



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

Date: November 13, 2007

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

AGENDA

This meeting will be electronically recorded

CALL TO ORDER

5 p.m.

ROLL CALL

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA

ANNOUNCEMENT OF ITEMS TO BE CONSIDERED IN CLOSED SESSION

1. CLOSED SESSION

- (a) CONFERENCE WITH LABOR NEGOTIATORS
(1) Employee Organization CTA

District's representatives: Marion Boenheim

- (b) PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Deans
Director, DSPS/ADA Compliance Officer
Deputy Superintendent/Executive Vice President Instruction
Vice President, Human Resources
Vice President, Administrative Services

PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS

This is the opportunity for the public to address the Board on any of these Closed Session 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)

RECESS TO CLOSED SESSION

2. RECONVENE TO OPEN SESSION

2.1 Closed Session Report

BOARD OF TRUSTEES: Tom Elder, Dennis Henderson, Donald Nelson, Joe Range, Bettye Underhill, ASB Member

3. OPEN SESSION (Business Meeting)

6 p.m.

Adjourn to reception honoring the retirement of Thomas M. Elder, II for 20 years of service as a Governing Board Member to Victor Valley Community College. **6-6:20 p.m.**

Public Comments Related to Agenda Items

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)

4. SUPERINTENDENT/PRESIDENT'S REPORT

- Faculty Senate

5. CONSENT AGENDA

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

Approval of consent items.

YES ___ NO ___

- 5.1 Approval of the minutes of the October 9, 2007 regular Board meeting.
- 5.2 Agreement – Foundation for California Community Colleges
Ratification of the agreement with the Foundation for Community Colleges from September 1, 2007 through August 31, 2008. Fiscal Impact: \$12,000 to the District.
- 5.3 Affiliation Agreement – Loma Linda University Medical Center
Ratification of an affiliation agreement to provide clinical learning facilities for the health science program between Victor Valley Community College District and Loma Linda University Medical Center from November 1, 2007 through November 1, 2008. Fiscal Impact: None
- 5.4 Curriculum Changes
Ratification of the agreement with the San Francisco Community College District on behalf of its California Early Childhood Mentor Program for the 2007-2008 fiscal year. Fiscal Impact: \$35,000.00 to the District.
- 5.5 Amendment #1 – Office of the San Bernardino County Superintendent of Schools Agreement 04/05-0076
Ratification of an amendment to extend the agreement entered into on May 20, 2004 between San Bernardino County Superintendent of Schools and Victor Valley Community College to June 30, 2008. Fiscal Impact: None
- 5.6 Agreement – Center Track Software
Ratification of the agreement with Center Track Software for a center-based childcare management software system. Fiscal Impact: \$15,295.00 from Fund 72

- 5.7 Grant Agreement
Ratification of the grant agreement modification #0608-054-1 for the Temporary Assistance for Need Families – Child Development Careers (TANF-CDC) program from July 1, 2007 through June 30, 2008. Fiscal Impact: \$41,850.00 to the District.
- 5.8 Child Development Training Consortium 2007-2008 Instructional Agreement 07-08-4536
Ratification of the agreement between Victor Valley Community College District and Yosemite Community College District from September 1, 2007 through June 30, 2008 to earn \$11,250.00 by generating up to 450 units of college credits. Fiscal Impact: \$11,250.00 to the District.
- 5.9 MOU - Statewide Strategic Initiative Hub Fiscal
Ratification of the Statewide Strategic Initiative Hub Fiscal Memorandum of Understanding (MOU) with Santa Barbara Community College District and Victor Valley Community College from September 10, 2007 through February 27, 2008. Fiscal Impact: \$4,080.00 to the District.
- 5.10 Contract Education Services – Snowline Young Adult Center
Approval of the agreement between Victor Valley Community College District and Snowline Young Adult Center for a Certified Food Worker Certification for the period from November 14, 2007 through November 15, 2007. Fiscal Impact: \$1,200.00 to the District.
- 5.11 Grant Award – TRIO Upward Bound Math & Science Program
Acceptance of the TRIO – Upward Bound Math & Science Program grant award. Fiscal Impact: Approximately \$1,000,000.00 to the district over four years.
- 5.12 Out-of-State Travel - Student
Approval of student travel to attend the National Student Nurses Association Conference in Kansas City, MO from November 14-17, 2007. Fiscal Impact: None to the District. Travel is paid for by donations.
- 5.13 Contract Educational Services – Apple Valley Chamber of Commerce
Ratification of the agreement between Victor Valley Community College District and Apple Valley Chamber of Commerce for Business Skills Academy Computer Classes. The period of this agreement is from November 5, 2007 through December 14, 2007. Fiscal Impact: \$12,000.00 to the District.
- 5.14 Sabbatical Leave Request for Spring, 2008
Approval of the Sabbatical Leave request for Pamela J. MacKay for spring, 2008 under the conditions specified in District policies and collective bargaining agreement with the Association. Fiscal Impact: \$13,770.00 to backfill classes.
- 5.15 Identix Agreement
Approval of the renewal of the maintenance agreement with Identix for Live Scan fingerprinting to process background checks for applicants. Fiscal Impact: \$2,657.00
- 5.16 Ratification of Academic Equivalency Requests
Ratification of the equivalency for Carl Yuan, Mathematics and Jessica Diaz, Counseling. Fiscal Impact: None
- 5.17 Revised Classified Job Description – Student Services Specialist II
Approval of the revised job description for Student Services Specialist II for Beth Roberts and Lilia Garcia. Fiscal Impact: Student Services Specialist II, \$3,284/month

- 5.18 New Classified Job Description – College Recruiter
Approval of the new job description and position of college Recruiter/Outreach Counselor.
Fiscal Impact: \$4876/month
- 5.19 New Classified Job Description – Help Desk Technician
Approval of the new job description of Help Desk Technician. Fiscal Impact: \$3049/month
- 5.20 Award of Contract – Street Striping Renewal
Award of the contract to Cooley Construction (lowest responsible bidder) to provide road striping, crosswalks, reflectors directional markings, limit lines and red curbs in Bid #MO-08-002. Fiscal Impact: \$37,224.00 from a State Maintenance Block Grant.
- 5.21 Agreement – The Cornerstone Group – Adaptive P.E.
Ratification of the agreement with Cornerstone Group for land surveying services. Fiscal Impact: Budgeted item, \$4,700.00
- 5.22 Disposal of Surplus Property – Vehicle Sale
Approval of the sale of the vehicle to the highest bidder through the use of sealed bids.
Fiscal Impact: Sale of the vehicle could result in a return of up to \$26,000 to the College.
- 5.23 Disposal of Surplus Property – Via Sealed Bid
Approval of the disposal of the surplus equipment listed. Fiscal Impact: Revenue to the District for the sale of these items.
- 5.24 Disposal of Surplus Property – Via Auction
Approval of the sale of the surplus equipment listed. Fiscal Impact: Sale of the surplus equipment will result in a refund to the College that is equal to half of the amount received by the auctioneer.
- 5.25 Board of Trustees Budget Transfer Request Report
Approval of the budget transfers as submitted. Fiscal Impact: None
- 5.26 Board of Trustees Payments Report
Approval of the Board of Trustees Payments Report. Fiscal Impact: None
- 5.27 Agreement – Gale/Jordan Associates, Inc.
Ratification of the agreement for asbestos sampling with Gale/Jordan Associates, Inc. Fiscal Impact: Not to exceed \$2,500.00. Budgeted item from Fund 71.
- 5.28 Second Reading – Board Policy 1201 – Shared Governance
Approval of the new Board Policy 1201 – Shared Governance. Fiscal Impact: None
- 5.29 Second Reading – Board Policy 1202 – Institutional Effectiveness
Approval of the new Board Policy 1202 – Institutional Effectiveness – Fiscal Impact: None
- 5.30 Second Reading – Board Policy 3250 – Institutional Planning
Approval of the new Board Policy 3250 – Institutional Planning. Fiscal Impact: None
- 5.31 Lease Agreement – The Mall of Victor Valley
Ratification of the agreement with the Mall of Victor Valley to rent a display booth between November 16, 2007 and January 15, 2008 for the purpose of marketing the college and providing potential students with registration and program information. Fiscal Impact: \$6,100 from the Public Information advertising budget.

5.32 Agreement – Hi Desert Alarm and Fire Sprinklers

Ratification of the agreements with Hi Desert Alarm and Fire Sprinklers to supply and install an alarm system in the Advanced Technology Center. Fiscal Impact: \$5,335.57 – Fund 71 Expenditure.

ACTION AGENDA

6. BOARD OF TRUSTEES

6.1 Separate approval of items pulled from consent agenda

10.1 ADMINISTRATIVE SERVICES

10.1 Bid Award and Agreement – Production Lighting - Package #22-
Speech/Drama Addition

YES ___ NO ___

Award of the bid and approval of agreement with Entertainment Lighting Services to integrate current lighting for productions in the Performing Arts Center with new, state-of-the-art technology as part of the Speech/Drama Addition project. Fiscal Impact: \$107,160.62, Budgeted Fund 71 expenditure.

10.2 Bid Award and Agreement – AMT Systems - Audio-Visual Package #21 –
Speech/Drama Addition

YES ___ NO ___

Award of the bid and approval of the agreement with AMT Systems, Inc. to integrate the current sound system in the Performing Arts Center with new, state-of-the-art technology as part of the Speech/Drama Addition project. Fiscal Impact: \$791,497.00, Budgeted Fund 71 expenditure.

10.3 Request for Proposal (RFP) – Legal Services

YES ___ NO ___

Approval to initiate the process to advertise an RFP for legal services. Fiscal Impact: Presently, this is for authorization to put out an RFP and does not commit the College to any expenditure of funds.

11. HUMAN RESOURCES

11.1 CTA Agreement

YES ___ NO ___

Approval of the revised articles to amend the contract with CTA. Fiscal Impact: None

11.2 Outside Contractor Fees

YES ___ NO ___

Ratification of payment for the services listed and approve payment of the accrued. Future payments will be brought to the Board for approval until the lawyer of record is established. Fiscal Impact: \$47,630.98

12. INFORMATION/DISCUSSION

12.1 Monthly Financial Reports

Submitted as an informational item.

12.2 Annual Financial and Budget Report (CCFS-311)

Submitted as an informational item.

12.3 New Board Policy 4000 – Standards of Educational Excellence – First Reading

Submitted as an informational item.

13. REPORTS (3 minute limit per report)

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

13.1 Foundation

13.2 Employee Groups

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

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: October 9, 2007

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

CALL TO ORDER/ROLL CALL:

4:15 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on October 9, 2007 in the Board Room of the Administration building. Mr. Range, Board President, called the meeting to order at 4:15 p.m.

