 LiveTime Software, Inc. in the amount of \$15,952.50.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO

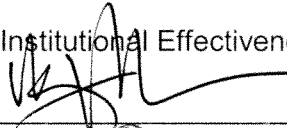



**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

**BOARD CONSENT X BOARD ACTION \_\_\_ BOARD INFORMATION (no action required) \_\_\_**

**TOPIC:** AGREEMENT – QUANTUM

**SUBMITTED BY:** Virginia Moran, Institutional Effectiveness

**RECOMMENDED BY:** Virginia Moran 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The district wishes to enter into an agreement with Quantum to provide yearly maintenance for their tape drive back up system. Contract period is from October 1, 2008 – September 30, 2009.

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

**Need:**

In order to ensure the tape drive back up system is in good working order at all times it is necessary to provide maintenance to this system.

**Fiscal Impact:** \$1,235.00 – Budgeted item.

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Quantum in the amount of \$1,235.00.

**Legal Review:** YES \_\_\_ NOT APPLICABLE X \_\_\_

**Reference for Agenda:** YES \_\_\_ NO X \_\_\_

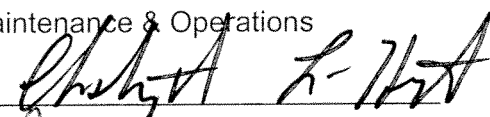


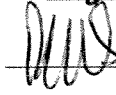
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

TOPIC: AGREEMENT RENEWAL – SAFETY KLEEN SYSTEMS, INC.

SUBMITTED BY: Christopher Hylton, Maintenance & Operations

RECOMMENDED BY: Christopher L. Hylton 

APPROVED BY: Robert Silverman 

**Description/Background:**

The district wishes to renew its agreement with Safety Kleen Systems, Inc. for the period of August 11, 2008 to August 11, 2009. Safety Kleen provides and services the parts washers for the Maintenance & Operations vehicle repair and Automotive areas.

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

**Need:**

This maintenance service is needed because without the parts washers any repair activity would be more difficult and time consuming.

**Fiscal Impact:** Not to exceed \$1,500.00 – Budgeted item.

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Safety Kleen Systems, Inc. in the amount not to exceed \$1,500.00.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO



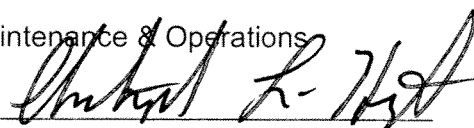


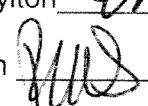
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** NOTICE OF COMPLETION – ASPHALT REPLACEMENT

**SUBMITTED BY:** Christopher Hylton, Maintenance & Operations

**RECOMMENDED BY:** Christopher L. Hylton 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The district wishes to submit for approval the attached Notice of Completion for the work done by United Paving Co. for the replacement of the asphalt in parking lots #10 and #11. All work is considered complete as of September 10, 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 United Paving Co. 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 United Paving Co. for the replacement of asphalt 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:** QUARTERLY FINANCIAL STATUS REPORT (CCFS-311Q)

**SUBMITTED BY:** Mary Pringle, Fiscal Services

**RECOMMENDED BY:** Mary Pringle Mary Pringle

**APPROVED BY:** Robert Silverman RS

**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

**Reference for Agenda:** YES  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: (Q4) Jun 30, 2008

Your Quarterly Data is Certified for this quarter.

**Chief Business Officer**

**CBO Name:** Mary Pringle

**CBO Phone:** 760-245-4271

**CBO Signature:** Mary Pringle

**Date Signed:** 9/5/08

**Chief Executive Officer Name:**

Robert Silverman

**CEO Signature:**

Robert Silverman

**Date Signed:**

9/5/08

**Electronic Cert Date:**

09/05/2008

**District Contact Person**

**Name:** Mary Pringle

**Title:** Director, 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@ccccc.edu

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*mailed 9/16/08  
To Bot 10/14/08*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q  
VIEW QUARTERLY DATA**

District: (990) VICTOR VALLEY

**CHANGE THE PERIOD**

Fiscal Year: 2007-2008  
Quarter Ended: (Q4) Jun 30, 2008

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2004-05	Actual 2005-06	Actual 2006-07	Projected 2007-2008
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>A. Revenues:</b>					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	35,922,866	41,825,312	44,883,328	46,840,484
A.2	Other Financing Sources (Object 8900)	105,000	26,376	2,500,000	1,800,000
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	36,027,866	41,851,688	47,383,328	48,640,484
<b>B. Expenditures:</b>					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	35,646,380	40,077,056	44,599,735	45,846,168
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	-21,656	713,159	2,217,440	2,399,795
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	35,624,724	40,790,215	46,817,175	48,245,963
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	403,142	1,061,473	566,153	394,521
D.	<b>Fund Balance, Beginning</b>	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	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	796,184	1,138,826	2,200,299	2,766,452
E.	<b>Fund Balance, Ending (C. + D.2)</b>	1,199,326	2,200,299	2,766,452	3,160,973
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	3.4%	5.4%	5.9%	6.6%
<b>II. Annualized Attendance FTES:</b>					
G.1	Annualized FTES (excluding apprentice and non-resident)	9,317	9,154	8,746	9,360
<b>III. Total General Fund Cash Balance (Unrestricted and Restricted)</b>					
		As of the specified quarter ended for each fiscal year			
		2004-05	2005-06	2006-07	2007-2008

H.1	Cash, excluding borrowed funds					9,370,070
H.2	Cash, borrowed funds only					0
H.3	Total Cash (H.1 + H.2)	1,653,008	6,386,506	4,692,786		9,370,070

**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)
<b>I.</b>	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	44,505,000	47,988,941	46,840,484	97.6%
I.2	Other Financing Sources (Object 8900)	4,800,000	4,800,000	1,800,000	37.5%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	49,305,000	52,788,941	48,640,484	92.1%
<b>J.</b>	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	47,000,000	48,193,559	45,846,168	95.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,901,200	2,590,868	2,399,795	92.6%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	49,901,200	50,784,427	48,245,963	95%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	-596,200	2,004,514	394,521	
L	Adjusted Fund Balance, Beginning	2,766,452	2,766,452	2,766,452	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	2,170,252	4,770,966	3,160,973	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	4.3%	9.4%		

V. Has the district settled any employee contracts during this quarter? **NO**

**If yes, complete the following: (If multi-year settlement, provide information for all years covered.)**

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Permanent	Temporary	Permanent	Temporary	Total Cost Increase	Total Cost Increase %*
a. SALARIES:						
Year 1:						
Year 2:						

b. BENEFITS:	Year 3:	Year 1:	Year 2:	Year 3:				

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**  
 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.)





**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:** Deedee Orta, Administrative Services

**RECOMMENDED BY:** Mary Pringle Mary Pringle

**APPROVED BY:** Robert Silverman [Signature]

**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 06/30/08 to 08/30/08

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
1162	F01	0000-District-Wide Holding Program		8623-Matriculation	28,765	
		6210-CR Matriculation	6210-CR Matriculation	7900-Reserve for Contingencies 1480-Academic-NI/NR-Counselors		5,572
(Budget Updates)						
1163	F01	6210-CR Matriculation		Salary & Benefits		28,502
		6210-CR Matriculation		4500-Other Supplies		61,529
		6210-CR Matriculation		5200-Travel/Conference Instructional		2,437
		6210-CR Matriculation		5650-Contracts-Maint Agreements		666
		6210-CR Matriculation		5900-Other Expense		119
		6210-CR Matriculation		6405-Computers		3,000
		6210-CR Matriculation	6210-CR Matriculation	Salary & Benefits	91,298	
		6210-CR Matriculation	6210-CR Matriculation	5805-License Fees		2,293
		6210-CR Matriculation	6210-CR Matriculation	7610-Student Book Service		2,662
(To Cover Negative Balance)						
1163	F01	1305-Child Development		4300-Instructional Supplies		599
		1305-Child Development		7500-Grants		20
			1305-Child Development	5200-Travel/Conference Instructional		144
		1305-Child Development	1305-Child Development	7610-Student Book Service		475
(To Cover Negative Balance)						
1162	F01	0000-District-Wide Holding Program		8620-Child Development Apport	1,200	
			6920-Child Development Center	5200-Travel/Conference Instructional		954
			6920-Child Development Center	4300-Instructional Supplies		246
(Budget Updates)						
1163	F01	6920-Child Development Center		Salaries & Benefits		215
		6920-Child Development Center		4500-Other Supplies		20
			6920-Child Development Center	Salaries & Benefits		5
		6920-Child Development Center	6920-Child Development Center	4300-Instructional Supplies		230
(To Cover Negative Balance)						
1163	F01	6300-Counseling & Guidance		5200-Travel/Conference Instructional		1,123
		6300-Counseling & Guidance		5300-Dues & Memberships		425
		6411-CARE		Benefits		335
		6411-CARE		4300-Instructional Supplies		1,173
		6411-CARE		5201-Travel/Conference-Non Instruc		934
		6411-CARE		5532-Bottled Water		67
		6411-CARE		5810-Advertising-Public Relations		9
		6411-CARE		7610-Student Book Service		14,450
		6411-CARE		5202-Travel/Conference-Admin		405
		6760-Staff Diversity		4500-Other Supplies		1,548
			6300-Counseling & Guidance	Benefits		333
			6411-CARE	4500-Other Supplies		411
			6411-CARE	7500-Grants		15,053
			6411-CARE	7620-Other Services-Students		679
	6411-CARE	4500.10-Misc. Supplies		492		
	6760-Staff Diversity	4500-Other Supplies		405		
(To Cover Negative Balance)						
1163	F01	6412-Calworks Coordination		Salaries & Benefits		1,934
		6412-Calworks Coordination		4500-Other Supplies		138
		6412-Calworks Coordination		5200-Travel/Conference Instructional		3,523
		6412-Calworks Coordination		5810-Advertising-Public Relations		2,581
		6412-Calworks Coordination		5840-Contracted Services		24,103
		6120-Library		5805-License Fees		11,959
		6010-VP-Student Learning		Salaries & Benefits		108
		6010-VP-Student Learning		5691-Prior Year Rollovers		8,356
		6120-Library		5805-License Fees		8
		1203-RN Program		Benefits		13,081
			6412-Calworks Coordination	Salaries & Benefits		31,655
			6412-Calworks Coordination	7610-Student Book Service		624
			6790-Technical Svcs.	5650-Contracts-Maint Agreements		8,820
			6120-Library	5650-Contracts-Maint Agreements		3,139
	6010-VP-Student Learning	Benefits		111		

**VICTOR VALLEY COLLEGE**  
**BUDGET TRANSFER REQUEST REPORT**  
From 06/30/08 to 08/30/08

Batch No.	Fund	Program		Account	Amount		
		From:	To:		Increase	Decrease	
			6120-Library 1203-RN Program	5650-Contracts-Maint Agreements Salaries & Benefits	8,361 13,081		
			(To Cover Negative Balances)				
1162	F01	0000-District Wide Holding Program	1203-RN Program 1203-RN Program 1203-RN Program	8690-Other State Revenues Salaries & Benefits 5640-Contracts-Repairs 6400-New Equipment	120,845 96,935 430 23,480		
			(P-2 Budget Update)				
1163	F01	1203-RN Program 1203-RN Program 1203-RN Program 6455-Dean of Student Services 6455-Dean of Student Services 6455-Dean of Student Services 6455-Dean of Student Services 6455-Dean of Student Services 6455-Dean of Student Services 6455-Dean of Student Services 6455-Dean of Student Services 6421-DSPS FTES	1203-RN Program 1203-RN Program 6455-Dean of Student Services 6455-Dean of Student Services 6421-DSPS FTES	5691-Prior Year Rollovers 6405-Computers Salaries & Benefits Salaries & Benefits 4500-Other Supplies 5200-Travel/Conference Instructional 5840-Contracted Services 5350-Postage Expense 5840-Contracted Services 6400-New Equipment 5690-Indirect Cost 5805-License Fees Benefits Salaries & Benefits 4300-Instructional Supplies Salaries & Benefits 6405-Computers Salaries & Benefits	36,857 75 208 16,873 9,650 980 12,204 250 5,589 2,491 112 1,500 2,000 37,097 43 36,228 1,217 2,000		
			(To Cover Negative Balances)				
1162	F01	0000-District Wide Holding Program	1203-RN Program 6455-Dean of Student Services	8699-State Income-Misc. Salaries & Benefits Salaries & Benefits	43,121 39,099 4,022		
			(Budget Update)				
1163	F01	6460-Financial Aid Admin	6460-Financial Aid Admin	5691-Prior Year Rollovers 4500-Other Supplies	2,767 2,767	2,767	
			(To Cover Negative Balances)				
1162	F01	0000-District Wide Holding Program	1203-RN Program 1200-Health Services General	8899-State Income - Misc. 4300-Instructional Supplies Salaries	20,062 14,217 5,845		
			(Budget Update)				
1162	F01	0000-District Wide Holding Program	1203-RN Program	8899-State Income - Misc. Salaries	90,567 90,567		
			(Budget Update)				
1163	F01	1203-RN Program 1203-RN Program 1203-RN Program	6050-Dir Nursing 1203-RN Program 1203-RN Program	Salaries & Benefits 4300-Instructional Supplies 6400-New Equipment Salaries & Benefits Salaries & Benefits 5805-License Fees	2,331 20,374 264 9,425 13,099 445		
			(To Cover Negative Balances)				
1165	F01	0000-District Wide Holding Program	1203-RN Program 6050-Dir Nursing	8899-State Income - Misc. Salaries & Benefits Salaries & Benefits	140,137 131,948 8,189		
			(Budget Update)				
1163	F01	3002-Restaurant/Food Svc Mgmt 6710-Institutional Advancement	0000-District Wide Holding Program 2133-Fire Control Technology 2133-Fire Control Technology	5691-Prior Year Rollovers Benefits 8899-State Income - Misc. 4300-Instructional Supplies 5840-Contracted Services	3,671 28,040 11,213 4,338 6,875		