TRUSTEE ROLL CALL: Present: Joe Range, Board President; Dennis Henderson, Vice President; Thomas M. Elder II, Trustee, Donald Nelson, Clerk

Absent: Dennis Henderson

Dennis Henderson arrived at 4:17 p.m.

Absent: Heena Mehra, Student Trustee

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

PLEDGE OF ALLEGIANCE: Tom Elder led the Pledge of Allegiance to the Flag.

Heena Mehra, Student Trustee arrived at 5:45 p.m.

DELETIONS/CORRECTIONS TO AGENDA: Mr. Range, Board President, announced that agenda items 5.2 and 5.21 have been pulled for a later board meeting.

ANNOUNCEMENT OF ITEMS TO BE CONSIDERED IN CLOSED SESSION

Mr. Range, Board President, announced the agenda item that the Board would consider in Closed Session.

1. CLOSED SESSION

- (a) CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION under Government Code Section 54956.9(a):
 - (1) G. Henderson vs. Victor Valley Community College, San Bernardino County Superior Court Case No. VCVVS 030263

BOARD OF TRUSTEES: Tom Elder, Dennis Henderson, Donald Nelson, Joe Range, Bettye Underhill, ASB Member

PUBLIC COMMENTS ON CLOSED SESSION ITEMS: None

At 4:19 p.m., Board President, Joe Range recessed to closed session.

2. RECONVENE TO OPEN SESSION

At 5:02 p.m., Board President, Joe Range reconvened the meeting in open session and announced that there was no report out of Closed Session. Dr. Silverman announced that the Student Success Presentation will be held in the staff lounge and invited everyone to attend.

2.2 STUDENT SUCCESS PRESENTATION (Open Session - Staff Lounge)

5-6 p.m.

Beginning at 5:03 p.m., Dr. Silverman provided an overview of the intent of the Student Success workshop. VVC students Steve Potter, Tammy Brown, Tyler Cai, Justin De la Cruz, and transfer student Monica Wettengel provided testimonials on how the college has helped with their success as well as with their personal and professional growth. Faculty members, Joe Pendleton, Patrick Malone, Eartha Johnson, Michael Butros, Diane Wollan, Patty Golder, Pat Wagner, Michael Smith, and Kelley Beach highlighted information on student success strategies which focused on retention, workshops, tutoring, advising, assessment, career and transfer development. Dr. Hindes spoke on the future and the new directions for Student Services focusing on the need of a One-Stop Center.

End of Student Success Presentation

3. OPEN SESSION (Business Meeting – Board Room)

6 p.m.

Following the presentation on Student Success Board President, Joe Range began the business meeting and announced that he had one comment card related to the agenda.

Public Comments Related to Agenda Items: Brian Hatchell (5.10)

4. SUPERINTENDENT/PRESIDENT'S REPORT

Faculty Senate Report

Debra Blanchard provided background information regarding The Law AB 1725 and Title V with the general purpose of this act is to improve academic quality and authorize more responsibility for faculty members in duties that are incidental to their primary profession duties. The reason this information has been brought to your attention is that she feels there is a new working relationship developing with everyone working together.

For the Superintendent/President's report, Dr. Silverman wanted to assure everyone that the college has not lost its accreditation. We are on warning which does not indicate we have lost our accreditation or are in jeopardy of losing our accreditation. We are responding to a document that came out last spring that put us on warning. The college has worked united and cooperatively in addressing the issues that placed us on the warning status. It is possible to get off the warning status by January if we have demonstrated enough progress. A warning is at least two levels before accreditation is lost and very few colleges have ever lost accreditation.

Enrollment is at a minimum of 5% for fall and flat for the summer. Final numbers will not be known until a later time but is encouraged that enrollments may have increased. He complimented faculty and staff for organizing a hiring prioritization committee in such a quick way. Funds have been identified in the budget to hire additional faculty.

Motivated by some of the accreditation issues, a discussion of reorganization of the college has occurred. The reorganization is based on open communication both ways, mutual respect of all the people on the campus and begin to work as an organization that is dedicated to a purpose of quality improvement and meeting the needs of our students.

5. CONSENT AGENDA

It was MSC (Nelson/Elder, 5-0) to approve the consent items in one motion as amended with item 5.2 deleted. It was originally announced that item 5.21 would be deleted, following additional information provided this item remained for approval. Dr. Bettye Underhill should be listed as being present at the September 11, 2007 board meeting.

- 5.1 CORRECTED Approval of the minutes of the September 11, 2007 regular Board meeting
- 5.2 DELETED Property Disposal
Approval of the disposal of the surplus electrical equipment listed through the auctioneer services of The Liquidation Company. Fiscal Impact: Revenue to the District for the sale of these items.
- 5.3 Renewal Agreement – Dr. Sepuya – WVCCD Respiratory Therapy Program
Ratification to renew the agreement for Dr. Samuel Sepuya to serve as the medical director for the Victor Valley Community College District Respiratory Therapy Program from August 27, 2007 through August 26, 2008. Fiscal Impact: Budgeted \$4,000
- 5.4 Agreement – California Early Childhood Mentor Program
Ratification of the agreement with the San Francisco Community College District on behalf of its California Early Childhood Mentor Program for the 2007-2008 fiscal year. Fiscal Impact: \$35,000.00 to the District.
- 5.5 Contract – Tonyan Complete Piano Service
Ratification of the agreement with Tonyan Complete Piano Service for hammer replacement. Fiscal Impact: Not to exceed \$6,700.00
- 5.6 Renewal Contract – Victor Valley Community Hospital
Ratification of the renewal of the Clinical Facility Use Contract between Victor Valley Community Hospital and Victor Valley Community College District to provide clinical learning locations for students from the Health Sciences programs beginning August 1, 2007. Fiscal Impact: None
- 5.7 Deletion of Classified Positions
Approval to delete the Vocational Program Specialist and Administrator Coordinator positions. Fiscal impact: None
- 5.8 Out of State Travel – United Nations Club – Washington, DC
Ratification of student travel to Washington, D.C. to attend and compete in the United Nations Club conference from November 2, 2007 through November 4, 2007. Fiscal Impact: None to the District, \$10,412.00 allocated through donations.

- 5.9 Renewal Agreement - Dr. Toop –VVCCD Paramedic Academy Program
Ratification of the renewal the agreement for Dr. Roger Toop to serve as the medical director for the Victor Valley Community Paramedic Academic Program from August 27, 2007 through August 26, 2008. Fiscal Impact: Budgeted \$5,000
- 5.10 Agreement – Novacoast
Ratification of the agreement with Novacoast for a purchase of a Storage Area Network. Fiscal Impact: \$63,110.00
- 5.11 Agreement – CHJ Incorporated
Ratification of the agreement with CHJ Incorporated for testing and inspection services for the Adaptive PE Center project. Fiscal Impact: \$44,765.00 (This project is state funded and is 100% reimbursable.)
- 5.12 Change Order – EJ Enterprises – Speech/Drama Addition
Ratification of the Change Order with EJ Enterprises for the installation of a card reader system in the Speech/Drama Addition to tie into existing campus-wide networked card reader system. Fiscal Impact: Budgeted Item \$37,822.00
- 5.13 Notice of Competition – Gymnasium Floor Replacement
Acceptance of the work of Pacific Floor Company for the replacement of the gymnasium floor and direct the District to file the Notice of Completion. Fiscal Impact: None
- 5.14 Board of Trustees Budget Transfer Request Report
Approval of the budget transfers as submitted. Fiscal Impact: None
- 5.15 Agreement – National Cinemedia
Ratification of the agreement with National Cinemedia to provide creative production services and advertising on 16 movie screens at the movie theater in the mall of Victor Valley. Fiscal Impact: \$7,800.12
- 5.16 Board of Trustees Payments Report
Approval of the Board of Trustees Payments Report. Fiscal Impact: None
- 5.17 Quarterly Financial Status Report (CCFS-311Q)
Approval of the quarterly financial status report (CCFS-311Q). Fiscal Impact: None
- 5.18 Contract Education Services – Innovative Business Partnership
Ratification of the agreement between Victor Valley Community College District and Innovative Business Partnership for the period from August 21, 2007 through August 21, 2008 to provide a two-hour class for students to obtain a Certified Food Worker Certification that is valid for three years. Fiscal Impact: \$500.00 to the District.
- 5.19 Contract Education Services – Apple Valley Chamber of Commerce
Ratification of the agreement between Victor Valley Community College District and Apple Valley Chamber of Commerce. This agreement is for Business Skills Academy computer classes from October 6, 2007 through December 8, 2007 to provide Microsoft computer skills to employer and members of the Apple Valley Chamber of Commerce. Fiscal Impact: \$500.00 to the District.

- 5.20 Student Out-of-State Travel
Approval of out-of-state travel to Washington, D.C. to attend the American Student Association of Community Colleges National Student Citizenship Conference to be held October 27-30, 2007. Fiscal Impact: Associated Study Body Funds: \$10,500.00
- 5.21 Academic Equivalency Request – Charlene Drinkwine – Physical Education
Ratification of the equivalency for Charlene Drinkwine – Physical Education. Fiscal Impact: None.
- 5.22 Second Reading - Revised Board Policy – 5030 – Fees
Approval of the revised Board Policy 5030 – Fees. Fiscal Impact None.
- 5.23 Contract Education Services – San Bernardino County Superintendent of Schools
Ratification of an agreement between Victor Valley Community College District and County of San Bernardino from September 29, 2007 through November 17, 2007. Fiscal Impact: \$6,400.00 to the District.
- 5.24 Contract Education Services – Seniors with Inquiring Minds
Ratification of an agreement between Victor Valley Community College District and Seniors with Inquiring Minds for the period from October 18, 2007 through December 13, 2007 to provide catering services for Seniors with Inquiring Minds (S.W.I.M.) events. Fiscal Impact: \$600.00 to the District.
- 5.25 Agreement Renewal – XAP Corporation
Ratification of the renewal agreement with XAP Corporation for the CCCApply online application system. Fiscal Impact: Budgeted item, \$10,609.00
- 5.26 Agreement – Brickley Environmental
Ratification of the agreement with Brickley Environmental for the removal and disposal of asbestos in the Agriculture Department, Building 60. Fiscal Impact: Budgeted item \$5,195.00.
- 5.27 Amended Agreement – Data Impact
Approval of the amended agreement with Data Impact for the scanning and imaging of historical students records. Fiscal Impact: Budgeted item, Matriculation and Title V funds \$35,000.00
- 5.28 Agreement – Jean Malone
Ratification of the agreement with Jean Malone for consultation services at \$100/hour, not to exceed 100 hours. Fiscal Impact: \$100/hour not to exceed 100 hours.