**VICTOR VALLEY COLLEGE**  
**BUDGET TRANSFER REQUEST REPORT**  
From 06/30/08 to 08/30/08

Batch No.	Fund	Program		Account	Amount		
		From:	To:		Increase	Decrease	
			3002-Restaurant/Food Svc Mgmt	4300-Instructional Supplies		3,671	
			6710-Institutional Advancement	Benefits		28,040	
		(To Cover Negative Balances)					
<b>1163</b>	F01	1203-RN Program		5840-Contracted Services		9,297	
		0109-Agriculture		Benefits		4,795	
		0109-Agriculture		4300-Instructional Supplies		2,785	
			6050-Dir Nursing	Benefits	527		
			1250-Paramedics	Benefits	287		
			1250-Paramedics	4300-Instructional Supplies	31		
			1203-RN Program	4500-Other Supplies	1,129		
			1250-Paramedics	5200-Travel/Conference Instructional	4,074		
			6050-Dir Nursing	6400-New Equipment	3,249		
			0109-Agriculture	Salaries	7,580		
		(To Cover Negative Balances)					
<b>1165</b>	F01	1200-Health Services General		8899-State Income - Misc.		2,765	
			1200-Health Services General	Salaries & Benefits		2,765	
		(Budget Update)					
<b>1163</b>	F01	1200-Health Services General		4300-Instructional Supplies		1,729	
		6825-Community Services Classes		Salaries & Benefits		3,974	
		6825-Community Services Classes		5840-Contracted Services		6,501	
			1200-Health Services General	Salaries & Benefits	1,729		
			6825-Community Services Classes	Salaries & Benefits	4,780		
			6825-Community Services Classes	4300-Instructional Supplies	1,379		
			6825-Community Services Classes	4500-Other Supplies	339		
			6825-Community Services Classes	5200-Travel/Conference Instructional	446		
			6825-Community Services Classes	5202-Travel/Conference Admin	290		
			6825-Community Services Classes	5630-Contracts Rents & Leases	1,393		
			6825-Community Services Classes	5845-Over/Short	107		
			6825-Community Services Classes	5891-Credit Card/Merchant Fees	1,640		
			6825-Community Services Classes	5805-License Fees	101		
		(To Cover Negative Balances)					
<b>1165</b>	F01	6825-Community Services Classes		Salaries & Benefits		3,560	
			0000-District Wide Holding Program	8872-Comm Serv Class Fees	63,902		
			6825-Community Services Classes	Salaries & Benefits	67,462		
		(To Cover Negative Balances)					
<b>1163</b>	F01	6825-Community Services Classes		4300-Instructional Supplies		12,800	
		6825-Community Services Classes		5200-Travel/Conference Instructional		1,128	
		6825-Community Services Classes		5202-Travel/Conference Admin		4,669	
		6825-Community Services Classes		5691-Prior Year Rollovers		11,835	
			6825-Community Services Classes	Salaries & Benefits	30,432		
			6825-Community Services Classes	Salaries & Benefits	4,780		
			6510-Maintenance/Operations	4500-Other Supplies	1		
			6770-Purchasing	4500-Other Supplies	6,247		
			6570-Utilites	5525-Gas	18		
		(To Cover Negative Balances)					
<b>1163</b>	F01	6595-Redevelopment Passthrough		5640-Contracts-Repairs		986	
			6595-Redevelopment Passthrough	4500-Other Supplies		986	
		(To Cover Negative Balances)					



**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:** Renee Garcia, Fiscal Services

**RECOMMENDED BY:** Mary Pringle

*Mary Pringle*

**APPROVED BY:** Robert Silverman

*RS*

**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, OCT. 14, 2008

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 140	\$ 6,859.12					
BATCH 141	\$ 1,851.00					
BATCH 142			\$ 65,650.00			
BATCH 142A			\$ 299,632.15			
BATCH 143	\$ 565.00					
BATCH 144	\$ 7,529.31					
BATCH 144A	\$ 20,505.30					
BATCH 145	\$ 3,676.69					
BATCH 146	\$ 510.29					
BATCH 147	\$ 3,563.46					
BATCH 148	\$ 134.07					
BATCH 149						
BATCH 150			\$ 27,935.70			
BATCH 151	\$ 3,564.32		\$ 42,027.61			
BATCH 152	\$ 23,260.05					
BATCH 153	\$ 20,000.00					
BATCH 154	\$ 74,401.72					
BATCH 155	\$ 31.17					
BATCH 156	\$ 4,149.53					
BATCH 157 VOIDED						
BATCH 157A	\$ 3,033.14					
BATCH 158	\$ 233.96					
BATCH 159	\$ 1,330.79					
BATCH 159A	\$ 2,265.60					
BATCH 160	\$ 18,672.58					
BATCH 160A	\$ 10,000.00					
BATCH 161	\$ 6,999.62					
BATCH 162				\$251.67		
BATCH 163	\$ 2,344.19					
BATCH 164	\$ 120.00					
BATCH 165 VOIDED						
BATCH 165A	\$ 106,846.64					
BATCH 166	\$ 10,456.28					
BATCH 166A	\$ 22,143.60					
BATCH 167			\$ 446.25			

**BOARD PAYMENT REPORT  
BOARD OF TRUSTEES MEETING, OCT. 14, 2008**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 167A	\$ 15,392.34					
BATCH 168 VOIDED						
BATCH 168A	\$ 3,844.49					
BATCH 169	\$ 4,902.97					
BATCH 170 VOIDED						
BATCH 170A	\$ 1,782.84					
BATCH 171	\$ 24,822.48					
BATCH 172	\$ 15,045.98					
BATCH 172A	\$ 2,400.00					
BATCH 173	\$ 10,606.45					
BATCH 174	\$ 6,505.00					
BATCH 175	\$ 2,233.86					
BATCH 176	\$ 2,753.00					
BATCH 177	\$ 6,928.36					
BATCH 178	\$ 538.73					
BATCH 179	\$ 2,204.19					
BATCH 180	\$ 15,430.32					
BATCH 181	\$ 751.29					
BATCH 182	\$ 963.88					
BATCH 183						
BATCH 184 VOIDED						
BATCH 184A			\$ 18,365.16			
BATCH 185	\$ 220.00		\$ 13,440.00			
BATCH 185A	\$ 2,000.00					
BATCH 186 VOIDED						
BATCH 186A			\$ 27,935.70			
BATCH 187	\$ 3,870.62					
BATCH 188	\$ 1,903.12					
BATCH 189	\$ 2,884.64					
BATCH 190	\$ 10,591.46					
BATCH 191	\$ 6,879.05					
BATCH 192						
BATCH 193	\$ 11,942.51		\$ 13,790.00			
BATCH 193A	\$ 1,845.00					
BATCH 194	\$ 6,165.15					
BATCH 194A	\$ 2,462.50					
BATCH 195	\$ 4,339.36					



**BOARD PAYMENT REPORT  
BOARD OF TRUSTEES MEETING, OCT. 14, 2008**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 195A	\$ 1,728.13					
BATCH 196	\$ 53,347.50					
BATCH 196A	\$ 6,350.00					
BATCH 197	\$ 45,261.34					
BATCH 197A	\$ 6,125.00					
BATCH 198	\$ 13,038.11					
BATCH 199	\$ 13,604.71					
BATCH 200	\$ 1,835.71					
BATCH 201	\$ 552.00					
BATCH 202 VOIDED						
BATCH 202A	\$ 37,346.39					
BATCH 203	\$ 5,583.24					
<b>TOTAL</b>	<b>\$ 712,029.15</b>	<b>\$0.00</b>	<b>\$ 509,222.57</b>	<b>\$251.67</b>	<b>\$0.00</b>	<b>\$0.00</b>




VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

TOPIC: Agreement - Chappell Graduation Images

SUBMITTED BY: Margie Sandello, Student Services

RECOMMENDED BY: Robert Silverman

APPROVED BY: Robert Silverman 

**Description/Background:**

The district wishes to enter into an agreement with Chappell Graduation Images for photography services in connection with commencement ceremonies. This agreement will be in effect through 2011. There is no cost to the District for these services. Students are professionally photographed during the ceremony, but there is no obligation for students to purchase any photographs.

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

**Need:**

The above Request for Services agreement guarantees complete satisfaction to the District and its students.

**Fiscal Impact:** None.

**Recommended Action:** This item has been approved by the Superintendent/President and it is recommended that the Board of Trustees approve the agreement with Chappell Graduation Images.

**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 – IDENTIX INC.

SUBMITTED BY: Rocio Chavez, Human Resources

RECOMMENDED BY: Fusako Yokotobi Fusako Yokotobi

APPROVED BY: Robert Silverman RS

**Description/Background:**

The district wishes to renew its maintenance agreement with Identix Inc. to provide maintenance services for the Live Scan fingerprinting machine. This service ensures telephone help desk and on-site service between 8 a.m. and 5 p.m. Monday through Friday. The Human Resources Department currently uses the Live Scan fingerprinting machine to process background checks for applicants.

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

**Need:**

This maintenance service is needed to ensure the Identix Live Scan fingerprinting machine is fully operational at all times.

**Fiscal Impact:** \$2,793.00 – Budgeted item.

**Recommended Action:**

This item has been approved by the Superintendent/President, it is recommended that the Board of Trustees ratify the agreement with Identix Inc. in the amount of \$2,793.00 for the period of 09/19/08 through 09/30/09.

**Legal Review:** YES  NOT APPLICABLE


**Reference for Agenda:** YES  NO



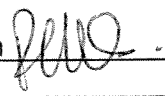
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

TOPIC: Agreement, Identix, Inc.

SUBMITTED BY: Craig Baumbusch, Interim Chief of Police 

RECOMMENDED BY: Robert Silverman

APPROVED BY: Robert Silverman 

**Description/Background:**

The District wishes to enter into an agreement with Identix, Inc. for the maintenance on the LiveScan equipment used in the Campus Police Department.

**Need:** To maintain the LiveScan equipment used for fingerprinting in the Campus Police Department.

**Fiscal Impact:** Budgeted item, General Funds, Not to exceed \$2800.00

**Recommended Action:** It is recommended that the Board of Trustees ratify the agreement with Identix, Inc.

**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:** Janet Long, Director of TRIO Programs

**RECOMMENDED BY:** Christopher O'Hearn 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The district desires to ratify an Independent Contractor Agreement between Victor Valley Community College District and First Student. The period of this Agreement is from June 16, 2008, through July 24, 2008.

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

**Need:**

This agreement is to provide transportation services for Upward Bound and Upward Bound Math and Science participants during 2008 Summer Academy. This includes day to day and field trip services.

**Fiscal Impact:** Not to exceed \$29,000.00

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees ratify an Independent Contractor Agreement between Victor Valley Community College District and First Student. The period of this Agreement is from June 16, 2008, through July 24, 2008.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

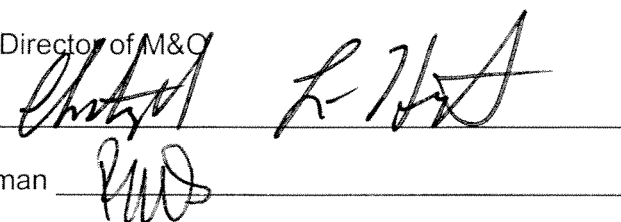
BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

TOPIC: Agreement – Prudential Overall Supply

SUBMITTED BY: Chris Hylton, Director of M&O

RECOMMENDED BY: Chris Hylton

APPROVED BY: Robert Silverman



**Description/Background:**

The M&O Department currently has two service agreements with companies to supply uniform shirts, dust mops and shop rags. The total cost of these agreements will cost the District approximately \$13,000 this fiscal year. The District has the opportunity to consolidate these three items into one agreement with Prudential Overall Supply with an annual cost of approximately \$8,000, saving the District up to \$2,000 this fiscal year and \$3,000 in subsequent fiscal years.

**Need:**

The District needs to change service providers for uniform shirts, dust mops, and shop rags to save approximately \$3,000 this fiscal year.

**Fiscal Impact:**

\$8,000 - Budgeted

**Recommended Action:**

Recommend that the Board of Trustees ratifies the service agreement.

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:** Victoria Hindes, Student Services

**RECOMMENDED BY:** Christopher O'Hearn 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The district desires to ratify an Independent Contractor Agreement between Victor Valley Community College District and William Garrison. The period of this Agreement is from October 10, 2008, through June 30, 2009.

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

**Need:**

The contractor will serve as an external evaluator for the GEAR UP Program, conduct program site visits, complete a written report of the evaluation that includes findings and recommendations, and conduct follow-up meetings.

**Fiscal Impact:** Not to exceed \$5,000.00

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees ratify an Independent Contractor Agreement between Victor Valley Community College District and William Garrison. The period of this Agreement is from October 10, 2008, through June 30, 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: INDEPENDENT CONTRACT AGREEMENT - E & D CONSULTING

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi *Fusako Yokotobi*

APPROVED BY: Robert Silverman *RS*

**Description/Background:**

The district wishes to ratify the agreement with E & D Consulting to review the qualifications and structure of the Victor Valley College Police Department and to provide recommendations to the district. Dates of service will be October 7, 2008 through December 1, 2008.

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

**Need:**

The above ratified agreement was necessary to conduct an assessment of the current qualifications and structure of the Victor Valley College Police Department.

**Fiscal Impact:** Not to exceed \$7,500.00.

**Recommended Action:**

This item has been approved by the Superintendent/President, it is recommended that the Board of Trustees ratify the agreement with E & D Consulting, not to exceed \$7,500.00.

**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:** Board Member Compensation

**SUBMITTED BY:** Don Nelson, Board President

**APPROVED BY:** Robert Silverman 

**Description/Background:**

Board Policy 2725, Board Member Compensation, reads:

“Members of the board who attend all board meetings shall receive \$240 per month. The student member receives a scholarship of \$600 per semester. A member of the board who does not attend all meetings held by the board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

“A member of the board may be paid for a meeting when absent if the board, by resolution, finds that at the time of the meeting, the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the board.” Reference: Education Code Section 72425

**Need:** In accordance with Board Policy 2725, Trustee Dennis Henderson has requested that his absence from the regular board meeting of July 31, 2008, be excused due to illness, and that he be compensated for that meeting.

**Fiscal Impact:** Budgeted, not to exceed \$240.00

**Recommended Action:** It is recommended that board adopt the attached resolution, excusing Trustee Dennis Henderson’s absence from the July 31, 2008 regular meeting of the board and allowing him to be compensated for that meeting.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT


BOARD OF TRUSTEES

**REQUEST FOR EXCUSED ABSENCE**

In compliance with Victor Valley Community College District's Policy No. 2725, *Board Member Compensation*, I hereby request payment for the following meeting of the Board of Trustees.

Date of Meeting: July 31, 2008

- Reason for Absence:
- Performing services outside the meeting for the Victor Valley Community College District
  - Illness *not feeling well*
  - Jury Duty
  - Hardship deemed acceptable by the Board

  
\_\_\_\_\_  
Signature

*10/9/08*  
\_\_\_\_\_  
Date

Dennis Henderson, Clerk  
Name and Title

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

October 14, 2008

**WHEREAS**, Education Code Section 72425(c) states, in part:

“A member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. The compensation shall be a charge against the funds of the district.”