ACTION AGENDA

6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda
- 6.2 Second Reading:- District Vision, Mission, Values and Goals
It was MSC (Nelson/Underhill, 5-0) to approve the second reading of the District Vision, Mission, Values and Goals. Fiscal Impact: None

8. INSTRUCTION

8.1 County of San Bernardino Department of Workforce Development Expansion Program

It was (Underhill/Elder, 5-0) to accept the contract with the County of San Bernardino Department of Workforce Development Program for enrollment beginning spring, 2008 through December 9, 2009. Fiscal Impact: \$150,000.00 to the District.

8.2 Grant – California High School Exit Exam Preparation Program Fund 2007 Funding Cycle, Grant Number 07-0097

It was MSC (Underhill/Henderson, 5-0) Approval of the awarded grant from the Chancellor's Office of California Community Colleges for the California High School Exit Exam Preparation Program for the Class of 2007. Fiscal Impact: \$197,101.00 to the District. The District will receive forty percent (40%, \$78840.40) of the awarded funds within sixty (60) days of a fully executed grant agreement. The remaining sixty percent (60%, \$118, 260.00) based upon receipt and approval of the Final Report and Final Expenditure Report for the Project.

10.1 ADMINISTRATIVE SERVICES

10.1 Agreement – O'Neil Construction Inspections – Adaptive P.E. Center

It was MSC (Underhill/Nelson, 5-0) to approve the agreement with O'Neal Construction inspections in the amount of \$200,000.00 for DSA inspection services for the Adaptive PE Center project. Fiscal Impact: \$200,000 – this project is state funded and is 100% reimbursable.

10.2 Change Order – Air-Ex Air Conditioning – Advanced Technology Center

It was MSC (Nelson/Underhill, 5-0) to approve the Change Order No. 07-01 form Air-Ex Air Conditioning. Fiscal Impact: \$108,768.63 (This project is State funded and will be 100% reimbursable to the District through Fund 71 up to the approved contract amount.)

10.3 The California Community College Initiative

It was MSC (Henderson/Underhill, 5-0) to approve the resolution of the California Community College Initiative. Fiscal Impact: The initiative could mean an additional \$3.1 million for the Victor Valley Community College District in the 2009-2010 fiscal year.

11. HUMAN RESOURCES

11.1 AFT-PTFU Negotiations Proposal Public Hearing

Article IV, Union Rights: (not limited to) released time

Article X, Health Benefits

Article XIII, Faculty Assignments: (not limited to) priority hiring for full-time positions

The Board president declared the hearing open. Debra Blanchard requested additional information regarding Article XIII. Emily Selden clarified that the part-time faculty members would like the same opportunity when applying for full-time positions. Following comments, the Board president declared the hearing closed.

12. INFORMATION/DISCUSSION

12.1 First Reading:- New Board Policy 1201 - Shared Governance Document

Submitted as an informational item.

12.2 First Reading – New Board Policy 1202 - Institutional Effectiveness

Submitted as an informational item.

- 12.3 Accrediting Commission for Community & Junior Colleges (ACCJC) Progress Report
Submitted as an informational item.
- 12.4 Monthly Financial Reports
Submitted as an informational item.
- 12.5 American College & University Presidents Climate Commitment
Submitted as an informational item. Dr. Silverman provided information regarding dedicate our college to provide an effective change in this area.
- 12.6 First Reading – Revised Board Policy 3250 – Institutional Planning
Submitted as an informational item.

13. REPORTS (3 minute limit per Report)

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

- 13.1 Foundation
Ginger Ontiveros
- 13.2 Shared Governance
 - a) ASB
Heena Mehra
- 13.3 Employee Groups
 - a) CTA
Michael Smith
 - b) CSEA
No report
 - c) AFT Part-Time Faculty United
Emily Selden

14. TRUSTEE COMMENTS

Dr. Silverman pointed out that the back-up for item 12.3 - Accrediting Commission for Community & Junior Colleges (ACCJC) Progress Report was not completed at the time the agenda was printed and that it was now available. Everyone should review this report and submit any corrections or changes before the report is sent to the Accrediting Commission on Monday.

Mr. Nelson reported on the recent meeting he attended on the bridge program. Dr. Underhill acknowledged Mr. Elder's 20 years of service on the Board. Mr. Range reported on the student success workshop that was presented from 5-6 p.m.

- 15. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:** The following individuals made comments with respect to non-agendized items: Dave Chip and Dewey Kelleygray

16. ADJOURNMENT

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

Donald Nelson, Clerk

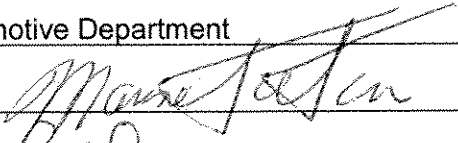
Date Approved

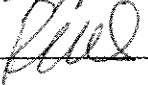
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT – FOUNDATION FOR CALIFORNIA
COMMUNITY COLLEGES

SUBMITTED BY: John Sweet, Automotive Department

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement with the Foundation for California Community Colleges from September 1, 2007 through August 31, 2008. The purpose of this agreement is to improve the air quality in California while training students in critical technical services. The Foundation will pay the sum of \$1,000.00 monthly to the district for the use of designated areas in our automotive technology building and will allow use of the equipment for our students at the same time.

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

Need:

To use college facilities in support of the State of California's BAR Smog Referee and student training program.

Fiscal Impact: \$12,000.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an agreement with the Foundation for California Community Colleges from September 1, 2007 through August 31, 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: AFFILIATION AGREEMENT - LOMA LINDA UNIVERSITY MEDICAL CENTER

SUBMITTED BY: Pat Luther, Nursing

RECOMMENDED BY: Marianne Tortorici

APPROVED BY: Robert Silverman

Description/Background:

The district desires to ratify an affiliation agreement between Victor Valley Community College District and Loma Linda University Medical Center for the period from November 1, 2007 through November 1, 2008.

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

Need:

To provide clinical learning facilities for the health science programs.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an affiliation agreement between Victor Valley Community College District and Loma Linda University Medical Center for the period from November 1, 2007 through November 1, 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: CURRICULUM CHANGES

SUBMITTED BY: Ruby Wikstrom, Instruction

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The College Curriculum Committee is meeting on a regular basis to review course changes that have been proposed by the instructional departments. The modifications in existing courses and the proposed new courses that were approved by the committee on September 13, 2007, September 27, 2007, and October 11, 2007 are listed on the attached sheet.

Fiscal Impact: None

Recommended Action:

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

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

2007/2008 CURRICULUM COMMITTEE RECOMMENDATIONS

September 13, 27 and October 11, 2007

COURSE	TITLE	CHANGE/JUSTIFICATION	DEGREE APPROPRIATE (NEW COURSE ONLY)	DATE
AGNR	Animal Science Technician Certificate	Update certificate to 12.0 units		9/13/07
AJ 150	Introduction to Forensic Science	New Course	Transfer	9/13/07
AJ 52	Forensic Enomology	Delete course		9/13/07
AJ 53	Forensic Anthropology	Delete course		9/13/07
AJ 54	Forensic Pathology	Delete course		9/13/07
ANTH 53	Forensic Anthropology	Delete course		9/13/07
POLS 130	Introduction to Paralegalism	Course update; change title to "Introduction to Paralegal Studies		9/27/07
AUTO 77.2	Automotive Safety Training for Managers	New Course	Associate	9/27/07
AUTO 77.2	Automotive Safety Training for Managers	Approve to offer as online		9/27/07
AUTO 65.2	Fundamentals of Heavy Duty Truck and Off Highway Equipment Hydraulics	New Course	Associate	10/11/07
AUTO 65.3	Advanced Heavy Duty Truck and Off Highway Equipment Hydraulics	New Course	Associate	10/11/07
AUTO 65.3	Advanced Heavy Duty Truck and Off Highway Equipment Hydraulics	Approve AUTO 65.2 as prerequisite		10/11/07
AJ 31	Fingerprint Recognition and Classification	Course update; change units to 2.5		10/11/07
RSPT 50	Polysomnography I	New Course	Associate	10/11/07
AENG 10B	English for Foreign Born	Delete course		10/11/07

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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AMENDMENT #1 – OFFICE OF THE SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS AGREEMENT 04/05-0076

SUBMITTED BY: Mary Sypkens, Child Development Center

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an amendment to extend the agreement entered into on May 20, 2004 between San Bernardino County Superintendent of Schools and Victor Valley Community College District to June 30, 2008. The agreement stipulates the conditions in which the students from the Child Development Center can complete their student teaching/practicum in a Mentor site with SBCSS.

The agreement establishes that the College will ensure that the student teachers agree to the following:

1. To abide by the Superintendent's rules and regulations while on site and when working with students.
2. To support the Superintendent's program and objectives.
3. Ensure that their interactions with students are safe, positive, and productive.
4. Provide proof of T.B. Clearance.

In addition, it states that for the purpose of workers' compensation insurance, the Victor Valley Community College District shall be the employer and shall bear the responsibility for providing workers' compensation insurance of coverage for any person covered by this agreement.

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

Need:

This agreement is necessary to continue our collaboration with SBCSS, whereby 8 of our 14 mentor teachers are currently employed by SBCSS.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an amendment to extend the agreement entered into on May 20, 2004 between San Bernardino County Superintendent of Schools and Victor Valley Community College District to June 30, 2008.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

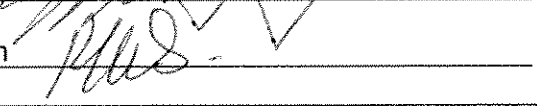
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT - CENTER TRACK SOFTWARE

SUBMITTED BY: Kelley Johnson, Child Development Center

RECOMMENDED BY: Marianne Tortorici 

ACCEPTED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement for Center Track Software. Center Track Software is a center-based childcare management software system. This proposal includes the interface necessary to electronically transfer family, parent, and child information from the KinderWait TM system directly into the Center Track database.

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

Need:

KinderWait TM is a county wide database childcare waiting list for child care that the Child Development Center uses as a necessary enrollment waiting list. With the purchase of the database system, the Child Development Center is able to mainstream most of the child's enrollment process and greatly reduce the number of human errors. This supports the office staff and teachers in a more efficient manner with reports, enrollments, class rosters, attendance, billing, enrollment date, DOB, parent contract change or hours, and the Desired Results Developmental Profiles (DRDP) required on each child enrolled.

Fiscal Impact: \$15,295.00 from Fund 72

Recommended Action: It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement with Center Track Software in the amount of \$15,295.00.