**NOW, THEREFORE, BE IT RESOLVED** that Dennis Henderson, was absent from the board meeting of July 31, 2008, due to **illness**.

**BE IT FURTHER RESOLVED** that Dennis Henderson is eligible to receive compensation for the board meeting held on July 31, 2008.

This resolution was adopted by the Board of Trustees of the Victor Valley Community College District at its regular meeting of October 14, 2008.

\_\_\_\_\_  
Don Nelson, Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Angela Valles, Board Vice President

\_\_\_\_\_  
Date

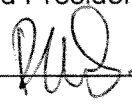


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

TOPIC: Resolution of the Board of Trustees Establishing a Citizens' Bond Oversight Committee and Approving Committee Bylaws

SUBMITTED BY: Don Nelson, Board President

APPROVED BY: Robert Silverman 

**Description/Background:**

The Victor Valley Community College District is conducting an election on November 4, 2008 to obtain authorization from the District's voters to issue up to \$297,500,000 aggregate principal amount of the District's general obligation bonds (Measure JJ). The election will be conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State (Prop 39).

**Need:** Pursuant to Section 15278 of the Education Code, the District will be obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Victor Valley Community College District hereby establishes the Citizens' Bond Oversight Committee which shall have the duties and rights set forth in these Bylaws. The Committee does not have legal capacity independent from the District.

**Fiscal Impact:** None

**Recommended Action:** It is recommended that board adopt the attached resolution establishing a Citizens' Bond Oversight Committee and approving the committee bylaws.

**Legal Review:** YES \_\_\_ NOT APPLICABLE X

**Reference for Agenda:** YES X NO \_\_\_

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
RESOLUTION NO. \_\_\_\_\_**

RESOLUTION OF THE BOARD OF TRUSTEES OF THE VICTOR VALLEY  
COMMUNITY COLLEGE DISTRICT ESTABLISHING A CITIZENS' BOND  
OVERSIGHT COMMITTEE AND APPROVING BYLAWS THEREFORE

**WHEREAS**, the Board of Trustees of the Victor Valley Community College District (the "District") previously adopted a resolution requesting Los Angeles County (the "County") to call an election for general obligation bonds (the "Bond Election") to be held on November 4, 2008; and

**WHEREAS**, notice of the Bond Election has been duly given; and on November 4, 2008, the Bond Election will be held for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$297,500,000 (the "Measure JJ"); and

**WHEREAS**, Section 15278 of the Education Code of the State of California provides that the governing board of a community college district shall establish and appoint members to an independent citizens' oversight committee, no later than 60 days of the date that the governing board enters the election results on its minutes; and

**WHEREAS**, the Board of Trustees of the District wishes hereby to establish such independent citizens' bond oversight committee in connection with issuance of bonds under Measure JJ and to approve Bylaws governing such committee.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE VICTOR VALLEY COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. Authorization. Measure JJ was authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution in accordance with the requirements of the Strict Accountability In Local School Construction Bonds Act of 2000 (the "Act").

Section 2. Establishment of Committee. An independent citizens' bond oversight committee (the "Committee") is hereby established for the purposes set forth in the Act.

Section 3. Bylaws. The Committee shall operate pursuant to the Board approved Bylaws. The Committee shall have only those responsibilities granted to them in the Act and in the Bylaws. The Bylaws, as submitted herewith and attached hereto, are hereby approved.

Section 4. Other Actions. Officers of the Board and members of the Committee established hereunder are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified, confirmed and approved.

ADOPTED, SIGNED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2008:

VICTOR VALLEY COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES

\_\_\_\_\_  
Board President

ATTEST:

\_\_\_\_\_  
Secretary

STATE OF CALIFORNIA        )  
  )  
LOS ANGELES COUNTY        )

I, \_\_\_\_\_, do hereby certify that the foregoing Resolution No. \_\_\_\_\_ was duly adopted by the Board of Trustees of the Victor Valley Community College District at a meeting thereof held on the \_\_\_\_ day of \_\_\_\_\_, 2008 and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

By \_\_\_\_\_  
Secretary



**CITIZENS' BOND OVERSIGHT COMMITTEE  
BYLAWS**

**Section 1. Committee Established.** The Victor Valley Community College District (the "District") is conducting an election on November 4, 2008 (the "Election"), to obtain authorization from the District's voters to issue up to \$297,500,000 aggregate principal amount of the District's general obligation bonds (the "Measure JJ"). The election will be conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District will be obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Victor Valley Community College District (the "Board") hereby establishes the Citizens' Bond Oversight Committee (the "Committee") which shall have the duties and rights set forth in these Bylaws. The Committee does not have legal capacity independent from the District.

**Section 2. Purposes.** The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under Measure JJ. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

**Section 3. Duties.** To carry out its stated purposes, the Committee shall perform only the following duties:

3.1 Inform the Public. The Committee shall inform the public concerning the District's expenditure of bond proceeds.

3.2 Review Expenditures. The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in the Measure JJ; and (b) no bond proceeds were used for any teacher or administrative salaries or other operating expenses.

3.3 Annual Report. The Committee shall present to the Board, in public session, an annual written report which shall include the following:

- (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- (b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board and/or Superintendent/President. Either the Board or the Superintendent/President, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (a) Approval of construction contracts,
- (b) Approval of construction change orders,
- (c) Expenditure of construction funds,
- (d) Handling of all legal matters,
- (e) Approval of construction plans and schedules,
- (f) Approval of all deferred maintenance plans, and
- (g) Approval of the sale of bonds.

3.5 Measure JJ Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

(a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.

(b) The establishment of priorities and order of construction for the bond projects, which shall be made by the Board in its sole discretion.

(c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.

(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.

(e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

(f) The approval of an annual budget for the Committee that is sufficient to carry out its activities.

#### **Section 4. Authorized Activities.**

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit as required by Article XIII A of the California Constitution.

(b) Inspect college facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent/President.

(c) Review copies of deferred maintenance proposals or plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

**Section 5. Membership.**

5.1 Number.

The Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for Victor Valley Community College, such as a foundation.
- Two (2) members of the community at-large.

5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age.

(b) The committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code. Additionally, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing on the date of the first meeting of the Committee. No member may serve more than two (2) consecutive terms. At the suggestion of the Superintendent/President, at the Committee's first meeting, members may draw lots or otherwise select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) appropriate local groups will be solicited for applications; (b) the Superintendent/President will review the applications; and (c) the Superintendent/President will make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. Vacancies shall be filled within 90 days from the initial date of each such vacancy.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District, (b) individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual, and (c) the Committee may only receive copies of reports and documents which have been previously presented to the Board and which are a public record.

## **Section 6. Meetings of the Committee.**

6.1 Regular Meetings. The Committee is required to meet at least once a year but may meet more often as the Committee shall determine.

6.2 Location. All meetings shall be held within the Victor Valley Community College District.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business of the Committee.

## **Section 7. District Support.**

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 No bond proceeds shall be used to provide District support to the Committee.

**Section 8. Reports.** In addition to the Annual Report required in Section 3.2, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. The Annual Report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

**Section 9. Officers.** The Superintendent/President shall appoint the initial Chair to serve for an initial two (2) year term. The Committee shall elect an initial Vice-Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as chair only when the Chair is absent.