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: GRANT AGREEMENT MODIFICATION #0608-054-1
SUBMITTED BY: Mary Sypkens, Child Development Center
RECOMMENDED BY: Marianne Tortorici
APPROVED BY: Robert Silverman

Description/Background:

The district desires to ratify a Modified Grant Agreement #0608-054-1 for the Temporary Assistance for Needy Families – Child Development Careers (TANF-CDC) Program from July 1, 2007 through June 30, 2008.

A copy of the Modified Grant Agreement #0608-054-1 is available in the President's office for your review.

Need:

The Modified Grant Agreement #0608-054-1 will provide funding, fiscal management, and assist TANF-CDC students to receive education, training, and certification in the field of Early Child Care by providing services such as book and instructional materials, transportation, tutoring, workshops, and background checks.

Fiscal Impact: \$41,850.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify the Grant Agreement Modification #0608-054-1 for the Temporary Assistance for Needy Families – Child Development Careers (TANF-CDC) Program from July 1, 2007 through June 30, 2008.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: CHILD DEVELOPMENT TRAINING CONSORTIUM 2007-2008
INSTRUCTIONAL AGREEMENT 07 - 08 - 4536

SUBMITTED BY: Mary Sypkens, Child Development Center

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Victor Valley Community College District and Yosemite Community College District from September 1, 2007 through June 30, 2008 to earn \$11,250.00 by generating up to 450 units of college credits enrolling students in courses required by the California Commission on Teacher Credentialing for permits.

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

Need:

The agreement will benefit students who are currently enrolled in an early childhood setting, encouraging them to come back to school to further their education and increase their skills. By assisting them in their tuition costs and textbook expenses, these students are more readily able to attend college.

Fiscal Impact: Not to exceed \$11,250.00 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 Yosemite Community College District from September 1, 2007 through June 30, 2008 to earn \$11,250.00 by generating up to 450 units of college credits enrolling students in courses required by the California Commission on Teacher Credentialing for permits.

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: STATEWIDE STRATEGIC INITIATIVE HUB FISCAL - MOU

SUBMITTED BY: Pat Luther, Nursing

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify the Statewide Strategic Initiative Hub Fiscal Memorandum of Understanding (MOU) with Santa Barbara Community College District and Victor Valley Community College District from September 10, 2007 through February 27, 2008.

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

Need:

To conduct a review of prerequisites, curriculum, and skill competencies for Paramedic and Registered Nursing courses to provide a feasibility statement with regard to possible Paramedic to Registered Nurse career transition course work.

Fiscal Impact: \$4,080.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify the Statewide Strategic Initiative Hub Fiscal Memorandum of Understanding (MOU) with Santa Barbara Community College District and Victor Valley Community College District from September 10, 2007 through February 27, 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 – SNOWLINE YOUNG ADULT CENTER

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to accept an agreement between Victor Valley Community College District and Snowline Young Adult Center for a Certified Food Worker Certification. The period of this agreement is from November 14, 2007 through November 15, 2007.

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

Need:

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

Fiscal Impact: \$1,200.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees accept an agreement between Victor Valley Community College District and Snowline Young Adult Center for the period from November 14, 2007 through November 15, 2007.

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: Grant Award - TRIO Upward Bound Math & Science Program

SUBMITTED BY: Janet Long , Student Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

Victor Valley College submitted a grant proposal for the TRIO-Upward Bound Math & Science Program. The District received notice from Congressman Jerry Lewis's office that the grant had been funded. The total amount of the grant is \$1,000,000.00 over four years.

Need:

The awarded grant will assist low income and first generation high school students who have an interest in math and science and will help prepare them for college. The target schools for this grant are Hesperia, Victor Valley and Lucerne high schools. The grant will serve 50 students.

Fiscal Impact: Approximately \$1,000,000.00 to the District over four years.

Recommended Action: It is recommended that the Board of Trustees accept the TRIO-Upward Bound Math & Science Program grant award.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

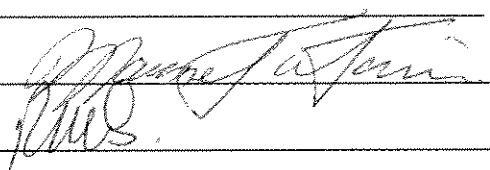
BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: OUT-OF-STATE TRAVEL - STUDENT

SUBMITTED BY: Pat Luther, Nursing

RECOMMENDED BY: Marianne Tortorici

APPROVED BY: Robert Silverman



Description/Background:

The district is requesting approval for students to travel to Kansas City, MO to attend the National Student Nurses Association Conference from November 14, 2007 through November 17, 2007. All persons participating in the field trip are registered students at Victor Valley Community College.

Lori Morris
Deborah Webb

Need:

This request is to offer the students an opportunity to attend and participate in discussion on disaster preparedness, health care issues and trends, learn about nursing specialties, and meet with representatives from health care agencies.

Fiscal Impact: None to the District. Travel is paid for by donations.

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees approve student travel to Kansas, MO to attend the National Student Nurses Association Conference from November 14, 2007 through November 17, 2007.

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 – APPLE VALLEY CHAMBER OF COMMERCE

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Victor Valley Community College District and Apple Valley Chamber of Commerce for Business Skills Academy Computer Classes. The period of this agreement is from November 5, 2007 through December 14, 2007.

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

Need:

To serve the community to acquire new computer skills.

Fiscal Impact: \$12,000.00 to the District

Recommended Action:



It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Victor Valley Community College District and Apple Valley Chamber of Commerce for Business Skills Academy Computer Classes. The period of this agreement is from November 5, 2007 through December 14, 2007.

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: SABBATICAL LEAVE REQUEST FOR SPRING, 2008
SUBMITTED BY: Pamela MacKay, Biology Department
RECOMMENDED BY: Marianne Tortorici 
APPROVED BY: Robert Silverman 

Description/Background:

The Sabbatical Leave Committee makes the following recommendation concerning sabbatical leave for spring, 2008 for Pamela MacKay. This request is in conformity with District policy and the collective bargaining agreement, and is endorsed by all members of the Sabbatical Leave Committee.

A copy of the Sabbatical Leave Request is available in the President's office for your review.

Need:

Time off from regular teaching obligations are needed to prepare student and professional research to submit to scientific journals that include the Pinus Monophylla, A Vegetation Analysis of the Antelope Valley California Poppy Preserve, Diminishing Coastal Vegetation of Northwestern Costa Rica, and the Juniperus Californicus. The knowledge and experience gained by Ms. MacKay enhances her instructional skills and provides the students with current information.

Fiscal Impact: \$13,770.00 to backfill classes

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees grant Sabbatical Leave to Pamela J. MacKay, Biology Department for spring, 2008 under the conditions specified in District policies and the collective bargaining agreement with the Association.

Legal Review: YES NOT APPLICABLE

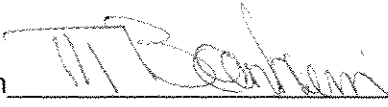
Reference for Agenda: YES NO


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: IDENTIX AGREEMENT

SUBMITTED BY: Rocio Chavez

RECOMMENDED BY: Marion Boenheim 

APPROVED BY: Robert Silverman 

Description/Background:

The Human Resources Department currently uses the Live Scan fingerprinting machine to process background checks for applicants.

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

Need:

The district wishes to renew its maintenance agreement with Identix for 9/5 maintenance services. This service ensures telephone help desk and on-site service between 8 a.m. and 5 p.m. Monday through Friday.

Fiscal Impact: \$2,657

Recommended Action: It is recommended that the board approve the renewal of the maintenance agreement with Identix for the period 9/19/07 through 9/18/08, at a cost of \$2,657.

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: RATIFICATION OF ACADEMIC EQUIVALENCY REQUESTS

SUBMITTED BY: Equivalency Committee—Debra Blanchard, Chairperson

RECOMMENDED BY: Marion Boenheim 

APPROVED BY: Robert Silverman 

Description/Background:

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

- Carl Yuan—Mathematics (BA science, applied mathematics; MS biostatistics)
- Jessica Diaz—Counseling (BA sociology; MA education; graduate coursework in counseling psychology)

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

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

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

Fiscal Impact: None

Recommended Action:

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

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: REVISED CLASSIFIED JOB DESCRIPTION
SUBMITTED BY: Rocio Chavez, on behalf of the Classification Committee
RECOMMENDED BY: Marion Boenheim *Marion Boenheim*
APPROVED BY: Robert Silverman *Robert Silverman*

Description/Background:

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

Position Title	Current Grade Level	Recommended Grade Level
Student Services Specialist II	12	12

Need:

Board approval is needed for the revised job description to provide the incumbents in the Student Services Specialist II position functional job descriptions.

Fiscal Impact: None (currently \$3284/month each position)

Recommended Action: It is recommended that the Board of Trustees approve the revised job description for Student Services Specialist II for Beth Roberts and Lilia Garcia.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STUDENT SERVICES SPECIALIST II

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, provide continuous and readily available services and resources to the students, staff and faculty using the Career/Transfer ~~Development~~ Center and/or Assessment Center; provide general support to assist students in utilizing web-based services including, but not limited to: admission, financial aid, registration, assessment, ~~provide support services to computerized placement testing as needed.~~

REPRESENTATIVE DUTIES:

Provide continuous and readily available services and resources to the students, staff and faculty using the Career/Transfer ~~Development~~ Center and/or Assessment Center; provide general support services as needed to assist students in utilizing web-based services including, but not limited to: financial aid, admission, registration, and assessment; ~~provide support services to computerized placement testing as needed.~~ *E*

Provide career development services to assist students in learning about themselves and the world of work. *E*

Provide transfer services to assist students with transfer to four-year colleges and universities. *E*

Organize and perform a variety of daily functions and activities of the Career/Transfer ~~Student Development~~ Center; assist in prioritizing and scheduling activities and projects, and adjust as needed. *E*

Provide individual and group orientations for students, staff, faculty, agency representatives and the public in the use of the Career/Transfer ~~Student Development~~ Center; visit classrooms to explain Career/Transfer ~~Student Development~~ Center use and services; instruct students, faculty and staff in the use of equipment and functions of the Career/Transfer ~~Student Development~~ Center. *E*

Communicate with other educational institutions to obtain or exchange information regarding Career/Transfer ~~Student Development~~ Center activities. *E*

Assist in the acquisition of new materials and the disposal of out-dated resources; determine proper classification of new career resources for accession process. Perform duties involving the cataloging and circulation systems in the Career/Transfer ~~Student Development~~ Center. *E*

Prepare and compile data for reports; prepare and maintain records. *E*

Attend meetings as necessary representing the Career/Transfer ~~Student Development~~ Center, in-services and staff retreats as directed; participate in District committees. *E*

Operate, adjust and perform minor repairs on computers, printers, copiers, microfiche reader/copier and video viewers.