**Section 10. Amendment of Bylaws.** Any amendment to these Bylaws shall be approved by a majority vote of the Board.

**Section 11. Termination.** The Committee shall automatically terminate and disband 180 days following the date when all Measure JJ bond proceeds have been spent.

## **CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT**

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

### **POLICY**

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
  
- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.
  
- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Victor Valley Community College District;
  
- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.



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

**BOARD CONSENT** \_\_\_ **BOARD ACTION** **X** **BOARD INFORMATION (no action required)** \_\_\_

**TOPIC:** CONTRACT EDUCATION SERVICES – AMENDMENT TO  
CONTRACT - DJB61603006

**SUBMITTED BY:** Debbie Potts, Contract Education

**RECOMMENDED BY:** Christopher O'Hearn

**APPROVED BY:** Robert Silverman



**Description/Background:**

The district desires to approve an Amendment to Contract DJB61603006 between the Federal Bureau of Prisons and Victor Valley Community College District. The effective date of this Amendment is from October 1, 2008, through April 1, 2009.

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

**Need:**

In accordance with FAR Clause 52.217.8, Option To Extend Services, contract DJB61603006, ASE Motor Vehicle Repair Program, is hereby extended not to exceed 6 months beginning October 1, 2008. The estimated costs for the provision of ASE Instructor services is reflected below.

**Fiscal Impact:** \$115,800.00 to the District

**Recommended Action:**

It is recommended by the Superintendent/President that Board of Trustees approve an Amendment to Contract DJB61603006 between the Federal Bureau of Prisons and Victor Valley Community College District. The effective date of this Amendment is from October 1, 2008, through April 1, 2009.

**Legal Review:** YES \_\_\_ NOT APPLICABLE **X** \_\_\_

**Reference for Agenda:** YES **X** NO \_\_\_



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE 61611	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. # 18	3. EFFECTIVE DATE Oct 1, 2008	4. REQUISITION/PURCHASE REQ. NO. 0011-9	5. PROJECT NO. (If applicable)	
6. ISSUED BY Federal Bureau of Prisons Federal Correctional Complex(FCC) - Victorville 13777 Air Expressway Boulevard Victorville, CA 92394		7. ADMINISTERED BY (If other than item 6) FCC Victorville Contracting Office 13777 Air Expressway Boulevard		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Victor Valley Community College 18422 Bear Valley Road Victorville, CA 92394		(X)	9A. AMENDMENT OF SOLICITATION NO.	
			9B. DATED (SEE ITEM 11)	
		(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. DJB61603006/Task Order	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
 (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
Funds will be obligated via task order.

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input checked="" type="checkbox"/>	52.217-8, Option To Extend Services
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor  is not,  is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
In accordance with FAR Clause 52.217-8, Option To Extend Services, contract DJB61603006, ASE Motor Vehicle Repair Program, is hereby extended for a period not to exceed 6 months beginning October 1, 2008. The estimated costs for the provision of ASE Instructor services for the period of extension is reflected below.

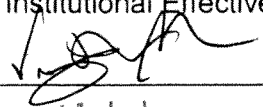

Suspensions and Alignment (Auto 60)	\$ 57,900.00
Brakes (Auto 68)	\$ 57,900.00
Estimated Total Cost for Extension of Service	\$ 115,800.00

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.	
15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
	Darrell L. McKeel, Contract Specialist
15B. CONTRACTOR/OFFEROR	16B. UNITED STATES OF AMERICA
(Signature of person authorized to sign)	(Signature of Contracting Officer)
15C. DATE SIGNED	16C. DATE SIGNED



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

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

**TOPIC:** AGREEMENT – NEXUS  
**SUBMITTED BY:** Virginia Moran, Institutional Effectiveness  
**RECOMMENDED BY:** Virginia Moran   
**APPROVED BY:** Robert Silverman 

**Description/Background:**

The district wishes to enter into an agreement with Nexus to upgrade the campus phone system from Cisco Call Manager version 3.2 to version 6.0. The current phone system is in dire need of system upgrades and enhancements. There has been a growth of over 100% since this phone system was originally purchased. At this time we are unable to utilize any new phones, we are not able to add any new voicemail accounts and the overall performance of the phone system is poor.

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

**Need:**

It is necessary to upgrade the phone system from Cisco Call Manger version 3.2 to version 6.0 in order to ensure that the phone system is able to handle the recent and any additional growth and improve the overall performance and stability of the phone system.

**Fiscal Impact:** \$78,482.43 – Budgeted Item.

**Recommended Action:**

It is recommended that the Board of Trustees approve the agreement with Nexus in the amount of \$78,482.34 for phone system upgrades.

**Legal Review:** YES \_\_\_ NOT APPLICABLE X \_\_\_

**Reference for Agenda:** YES X NO \_\_\_



Connect Collaborate Create

Quote: 4

Project: VVC\_UCUpgrade\_asmz\_090908\_A-29323-4

Created: 9/9/2008

Valid: 9/29/2008

Budgetary Pricing ONLY

Victor Valley College

LINE#	PART#	QTY	DESCRIPTION	EXT. PRICE	UNIT PRICE	DISC.	LIST PRICE
<b>Hardware Upgrades Phase1</b>							
1	MCS7835H2-K9-CMB1	2	Unified CM 6.0 7835-H2 Appliance, 0 Seats	13,920.00	6,960.00	42.00%	12,000.00
2	CCX-50-CM-BUNDLE	2	5 Seat CCX ENH CCM Bundle - AVAILABLE ONLY WITH CCM	Included	Included	0.00%	Included
3	SW-CUP6-0-K9P	2	Unified Presence 6.0 Software - available with CCM	Included	Included	0.00%	Included
4	CUCMS-EVAL-K9	2	CUCMS Monitoring Bundle Evaluation	Included	Included	0.00%	Included
5	CAB-AC	4	Power Cord 110V	0.00	0.00	0.00%	0.00
6	CON-SNT-35H2CMB1	2	SMARTNET 8XSXNBD Unified CM 6.0 7835-H2 Appliance	1,440.00	720.00	25.00%	960.00
				<b>\$15,360.00</b>			
7	MCS-7835-H2-IPC1	2	HW Only MCS-7835-H2 with 2GB RAM and Two 72GB SAS HD	13,920.00	6,960.00	42.00%	12,000.00
8	CAB-AC	4	Power Cord 110V	0.00	0.00	0.00%	0.00
9	CON-SNT-35H2IPC1	2	SMARTNET 8XSXNBD MCS-7835-H2 w 2GB RAM 2x72GB SAS HD	1,440.00	720.00	25.00%	960.00
				<b>\$15,360.00</b>			
10	MCS-7835-H2-ECS1	1	MCS-7835-H2; Rack; Unity; 2GB; SAS RAID	8,120.00	8,120.00	42.00%	14,000.00
11	UNITY-ST5D15K	1	Unity Operating System 2003	0.00	0.00	0.00%	0.00
12	UNITY-PWR-US	1	Power Cord - US; Can, Mex, PR, Phil, Ven, Tai, Col, Ecu	0.00	0.00	0.00%	0.00
13	CON-SNT-MCS7835E	1	SMARTNET 8XSXNBD MCS-7835-H2; rack;	840.00	840.00	25.00%	1,120.00
				<b>\$8,960.00</b>			
			<b>Hardware Upgrades Phase1</b>	<b>\$39,680.00</b>			

Engineering Notes:

**Professional Services Include:**

Hardware and Software upgrades on Cisco Voice Applications

Upgrade of existing Cisco Call Manager (2) server cluster from 3.x to 6.x on two new server platforms

Upgrade of existing Cisco Emergency Responder (2) server cluster from 1.x to 2.x on two new server platforms

Upgrade of existing Cisco Unity 4.x to 5.x on (1) new server platform

Victor Valley College has a valid maintenance contract which entitles them to CUCM, CER and Unity upgrades.