Assist in the creation of brochures and handouts that explain Career/Transfer ~~Student Development~~ Center services and resources; distribute as needed. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Programs and services of the Career/Transfer ~~Student Development~~ Center.

Various computer guidance programs.

Career exploration research and assistance skills.

Operation of a computer terminal and data entry techniques.

Basic inventory methods and practices.

Basic record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Policies and objectives of assigned program and activities.

Oral and written communication skills.

Public speaking techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Provide continuous and readily available services and resources to the students, staff and faculty using the Career/Transfer ~~Student Development~~ Center.

Provide support services to computerized placement testing.

Perform orientation, dissemination of various technical information and instruction in the use of the Career/Transfer ~~Student Development~~ Center.

Organize and process resource materials.

Operate and maintain printers and other office equipment.

Operate a computer terminal to input and retrieve data.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

Compile and verify data and prepare reports.

Interpret, apply and explain rules and regulations.

Determine appropriate action within clearly defined guidelines.

Prioritize and schedule work.

Work independently with little direction.

Provide work direction and guidance to assigned student workers.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, supplemented by college level course work in behavioral sciences and three years experience involving considerable student contact, including at least one year in an environment similar to that of the Career/Transfer ~~Student Development~~ Center.

LICENSES AND OTHER REQUIREMENTS:

An approved Career Planning Course must be completed within 12 months of employment.

WORKING ENVIORNMENT AND PHYSICAL DEMANDS:

Disclosure:

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

Indoor Environment:

While performing the duties of this job the employee is required to perform light lifting, bending, standing walking and sitting for extended periods of time; speak and hear to exchange information; use hands and digits to type or handle materials.

Career/Transfer ~~Student Development~~ Center environment; subject to considerable distractions and interruptions.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: CLASSIFIED NEW POSITION

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

RECOMMENDED BY: Marion Boenheim 

APPROVED BY: Robert Silverman 

Description/Background:

The district requests that the board approve the job description and classification for the following new classified position.

College recruiter—Level 15

Need: This position will facilitate additional student enrollment and growth of VVC.

Fiscal Impact: \$4876/month

Recommended Action: It is recommended that the Board of Trustees approve the job description and new position of college recruiter/outreach counselor.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COLLEGE RECRUITER

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, plan, organize, and perform a variety of focused and specialized recruitment and outreach activities aimed at increasing college enrollment and reaching diverse student populations, including but not limited to high school students; prospective athletes; working adults; and re-entry students.

REPRESENTATIVE DUTIES:

Coordinate focused recruitment activities for the college; develop recruitment plans and schedules; provide assistance to members of recruitment teams; contact potential students; provide input on advertising activities. *E*

Serve as liaison/college representative to local high schools and universities; organize information on attending college; provide information regarding Early College and Dual Credit programs; coordinate and participate in recruitment visits; assist in the preparation of K-16 meetings/luncheons; maintain ongoing contacts with principals, counselors, and teachers. *E*

Prepare information correspondence for students and other appropriate campus faculty and staff. *E*

Participate in and assist with on- and off-campus college and career fairs and other special educational and cultural programs and activities, including but not limited to early outreach in K-12. *E*

Disseminate recruitment information to prospective students, high schools, community members, places of business and institutions of post-secondary education, including working collaboratively with university representatives. *E*

Perform varied duties of the office including maintaining records and files, preparing brochures, fliers, and disseminating information regarding college programs, support services, and community resources. Receive limited supervision within a broad framework of standard policies and procedures. *E*

Maintain close working relationship with college counselors, faculty staff, parents, and attend appropriate meetings. *E*

Conduct campus tours and develop/schedule university tours for VVC transfer students. *E*

Collaborate effectively with high school and middle school faculty, staff, and administrators. *E*

Train and provide work direction to student workers, volunteers, and clerical personnel. *E*

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Effective public speaking skills and community relations.
Web-based technology and software including PowerPoint and other presentation software.
Budget development and monitoring.
Matriculation procedures and steps to attending college.
Up-to-date outreach and recruitment practices.
District and department organization, operations, policies, and objectives.
Budget policies and procedures and other related regulations by the District and State Chancellor's Office.
Applicable sections of the State Education Code and other applicable laws.
Oral and written communication skills.
Interpersonal skills using sensitivity, tact, patience and courtesy.
Operation of personal computer, software applications and other office equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Letter and report writing.
Telephone techniques and etiquette.

ABILITY TO:

Speak in a public setting.
Plan, organize, implement, and evaluate large-scale on- and off-campus events.
Develop outreach/recruitment publications.
Perform advanced specialized duties to coordinate, communicate and process information.
Motivate students to achieve goals.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Perform accurate arithmetical calculations.
Maintain records, files, and retrieve data.
Train and provide work direction to student workers.
Facilitate and lead discussion groups.
Prepare and send mass mailings to parents and students.
Prepare and deliver oral presentations.
Work confidentially with discretion.
Use good judgment in recognizing the scope of authority as delegated.
Analyze projects under the pressure of time.
Serve as college representative to partner schools.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from an accredited college or university, and a minimum of two years experience involving substantial public contact in a student services or related setting.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

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

On- and off-site Working Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to type or handle materials, and speak and exchange information. The employee is often required to stand for extended periods of time and walk. The employee is regularly required to operate a computer and other office equipment, lift, carry, push, or pull up to 50 pounds.

Incumbents may be exposed to contact with dissatisfied or abusive individuals.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: NEW CLASSIFIED JOB DESCRIPTION

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

RECOMMENDED BY: Marion Boenheim 

APPROVED BY: Robert Silverman 

Description/Background:

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

Position Title	Current Grade Level	Recommended Grade Level
Help Desk Technician	(new position)	11

Need:

The help desk technician is a new position that currently does not exist; board approval of the job description is necessary for recruitment.

Fiscal Impact: \$3049/month

Recommended Action: It is recommended that the Board of Trustees approve the Help Desk Technician job description to begin recruitment.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HELP DESK TECHNICIAN

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, the Help Desk provides excellent customer service to users of computing resources on campus and is the primary level support for students in the use of Blackboard on-line learning systems. This includes troubleshooting problems as they arise, working on special projects to promote the efficient use of Blackboard and other electronic resources.

REPRESENTATIVE DUTIES:

Primary responsibility is user support and customer service. Be present and available to users requiring technical assistance. *E*

Respond to questions from callers, email and walk-ins, remotely assist students, staff, and faculty with technology problems in offices, classrooms and home or other off-campus locations. *E*

Learn fundamental operations of supported software, hardware and other equipment. *E*

Provide assistance and troubleshooting for District online records and registration system as assigned; reset user IDs and passwords for students and faculty; assist faculty to input grades into the system; instruct and guide students through registration and payment processes and other related services available through online system. *E*

Follow standard Help Desk operating procedures; accurately log all Help Desk contacts using approved call tracking software or documents. *E*

Attend all Help Desk training sessions. *E*

Become familiar with available help resources, stay updated on campus technology changes or problems. *E*

Become familiar with Technical Services policies, services and staff. *E*

Direct calls to appropriate Technical Services staff as necessary. *E*

Maintain reasonable discipline and decorum in the Help Desk area. *E*

Other duties as assigned by the area administrator.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct operations, procedures and methods of Computing & Information Resources and Technical Services departments.

Modern office practices, procedures and equipment.

District organization, operations, policies and objectives.

Modern database and spreadsheet programs.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Proper telephone techniques.

ABILITY TO:

Friendly presence and helpful attitude, good interpersonal skills and ability to work well with others.

Ability to provide technical support over the phone; good phone skills, professional demeanor, *previous customer service experience strongly desired*.

Good problem solving skills; ability to visualize a problem or situation and think abstractly to solve it.

Ability to handle constantly changing flow of traffic; remain productive during slow times, be able to multitask effectively during busy times, exercise patience and professionalism during stressful situations.

Ability to work responsibly with or without direct supervision.

Working knowledge of common operating systems and software applications.

Operate a variety of office equipment such as a copier and facsimile machine.

Operate a computer terminal to enter data, maintain records and generate reports.

Provide effective customer service including a high level of sensitivity, tact and patience.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Provide work direction and guidance to others as assigned.

Work confidentially with discretion.

Work independently with little direction.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Prepare reports, correspondence and related materials.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in business, Computer Information Systems (CIS) or related field AND two years of full time responsible help desk, telephone support or clerical experience.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

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

Normal Office Environment:

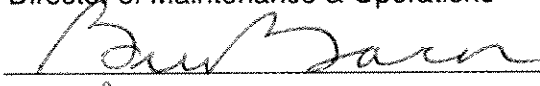
While performing the duties of this job the employee is regularly required to use hands to type or handle materials, sit and view a computer monitor for extended periods of time, and hear and speak to communicate and provide information to others. The employee is occasionally required to reach and bend, and lift, carry, push, or pull up to 35 pounds.

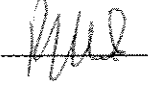
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: AWARD OF CONTRACT – STREET STRIPING RENEWAL

SUBMITTED BY: Chris Hylton, Director of Maintenance & Operations

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The current road striping around the campus has faded to the point where it is either completely gone, or cannot be seen during periods of darkness or bad weather. This is creating a potential safety hazard that must be corrected. Additionally, the red painted curbs have also faded to the point where students are parking in these areas which are designated no parking zones and fire lanes.

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

Need:

The road striping, crosswalks, reflectors, directional markings, limit lines, and red curbs need to be renewed to prevent confusion by vehicle operators while driving on our campus.

Fiscal Impact: \$37,224.00 from a State Maintenance Block Grant

Recommended Action:

It is recommended the Board of Trustees award a contract to Cooley Construction (lowest responsible bidder) to perform the work specified in Bid #MO-08-002.

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO

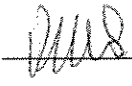
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: AGREEMENT – THE CORNERSTONE GROUP – ADAPTIVE PE CENTER

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with The Cornerstone Group for land surveying services for a proposed parking lot to be constructed on the same site as the Auxiliary Gymnasium once it is demolished.

Total \$4,700.00

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

Need:

Rather than have a vacant dirt lot after demolition of the Auxiliary Gymnasium, utilizing this space for parking is the most efficient use of space.

Fiscal Impact: \$4,700.00 – 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 The Cornerstone Group for land surveying services the amount of \$4,700.00.

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: DISPOSAL OF SURPLUS PROPERTY – VEHICLE SALE

SUBMITTED BY: Chris Hylton, Director of Maintenance & Operations

RECOMMENDED BY: Bruce Baron *Bruce Baron*

APPROVED BY: Robert Silverman *RS*

Description/Background:

The College accumulates surplus equipment due to changes in business practices, technology, or obsolescence. Under the Education Code we are required to seek Board approval to dispose of this equipment either through auction or closed bids. During the presidency of Patricia Spencer, the College entered into a lease agreement with Toyota Leasing to obtain a 2005 Toyota Avalon sedan. The current President does not wish to use the vehicle and has directed that it be sold. The college will be able to recoup most of the lease expenses due on the vehicle if we can sell it on the private market.

Need:

The vehicle is a high end luxury sedan and the cost to maintain it is high. The College needs to dispose of this vehicle to limit the continued expenditure to lease and maintain the vehicle.

Fiscal Impact:

Sale of the vehicle could result in a return of up to \$26,000 to the College

Recommended Action:

It is recommended the Board of Trustees approve the sale of the vehicle to the highest bidder through the use of sealed bids.

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: DISPOSAL OF SURPLUS PROPERTY – VIA SEALED BID

SUBMITTED BY: Christopher Hylton, Maintenance & Operations

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to dispose of surplus electrical equipment no longer of use or value to the college under Education Code 81450. The district wishes to advertise and sell the equipment to the highest bidder.

Item #1

Cutler-Hammer Switchgear
ID# 72YE688
Max KV – 4.76
Main Bus Amps – 1200
Short Time KA – 36
BilKV – 60
Hertz – 60
Momentary KA – 58
Estimated Purchase Price (2001) \$50,000

Item #2

Cutler-Hammer Circuit Breaker
Type – 50VCP-W250
Style – 8075A31G06
2 Units
Estimated Purchase Price (2001) \$3,000

Item #3

Alstom Transformer
KVA – 2500
High Volt – 4160
Low Volt – 480Y/277
HV BilKV – 60
LV BilKV – 30
Hertz - 60

Need:

Equipment is no longer of use or value to the college making it necessary to dispose of.

Fiscal Impact:

Revenue to the district for the sale of these items.

Recommended Action:


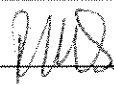
It is recommended the Board of Trustees approve the disposal of the surplus equipment listed above.

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: DISPOSAL OF SURPLUS PROPERTY – VIA AUCTION
SUBMITTED BY: Chris Hylton, Director of Maintenance & Operations
RECOMMENDED BY: Bruce Baron 
APPROVED BY: Robert Silverman 

Description/Background:

The College accumulates surplus equipment due to changes in business practices, technology, or obsolescence. Under the Education Code we are required to seek Board approval to dispose of this equipment either through auction or closed bids. The Maintenance & Operations department collects this equipment and it has accumulated to the point where an auction is necessary.

Need:

The College needs to dispose of this surplus property due to the limited storage space in both the warehouse and old gymnasium.

Fiscal Impact:

Sale of the surplus equipment will result in a refund to the College that is equal to half of the amount received by the auctioneer.

Recommended Action:

It is recommended the Board of Trustees authorize the sale of the surplus equipment listed on the attachment.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

Property Disposal by Auction Index

Equipment Description	Department	Asset Tag or License Number	Aquisition Date	Current Value	Reason For Disposal
Dumbbell Weights - 3 Pallets	P.E.		N/A	\$250.00	Worn Out
Brewmatic Coffee Makers (2)	Rest. Mngt.		N/A	\$1,000.00	Excess Equipment
Jetspray Drink Dispenser	Rest. Mngt.		N/A	\$300.00	Excess Equipment
Cisco Power Supplies (6)	I.T.		N/A	\$100.00	Excess Equipment
Oscilliscopes (2)	Electronics		N/A	\$50.00	B.E.R.
Soda Dispensing Rack	Aux Svcs		N/A	\$200.00	Excess Equipment
Food Prep Counter	Aux Svcs		N/A	\$2,000.00	Excess Equipment
Warming Oven	Aux Svcs		N/A	\$1,000.00	Excess Equipment
Chest Style Ice Cream Freezer	Aux Svcs		N/A	\$500.00	Excess Equipment
Upright Style Ice Machine	Aux Svcs		N/A	\$1,500.00	Excess Equipment
Explosion Proof Refrigerator	Science		N/A	\$100.00	Excess Equipment
Gas Chromatographer	Science		N/A	\$500.00	Excess Equipment
Sharp Copy Machine	Fiscal Svcs		N/A	\$100.00	B.E.R.
Cybox Exercise Bicycle (2)	P.E.		N/A	\$250.00	Excess Equipment
Star Trac Exercise Bicycle	P.E.		N/A	\$100.00	Excess Equipment
Cybox Shrug Machine	P.E.		N/A	\$100.00	Excess Equipment
Sampson Weight Machine	P.E.		N/A	\$500.00	Excess Equipment
Hammond Organ	Music		N/A	\$250.00	B.E.R.
Misc. Table Tops - 2 Pallets	Maintenance		N/A	\$300.00	Excess Equipment
Form Detacher	Fiscal Svcs		N/A	\$100.00	Excess Equipment
Industrial Sewing Machine	Voc. Ed.		N/A	\$200.00	Excess Equipment
Engine Analyzers (7)	Voc. Ed.		N/A	\$1,000.00	Excess Equipment
Wheel Alignment Machine	Voc. Ed.		N/A	\$250.00	Excess Equipment
Hobart Welder	Voc. Ed.		N/A	\$250.00	Excess Equipment
Engine Stand	Voc. Ed.		N/A	\$50.00	Excess Equipment
Magic Chef Refrigerator	Maintenance		N/A	\$50.00	Excess Equipment
Electric Time Clocks (2)	Maintenance		N/A	\$100.00	Excess Equipment
Medical Gurney	Allied Hlth		N/A	\$500.00	B.E.R.
Photo Dryers (5)	Art		N/A	\$250.00	Excess Equipment
Photo Processor	Art		N/A	\$200.00	Excess Equipment
Camera Stands (2)	Art		N/A	\$200.00	Excess Equipment

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

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

TOPIC: BOARD OF TRUSTEES BUDGET TRANSFER REQUEST REPORT

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

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

Need: N/A

Fiscal Impact: None

Recommended Action:

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

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES NO ___

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 06/30/07 to 10/12/07

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
1134	F01	5990-Undistributed Account		4500-Other Supplies		48,256
			Various Programs	Salaries & Benefits	3,670	
			2133-Fire Control Technology	4300-Instructional Supplies	9,676	
			6785-Datatel	5805-License Fees	5,256	
			6785-Datatel	5840-Contracted Services	23,154	
			6776-Transportation	6200-Buildings-New & Remodel	6,500	
					48,256	48,256
		(Year End Account Cleanup)				
1135	F01	0000-District-Wide Holding Program		8615-Basic Skills		43,305
		0000-District-Wide Holding Program		8850-Rents & Leases		25,808
		0000-District-Wide Holding Program		8874-Enrollment		228,692
		0000-District-Wide Holding Program		8880-Nonresident Tuition		41,774
		0000-District-Wide Holding Program	0000-District-Wide Holding Program	8611-State General Apportionment	1,823,349	
		0000-District-Wide Holding Program	0000-District-Wide Holding Program	8672-Homeowners Prop Tax Relief	15,387	
		0000-District-Wide Holding Program	0000-District-Wide Holding Program	8681-Mandated Costs	167,833	
		0000-District-Wide Holding Program	0000-District-Wide Holding Program	8860-Interest Revenues	328,292	
		0000-District-Wide Holding Program	0000-District-Wide Holding Program	8879-Student Records	33,831	
		0000-District-Wide Holding Program	0000-District-Wide Holding Program	8899-Miscellaneous Income	39,260	
		6120-Library		8899-Miscellaneous Income	2,500	
		5990-Undistributed Account		4500-Other Supplies	2,070,873	
		(Year End Account Cleanup)				
97	72	6920-Child Development Center		5640-Contracts-Repairs		5,288
		6920-Child Development Center		3410-Health and Welfare		105,363
		6920-Child Development Center	6920-Child Development Center	2394-Class Subs/Inst	18,166	
		6920-Child Development Center	6920-Child Development Center	3910-Other Benefits-Instructional	10,000	
		6920-Child Development Center	6920-Child Development Center	3920-Other Benefits-Non Instructional	5,000	
		6920-Child Development Center	6920-Child Development Center	5300-Dues & Memberships	500	
		6920-Child Development Center	6920-Child Development Center	5840-Contracted Services	15,268	
		6920-Child Development Center	6920-Child Development Center	5900-Other Expense	61,717	
					110,651	110,651
		(To cover negative balances)				
98	F01	6780-Management Info Systems		5800-Contracts-County Schools		205,000
			5990-Undistributed Account	3900-Fringe Benefits-Budget Only	111,000	
			6720-Fiscal Operations	5800-Contracts-County Schools	94,000	
					205,000	205,000
		(From MIS to Fiscal)				
98	F01	6450-VP Student Services		4500-Other Supplies		400
			6450-VP Student Services	6405-Computers	400	
		(To cover computer exp. Per Marianne)				
98	F01	1250-Paramedics		3410-Health and Welfare		1,000
		1250-Paramedics		4300-Instructional Supplies		3,015
		1250-Paramedics	1250-Paramedics	5300-Dues & Memberships	1,465	
		1250-Paramedics	1250-Paramedics	3910-Other Benefits-Instructional	1,000	
		1250-Paramedics	1250-Paramedics	2446-Professional Expert-Classified	1,500	
		1250-Paramedics	1250-Paramedics	3350-Public Agency Ret System	50	
					4,015	4,015
		(Transfer per Nick)				
98	F01	6772-Security/Parking		4500-Other Supplies		3,911
		6772-Security/Parking	6772-Security/Parking	2391-Class-Reg/FT-Overtime	863	
		6772-Security/Parking	6772-Security/Parking	3350-Public Agency Ret System	431	
		6772-Security/Parking	6772-Security/Parking	5300-Dues & Memberships	75	
		6772-Security/Parking	6772-Security/Parking	5640-Contracts-Repairs	1,500	
		6772-Security/Parking	6772-Security/Parking	5840-Contracted Services	542	
		6772-Security/Parking	6772-Security/Parking	2380-Class-NI/NR-Students	500	
					3,911	3,911
		(To cover negative balances)				
98	F01	2105-Administration of Justice		5840-Contracted Services		3,900
			2105-Administration of Justice	4300-Instructional Supplies	3,900	
		(To cover Instructional Supplies Exp.)				