Victor Valley College will request the upgrade media through Cisco PUT.

No additional features or functionality will be configured for each of the users.

All other Cisco applications, IOS, hardware will be running supported versions with CUCM 6.1. It is the responsibility of Victor Valley College to upgrade any of these if required.

This Quote includes Materials, Professional Services and Manufacturer Warranty as indicated above  
Installation pricing estimated, pending completed Scope of Work.  
Additional discounts or trade-in credits applied below are based on a one-time pricing opportunity for this Schedule A only.

Equipment Total \$35,960.00  
Warranty & Other Services Total \$3,720.00  
One-Time-Discourt: (\$620.00)



Connect Collaborate Create

Quote: 4

Project: WVC\_UUpgrade\_asmz\_090908\_A-29323-4

Created: 9/9/2008

Valid: 9/29/2008

Schedule A Subtotal: \$39,060.00

\$0.00

Schedule M Subtotal: \$0.00

Professional Services Total: \$36,063.49

Shipping & Handling: \$620.00

Estimated Sales Tax (7.75%): \$2,738.85

Total Investment: \$78,482.34

\$39,241.17

\$31,392.94

\$7,848.23

\$1,811.04

**PAYMENT TERMS: Nexus Deal ID Required**

50% Due at signing

40% Due upon the receipt of Majority (+90%) of materials

10% Due on Substantial Completion

This solution can be purchased with a 60-Month/\$1 Buyout Lease with an estimated monthly payment of The estimated lease payment assumes a Smartnet term of 36 months (Smartnet terms included in the quote may differ)

**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: Tom Lyon

Title:

Title: VP of PSSO

Signature:

Date:

Date: 9/15/08

The 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:** FOUNDATION DONATIONS

**SUBMITTED BY:** Victor Valley College Foundation

**RECOMMENDED BY:** Mary Pringle *Mary Pringle*

**APPROVED BY:** Robert Silverman *RS*

**Description/Background:**

The Victor Valley College Foundation has made expenditures from cash donations to specific funds and scholarships as listed for Victor Valley College \$180,436.23 in-kind cash donations, \$184,196.17 in scholarships) for a total amount of \$364,632.40. In addition the Foundation has also received property donations as listed. These donations are for the period ending August 31, 2008.

**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 X \_\_\_

**Reference for Agenda:** YES X NO \_\_\_

**VVC FOUNDATION SUPPORT TO VVC**  
**Expenditures Made From Cash Donations**  
**August, 2008**

Project Description	Post date	Trans. Amount	Account Description	Reference
Athletics-General	8/15/08	\$ 145.00	Dues & Subscriptions	Football Coaches Association Membership
Softball Fund	8/15/08	\$ 257.25	Equipment / Supplies	Softball Fundraiser
Women's Basketball	8/14/08	\$ 220.00	Outside Labor	Referee Summer High School League @ VVC
Women's Basketball	8/15/08	\$ 290.00	Outside Labor	Referee Summer High School League @ VVC
Women's Basketball	8/15/08	\$ 24.00	Outside Labor	Referee Summer High School League @ VVC
Women's Basketball	8/15/08	\$ 32.00	Outside Labor	Referee Summer High School League @ VVC
Women's Basketball	8/14/08	\$ 36.00	Outside Labor	Referee Summer High School League @ VVC
Women's Soccer	8/21/08	\$ 300.00	Scholarships	Scholarships Received thru 8/20/08
Women's Soccer	8/27/08	\$ 2,085.77	Equipment / Supplies	T-Shirts and Sweatshirts for Soccer
<b>Athletics Total:</b>		<b>\$ 3,390.02</b>		
Fire Technology Program	8/6/08	\$ 1,404.20	Equipment / Supplies	Fire Academy Bags
Fire Technology Program	8/6/08	\$ 402.13	Equipment / Supplies	Glove Straps
Fire Technology Program	8/6/08	\$ 626.25	Equipment / Supplies	Mask Bags
Fire Technology Program	8/6/08	\$ 78.52	Equipment / Supplies	VVC Fire Patch
<b>Fire Technology Program Total:</b>		<b>\$ 2,511.10</b>		
VVC Nursing Weekend College	8/21/08	\$ 170,533.21	Grants Awarded	Evening/Weekend Nursing Qtrly Installment
<b>Nursing Total:</b>		<b>\$ 170,533.21</b>		
Paramedic Academy	8/15/08	\$ 59.25	Office Expense	Office Supplies
<b>Paramedic Academy Total:</b>		<b>\$ 59.25</b>		
PREPAID-Apple Valley Women's Club	8/26/08	\$ 600.00	Scholarships	Scholarship Transfers thru 08/26/08
PREPAID-Desert Valley Hospital Auxiliary	8/26/08	\$ 7,000.00	Scholarships	Scholarship Transfers thru 08/26/08
PREPAID-John Hove	8/26/08	\$ 10,000.00	Scholarships	Scholarship Transfers thru 08/26/08
PREPAID-S.B. Cnty Medical Soc. Alliance	8/26/08	\$ 1,000.00	Scholarships	Scholarship Transfers thru 08/26/08
PREPAID-Victor Elementary Teachers Assn	8/26/08	\$ 500.00	Scholarships	Scholarship Transfers thru 08/26/08
PREPAID-Victorville Elks Lodge	8/26/08	\$ 2,500.00	Scholarships	Scholarship Transfers thru 08/26/08
PREPAID-Willmas Charitable Trust	8/26/08	\$ 7,875.00	Scholarships	Scholarship Transfers thru 08/26/08





**WC FOUNDATION SUPPORT TO VVC**  
**Expenditures Made From Cash Donations**  
**August, 2008**

Project Description	Post date	Trans. Amount	Account Description	Reference
The California Wellness Foundation	8/6/08	\$ 2,436.09	Grants Awarded	Grant Admin. 7/23/08-8/05/08
The California Wellness Foundation	8/15/08	\$ 1,506.56	Grants Awarded	Grant Admin. 8/6/08-8/13/08
<b>TCWF Total:</b>		\$ 3,942.65		
<b>GRAND TOTAL:</b>		<b>\$ 364,632.40</b>		

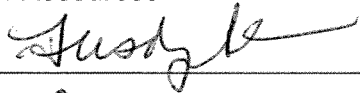


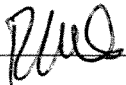
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

**BOARD CONSENT X BOARD ACTION \_\_\_ BOARD INFORMATION (no action required) \_\_\_**

**TOPIC:** MANAGEMENT: UPDATED JOB DESCRIPTION, RECLASSIFICATION

**SUBMITTED BY:** Rocio Chavez, Human Resources

**RECOMMENDED BY:** Fusako Yokotobi 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The Classification and Salary Committee reviewed the updated job description for the position listed below and recommended to the Vice President of Human Resources the following salary placement. These changes will result in the incumbent being placed on range 18, step A of the management salary schedule.