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 06/30/07 to 10/12/07

Batch No.	Fund	Program		Account	Amount			
		From:	To:		Increase	Decrease		
98	F01	6790-Technical Services	6790-Technical Services	6405-Computers 4570-Network Supplies		20,000	20,000	
(To cover Network Supplies Exp.)								
99	F01	0000-District-Wide Holding Program	Various Programs 0835-Physical Education	9750-Restricted Programs Rollover 5691-Prior Year Rollovers 6400-New Equipment		999,706 8,000	1,007,706	
(Prior Year Carryover Setup)							1,007,706	1,007,706
98	F01	6460-Financial Aid Admin 6460-Financial Aid Admin	6460-Financial Aid Admin 6460-Financial Aid Admin 6460-Financial Aid Admin	3000's-Salaries & Benefits 4500-Other Supplies 5805-License Fees 5840-Contracted Services 5810-Advertising-Public Relations		12,500 81 10,935	17,720 5,796	
(Transfer per Greg)							23,516	23,516
98	F01	0953-Computer Integ Design Graphics 5990-Undistributed Account	0953-Computer Integ Design Graphics 0953-Computer Integ Design Graphics	4310-Instructional Software 6430-Replacement Equipment 5805-License Fees 4300-Instructional Supplies		1,400 1,500	1,400 1,500	
(Transfer per Doug)							2,900	2,900
98	F01	5990-Undistributed Account 6790-Technical Services 6790-Technical Services 6790-Technical Services 6790-Technical Services	6790-Technical Services 6790-Technical Services 6790-Technical Services 6790-Technical Services	2391-Class-Reg/FT-Overtime 3410-Health and Welfare 5640-Contracts-Repairs 5650-Contracts-Maint Agreements 6405-Computers Salaries & Benefits 4000's-Supplies 5000's-Contracts (Travel, Utilities, etc.) 6400-New Equipment		25,217 37,482 15,645 74,967	5,000 17,000 7,130 23,112 101,069	
(To cover negative balances)							153,311	153,311
103	F01	0000-District-Wide Holding Program	6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV	8170-Federal Revenue Salaries & Benefits 5000's-Contracts (Travel, Utilities, etc.) 6405-Computers 6400-New Equipment 7620-Other Services-Students 7500-Grants		196,616 29,130 6,000 10,000 4,400 3,854	250,000	
(Upward Bnd Math & Science)							250,000	0
98	F01	5990-Undistributed Account	0948-Automotive Technology	6430-Replacement Equipment 4300-Instructional Supplies		7,550	7,550	
(Restore Supply Budget)								
98	F01	1250-Paramedics	1250-Paramedics	4300-Instructional Supplies 5300-Dues & Memberships		1,465	1,465	
(To cover Dues & Membership Exp.)								
105	F01	5990-Undistributed Account	4970-Education Tech:Teacher Trng 4970-Education Tech:Teacher Trng 4970-Education Tech:Teacher Trng 4970-Education Tech:Teacher Trng 4970-Education Tech:Teacher Trng	3900-Fringe Benefits-Budget Only Salaries & Benefits 4300-Instructional Supplies 5200-Travel/Conference-instructional 4310-Instructional Software 6400-New Equipment		42,000 23,000 1,000 2,000 12,000	80,000	
(Teacher Learning Center Budget Setup)							80,000	80,000

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 06/30/07 to 10/12/07

Batch No.	Fund	Program		Account	Amount			
		From:	To:		Increase	Decrease		
112	F01	0000-District-Wide Holding Program		8120-Higher Education Act		840,182		
			6040-Dean-Academic Programs	2480-Class-I/NR-Students		134,020		
			6455-Dean of Student Services	2480-Class-I/NR-Students		100,000		
			6455-Dean of Student Services	4500-Other Supplies		289,530		
			6455-Dean of Student Services	2480-Class-I/NR-Students		100,000		
			6455-Dean of Student Services	6400-New Equipment		216,632		
						<u>840,182</u>	0	
		(Title V C/O Setup)						
113	F01	6776-Transportation		5640-Contracts-Repairs			2,765	
			6776-Transportation	4500-Other Supplies		2,765		
		(To cover Supplies Exp.)						
113	F01	0836-Athletics Department		4300-Instructional Supplies			4,085	
			0836-Athletics Department	5130-Contracted Svcs-Doctors		85		
			0847-Men's Football	2445-Class-I/NR-Asst Coaches		4,000		
						<u>4,085</u>	4,085	
		(To cover Coaches Expenses)						
113	F01	6420-Disabled Students Prg/Service		5200-Travel/Conference-Instructional			1,000	
		6420-Disabled Students Prg/Service		4500-Other Supplies			13,408	
		6420-Disabled Students Prg/Service		5840-Contracted Services			530	
		6421-Disabled Stu Prog/Svcs FTES		5840-Contracted Services			4,000	
		6421-Disabled Stu Prog/Svcs FTES		4500-Other Supplies			6,597	
			6420-Disabled Students Prg/Service	4500-Other Supplies		1,000		
			6420-Disabled Students Prg/Service	1283-Counselor's Summer Salary		13,408		
			6420-Disabled Students Prg/Service	5640-Contracts-Repairs		530		
			6421-Disabled Stu Prog/Svcs FTES	2494-Class Subs/Inst		7,717		
			6421-Disabled Stu Prog/Svcs FTES	3000's-Salaries & Benefits		2,880		
						<u>25,535</u>	25,535	
		(To cover negative balance)						
113	F01	0836-Athletics Department		4300-Instructional Supplies			4,120	
			0847-Men's Football	4300-Instructional Supplies		4,000		
			0847-Men's Football	5840-Contracted Services		4,120		
						<u>4,120</u>	4,120	
		(Transfer per Jaye)						
113	F01	1501-English		4300-Instructional Supplies			20	
			1501-English	5300-Dues & Memberships		20		
		(To cover Dues & Membership Exp.)						
113	F01	1203-RN Program		5300-Dues & Memberships			700	
			1203-RN Program	2494-Class Subs/Inst		500		
			1203-RN Program	2491-Instructional Overtime		200		
						<u>700</u>	700	
		(Transfer per Pat)						
113	F01	5990-Undistributed Account		3900-Fringe Benefits-Budget Only			3,053	
			6787-Institutional Research	5805-License Fees		3,053		
		(Integrated Postsecondary Education Data System (IPEDS) Budget)						
115	F01	6455-Dean of Student Services		2480-Class-I/NR-Students			44,500	
			6455-Dean of Student Services	1350-Personal Services		35,000		
				5805-License Fees		6,000		
				5200-Travel/Conference-Instructional		3,500		
						<u>44,500</u>	44,500	
		(Transfer per Florine)						

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

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

TOPIC: BOARD OF TRUSTEES PAYMENTS REPORT

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Bruce Baron *Bruce Baron*

APPROVED BY: Robert Silverman *[Signature]*

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, NOV. 13, 2007**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 193	\$ 3,232.50					
BATCH 194	\$ 3,175.67					
BATCH 195	\$ 10,304.35					
BATCH 195A	\$ 4,783.12		\$ 42,160.30			
BATCH 196	\$ 9,869.05					
BATCH 197	\$ 1,536.74					
BATCH 198	\$ 1,228.74					
BATCH 199	\$ 1,884.95					
BATCH 200	\$ 10,423.97					
BATCH 201	\$ 4,776.23					
BATCH 202	\$ 4,279.50					
BATCH 203	\$ 3,503.00					
BATCH 204	\$ 1,138.51					
BATCH 205	\$ 6,873.65					
BATCH 205A	\$ 2,062.88			\$ 285.46		
BATCH 206	\$ 3,072.33					
BATCH 207	\$ 2,024.69					
BATCH 208	\$ 1,078.78					
BATCH 209	\$ 1,566.00					
BATCH 210	\$ 2,514.68					
BATCH 210A	\$ 30.31					
BATCH 211	\$ 3,076.84					
BATCH 212	\$ 1,102.70					
BATCH 213	\$ 1,857.74					
BATCH 214	\$ 6,438.69					
BATCH 215	\$ 1,124.65					
BATCH 215A	\$ 1,860.00					
BATCH 216	\$ 1,199.51					
BATCH 217	\$ 958.39					
BATCH 218	\$ 5,355.00					
BATCH 218A	\$ 57,825.80					
BATCH 219						
BATCH 220						
BATCH 221						
BATCH 222						
BATCH 215 VOIDED						
BATCH 215A						
BATCH 216						
BATCH 217						
BATCH 218						
BATCH 218A						
BATCH 219						
BATCH 220						
BATCH 221						
BATCH 222						
			\$ 37.71			
			\$			

**BOARD REPORTS
BOARD OF TRUSTEES MEETING, NOV. 13, 2007**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Debt Service	Student Cntr Fee
BATCH 223	\$ 68,417.81					
BATCH 223A	\$ 8,420.00					
BATCH 224	\$ 2,852.47					
BATCH 225	\$ 46,202.24					
BATCH 225A	\$ 6,266.00					
BATCH 226	\$ 297.00					
BATCH 227 VOIDED						
BATCH 227A	\$ 1,408.76					
BATCH 228	\$ 1,131.71					
BATCH 229	\$ 1,914.28					
BATCH 229A	\$ 2,079.63					
BATCH 230	\$ 3,613.50					
BATCH 231			\$ 37,944.10			
BATCH 231A			\$ 209,857.50			
BATCH 232			\$ 25,812.63			
BATCH 232A			\$ 176,716.80			
BATCH 233			\$ 36,402.52			
BATCH 233A			\$ 450,576.28			
BATCH 234			\$ 4,680.00			
BATCH 235			\$ 6,240.00			
BATCH 236			\$ 1,557.40			
BATCH 236A			\$ 2,103.00			
BATCH 237	\$ 819.00					
BATCH 238	\$ 33,480.04					
BATCH 238A	\$ 3,507.34					
BATCH 239	\$ 11,241.23					
BATCH 239A	\$ 12,559.38					
BATCH 240	\$ 27,586.89					
BATCH 241	\$ 430.10					
BATCH 242	\$ 16,840.58					
BATCH 242A	\$ 12,500.00					
BATCH 243	\$ 2,398.76					
BATCH 244	\$ 12,953.51					
BATCH 245	\$ 37,300.00					
BATCH 245A	\$ 80,194.88					
BATCH 246	\$ 30,910.13					

**BOARD REPORTS
BOARD OF TRUSTEES MEETING, NOV. 13, 2007**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Debt Service	Student Cntr Fee
BATCH 247 VOIDED						
BATCH 247A						
BATCH 248 VOIDED				61,717.00		
BATCH 248A			27,200.92			
BATCH 249	\$ 265.40					
BATCH 250	\$ 16,429.63					
BATCH 250A	\$ 16,640.00					
BATCH 251	\$ 1,198.06					
BACH 252 VOIDED						
BATCH 252A	\$ 128,078.00					
BATCH 253			9,238.50			
BATCH 253A			265,961.47			
BATCH 254			59,325.65			
BATCH 254A			155,039.20			
BATCH 255	\$ 228,631.80					
BATCH 256	\$ 20,166.16					
BATCH 257	\$ 16,391.95					
BATCH 257A	\$ 3,350.00					
BATCH 258	\$ 1,095.00					
BATCH 259	\$ 4,432.71					
BATCH 260	\$ 15,146.92					
BATCH 260A	\$ 2,011.69					
BATCH 261	\$ 22,716.53					
BATCH 261A	\$ 4,125.60					
BATCH 262	\$ 850.00					
BATCH 262A	\$ 3,987.82					
BATCH 263						\$14,210.66
BATCH 264						
BATCH 265	\$ 160.00			204.77		
BATCH 266	\$ 13,085.29					
BATCH 267	\$ 4,718.03					
BATCH 268	\$ 4,825.00					
BATCH 269	\$ 7,173.50					
BATCH 269A	\$ 111,875.64					
BATCH 270			8,331.10			
BATCH 270A			27,772.80			
BATCH 271 VOIDED						