<u>Position Title</u>	<u>Current Grade Level</u>	<u>Recommended Grade Level</u>
Director of Special Grant Programs (currently Project Activity Director – Title V)	15	18

Fiscal impact: \$827 monthly

**Need:**

An updated job description containing duties and areas of responsibility is needed.

**Fiscal Impact:** \$827 monthly

**Recommended Action:**

It is recommended that the Board of Trustees approve the revised job description and salary placement for the position listed above, effective October 1, 2008.

**Legal Review:** YES \_\_\_ NOT APPLICABLE X \_\_\_

**Reference for Agenda:** YES X NO \_\_\_

## VICTOR VALLEY COMMUNITY COLLEGE

### CLASS TITLE: DIRECTOR OF SPECIAL GRANT PROGRAMS

#### BASIC FUNCTION:

Under the direction of an area administrator, provide leadership and oversight for the implementation and administration of specialized grant projects with emphasis on compliance with grant objectives. The Director coordinates and provides leadership for the successful operations of state and federal programs, including the Hispanic Serving Institutions Title V Programs and the GEAR UP Projects. Serving as the liaison to local middle and high school districts, various community groups and organizations as well as colleges and universities, the Director of Special Grant Programs will work to enhance multifaceted services as well as ensure compliance with all federal and state programs pertaining to the grants.

#### REPRESENTATIVE DUTIES:

Develop and direct projects and outreach efforts. Organize schedule, implement and evaluate compliance with grant goals and objectives. *E*

Direct the work of off site coordinators. *E*

Supervise staff including counselors and teachers. *E*

Serve as a liaison between participating school districts, high schools and feeder middle schools to ensure compliance with regulations for participation in grant-funded activities. *E*

Act as an educational resource and advocate for first general and low income students. *E*

Compile data and prepare reports required by the college and various funding sources and agencies. *E*

Complete and submit reports detailing compliance with grant objectives including but not limited to mid-year and annual performance reports as required by the grant or requested from administration. *E*

Audit and monitor special activities to ensure compliance with grant regulations. *E*

Confer and advise students regarding procedures required for enrollment into institutions of higher education. *E*

Plan, organize, and coordinate student and parent activities. *E*

Make presentations about the program to off-and on-campus groups in order to foster a climate supportive of the programs. *E*

Supervise and evaluate the performance of assigned staff. *E*

Interpret and apply program regulations. *E*

Maintain an understanding of current ideas, trends and practices pertaining to federal grants including Hispanic Serving Institutions grant Programs Title V Program and the GEAR UP Program by attending local, regional, and national training and apply these appropriately for program improvement. *E*

Work closely with instructional staff in developing and providing professional development activities. *E*

Coordinate the hiring of all staff. *E*

Perform other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Group processes and group facilitation strategies.

Planning and resource allocation processes.

Federal programs and state regulations related to grant funded programs.

Analytical, organizational, planning, and administrative processes.

Principles and practices of supervision.

Current computer software and equipment necessary for the daily operations of the programs.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan, organize and direct the implementation of grant activities

Work with low-income and diverse populations

Compile, verify data and prepare reports

Monitor and manage specialized budgets.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Prepare and deliver oral presentations.

Supervise and direct assigned staff.

Evaluate staff including educational staff.

Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Masters Degree in Public Administration, Education, or Social Services. A minimum of four years of responsible professional experience in management of educational support programs focused on retention and academic performance of disadvantaged students in elementary, secondary, and/or post secondary settings. A minimum of three years experience

managing federal grants. A combination of education and experience that provides the required skills knowledge and abilities to perform the functions of the position.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

Office environment; subject to constant interruptions, may require walking or driving from site to site to conduct work on campus.

Position requires hearing, moderate lifting, bending and reaching above shoulder, sitting or standing for extended periods, speaking to exchange information and interview students, and dexterity of hands and fingers to operate a computer terminal and other office equipment.

# Board Policy and Administrative Procedure Service

Community College League of California  
Liebert Cassidy Whitmore

**Update #15**  
September 2008

## **OVERVIEW**

This is the fifteenth biannual update to subscribers in the League's Board Policy and Administrative Procedure Service, offered in partnership with the law firm of Liebert Cassidy Whitmore. The update is in response to revised laws and regulations, legal opinions, and questions from subscribers that have occurred since Update 14, released in February 2008.

### **New Board Policies and Administrative Procedures**

#### **BP 3505 Emergency Response Plan**

**New Policy:** Created to reflect the need for districts to implement a program or plan that complies with National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) requirements. This new policy is legally advised.

#### **AP 4228 Course Repetition – Significant Lapse of Time**

**New Procedure:** Added to reflect new provisions in the Title 5 Regulations. This new procedure is legally advised.

#### **AP 4229 Course Repetition – Variable Units**

**New Procedure:** Added to reflect new provisions in Title 5 related to variable units. This new procedure is legally advised.

#### **BP 5800 Prevention of Identity Theft in Student Financial Transactions**

**New Policy:** Created to comply with the Fair and Accurate Credit Transactions Act (FACT Act), a new federal law that requires any public agency which establishes "covered accounts," i.e. accounts that involve multiple payments or transactions, to implement a program to monitor for identity theft. This new policy is legally required.

#### **AP 5800 Prevention of Identity Theft in Student Financial Transactions**

**New Procedure:** Created to comply with the FACT Act. This new procedure is legally required.

#### **BP 6450 Wireless or Cellular Phone Use**

**New Policy:** Created to address Internal Revenue Service (IRS) guidelines. This new policy is legally advised.



**AP 6450 Wireless or Cellular Phone Use**

**New Procedure:** Created to address IRS guidelines. This new procedure is legally advised.

**Revisions to Board Policy and the Administrative Procedure Templates**

**BP 3410 Nondiscrimination**

Changes to this policy were based on revisions made to Title 5 Sections 59300, 59311, and 59320. These revisions are legally advised.

**AP 3410 Nondiscrimination**

Changes to this procedure were based on revisions made to Title 5 Sections 59300, 59311, and 59320. These revisions are legally advised.

**AP 3420 Equal Employment Opportunity**

This procedure was modified based on changes to Title 5 Sections 59300 et seq. These revisions are legally advised.

**AP 4227 Course Repetition Absent Substandard Academic Work**

The title was changed from “Course Repetition Absent Substandard Academic Work” to “Repeatable Courses.” This revision is suggested as good practice.

**AP 4240 Academic Renewal**

Prompted by a change in Title 5 Section 55044, the following language was added, “Specific courses and/or categories of courses that are exempt from academic renewal must be described. When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student’s grade point average, the student’s permanent academic record should contain an accurate record of all coursework to ensure a complete academic history. Academic renewal procedures may not conflict with the District’s obligation to retain and destroy records or with the instructor’s ability to determine a student’s final grade.” This revision is legally advised.

**AP 7212 Temporary Faculty**

New language was added to the first sentence in the fourth paragraph of this procedure to delete the “60 percent” and replace it with “67 percent” related to the hours per week that are considered a full-time assignment. A new second sentence was added to read, “However, any agreement prior to January 1, 2009, to limit temporary faculty members to 60 percent of the hours per week that are considered a full-time assignment will govern until the expiration of the agreement.” This revision is legally required.

**AP 7365 Discipline and Dismissal, Classified Employees**

The second sentence in section entitled “Time for Hearing” should be amended to include the phrase, “... mutually selected by the District and the employee, ...” This revision is legally advised.