**BOARD REPORTS
BOARD OF TRUSTEES MEETING, NOV. 13, 2007**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 271A	\$ 43,647.74					
BATCH 272	\$ 1,917.20					
BATCH 273 VOIDED						
BATCH 273A	\$ 114,097.22					
BATCH 274	\$ 2,842.39					
BATCH 275	\$ 2,421.23					
BATCH 276	\$ 5,520.28					
BATCH 277				\$ 895.14		
BATCH 278	\$ 1,010.30					
BATCH 278A	\$ 59,012.43					
BATCH 279	\$ 923.06					
BATCH 279A	\$ 2,000.00					
BATCH 280	\$ 15,570.08					
BATCH 280A	\$ 14,044.00					
BATCH 281	\$ 36,026.49					
BATCH 282	\$ 1,185.00					
BATCH 283	\$ 7,210.92					
BATCH 284	\$ 4,344.77					
BATCH 285	\$ 603.57					
BATCH 286	\$ 16,251.60					
BATCH 286A	\$ 64,039.00		\$ 1,274.64			
BATCH 287						
BATCH 288	\$ 17,769.82					
BATCH 288A	\$ 44,452.74					
BATCH 289	\$ 34,674.43					
BATCH 290	\$ 7,077.41					
BATCH 291	\$ 2,352.97					
BATCH 292			\$ 13,242.79			
BATCH 292A			\$ 2,808.00			
BATCH 293		\$2,759.28				
BATCH 294	\$ 684.00					
BATCH 295	\$ 1,777.57					
BATCH 296	\$ 4,760.48					
BACH 297			\$ 8,900.00			
BATCH 297A			\$ 10,640.00			
BATCH 298			\$ 43,496.53			

**BOARD REPORTS
BOARD OF TRUSTEES MEETING, NOV. 13, 2007**

BATCH 298A	\$	451.00	\$	9,871.20		
BATCH 299	\$		\$		289.00	
BATCH 300	\$		\$		4,985.00	
BATCH 301	\$		\$			
BATCH 302	\$	4,161.44	\$			
BATCH 303	\$		\$			718.34
BATCH 304 VOIDED	\$	53,453.00	\$			
BATCH 304A	\$		\$			
BATCH 305 VOIDED	\$	53,453.00	\$			
BATCH 305A	\$	3,770.38	\$			
BATCH 306	\$	24,999.95	\$			
BATCH 306A	\$		\$	5,353.20		
BATCH 307	\$		\$			
BATCH 308	\$	11,931.54	\$			
BATCH 309	\$	45,781.33	\$			
BATCH 310	\$	6,040.00	\$			
BATCH 311	\$		\$	22,056.75		
BATCH 311A	\$		\$	317,532.69		
BATCH 312	\$		\$	12,894.88		
BATCH 312A	\$		\$	116,053.92		
BATCH 313	\$		\$	35,918.69		
BATCH 314	\$		\$	6,465.20		
BACH 314A	\$		\$	326,911.80		
BATCH 315	\$	2,054.40	\$			
BATCH 315A	\$	7,270.10	\$			
BATCH 316	\$	64,290.02	\$			
BATCH 317	\$	55,318.00	\$			
BATCH 318	\$	26,217.51	\$			
BATCH 319	\$	43,134.74	\$			
BATCH 320	\$	765.00	\$	7,845.32		
BACH 321	\$		\$			
TOTAL	\$	2,122,147.05	\$	2,488,223.49	\$	69,094.71
			\$		\$	\$0.00
			\$			\$14,210.66

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

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

TOPIC: AGREEMENT – GALE/JORDAN ASSOCIATES, INC.
SUBMITTED BY: Steve Garcia, Facilities Construction
RECOMMENDED BY: Bruce Baron *Bruce Baron*
APPROVED BY: Robert Silverman *RS*

Description/Background:

The district wishes to enter into an agreement with Gale/Jordan Associates for asbestos sampling of the Auxiliary Gym to prepare for the demolition of the building. The sampling project will inform us where asbestos needs to be abated prior to demolition. Based on that information there will be a follow up agreement for asbestos abatement.

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

Need: Asbestos must be removed from the building prior to demolition to meet Cal/OSHA guidelines, which meet the requirements of South Coast Air Quality Management District's Rule 1403.

Fiscal Impact: Not to exceed \$2,500. Budgeted item from Fund 71.

Recommended Action: This item has been approved by the Superintendent/President. It is recommended that the Board of Trustees ratify the agreement for asbestos sampling with Gale/Jordan Associates, Inc. in an amount not to exceed \$2,500.

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: NEW BOARD POLICY 1201 – SHARED GOVERNANCE –
SECOND READING FOR APPROVAL

SUBMITTED BY: College Council 

RECOMMENDED BY: Virginia Moran _____

APPROVED BY: Robert Silverman  _____

Description/Background:

District wishes to submit for second reading and approval the new Board Policy 1201 Shared Governance.

Shared governance at Victor Valley Community College includes both formal and informal processes that provide employees and students with substantial opportunity to participate in district policy formulation and that provide advice and judgment on policy matters that ensure attainment of the college mission.

The College Council, which includes representatives from all campus constituent groups, reviewed and approved the new policy on September 27, 2007.

Need:

The new Board Policy 1201 Shared Governance was necessary to facilitate the development of measurable indicators of institutional effectiveness.

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees approve the new Board Policy 1201 Shared Governance.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICY

THE DISTRICT

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SHARED GOVERNANCE

BP 1201

Shared governance at Victor Valley Community College includes both formal and informal processes that provide employees and students with substantial opportunity to participate in District policy formulation and that provide advice and judgment on policy matters that ensure attainment of the college mission.

Reference: California Code of Regulations, Title 5, Section 53203
California Education Code 70901(b)(1)(E)

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
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CHAPTER 1

SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201

Reference: California Code of Regulations, Title 5, Section 53203
California Education Code 70901(b)(1)(E)
BP 2510 (Participation in Local Decision Making)

Shared governance at Victor Valley Community College as envisioned by Assembly Bill 1725 (Vasconcellos; chaptered 1988) is based upon cooperation, mutual trust, respect and shared values which put students and learning first. Shared governance processes are designed to consider various options openly and creatively. The goal of shared governance at Victor Valley Community College is to reach better solutions using the expertise of participants so the college can be more effective as a result of having been considered through the process itself. The critical component of shared governance at Victor Valley Community College is trust. This governance structure does not address or interfere with department organization or the management structure of the District.

Following are descriptions of governance structures, areas of responsibility, and the information flow from each entity to the Board of trustees and Superintendent/President.

Board of Trustees

The Victor Valley Community College District Board of Trustees has full authority to establish, maintain, operate, and govern in accordance with the California Community College Board of Governors' rules and regulations and the laws of the State of California. By a majority vote, the Victor Valley Community College District Board of Trustees may delegate its authority to the Chief Executive Officer (Superintendent/President) or any other employee, committee, or designee. This authority includes the following:

- 1) Establish and approve policies for current and long-range academic and facilities plans and programs, and promote orderly growth and development of the District.
- 2) Establish and approve policies for courses of instruction and educational programs.
- 3) Establish academic standards, probation, dismissal, and readmission policies, and graduation requirements consistent with the minimum standards adopted by the Board of Governors.
- 4) Employ and assign all personnel consistent with the minimum standards adopted by the Board of Governors, and establish employment practices, salaries, and benefits for all employees consistent with the laws of this state.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
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CHAPTER 1

SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201

- 5) To the extent authorized by law, determine and control the operational and capital outlay budgets. The Board of Trustees shall determine the need for elections for override tax levies and bond measures, and request that those elections be called.
- 6) Manage, control, and convey property for the use and benefit of the District. The Board of Trustees may contract for the procurement of goods and services as authorized by law, and may acquire by eminent domain any property necessary to carry out the powers or functions of the District.
- 7) Establish procedures to afford faculty, staff, and students the opportunity to exercise their right to participate effectively in District and college governance, and to ensure that their opinions are given every reasonable consideration. . The rights of the Faculty Senate to assume primary responsibilities for making recommendations on academic and professional matters are stipulated in Board Policy 4035.
- 8) Establish rules and regulations governing student conduct.
- 9) Establish students fees, and, at its discretion, other fees as authorized by law.
- 10) At its discretion, receive and administer gifts, grants, and scholarships on behalf of the District.
- 11) Provide auxiliary services as deemed necessary to achieve the purpose of the community college.
- 12) Within the framework provided by law, determine the District's academic calendar, including the holidays it will observe.
- 13) On behalf of the District, participate in the consultation process established by the Board of Governors for the development and review of policy proposals relative to the California community college system.

President's Cabinet

Areas of Responsibility –

- Establishes goals, action strategies, and strategic master plan
- Establishes college priorities

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
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CHAPTER 1

SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201

- Reviews and updates master plan
- Reviews unit plans and strategies
- Monitors progress towards goals and priorities

Information Flow – Direct to Superintendent/President on both policy-related issues and operational decision-making.

Membership – President, Senior Management from Instruction, Student Services, Administrative Services, Human Resources, Public Information, Institutional Effectiveness.

Faculty Senate

The Faculty Senate serves as the official voice of the faculty of Victor Valley Community College on academic and professional matters. Pursuant to Title 5 Section 53200-53204 and Board Policy 4035, the Victor Valley Board of Trustees will “consult collegially” with the Faculty Senate, which means that the Board of Trustees shall develop policies on academic and professional matters through either or both of the following methods according to its own discretion:

1. Relying primarily upon the advice and judgment of the Academic Senate; or
2. That the district governing board, or such representatives as it may designate, and the representative of the Academic Senate shall have an obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

. The Superintendent/President is designated by the Board of Trustees to work with Faculty Senate representatives to reach mutual agreement by written resolution, regulation, or Board policy effectuating such recommendations.

Pursuant to Board Policy 4035, “academic and professional matters” include the following:

- Curriculum, including establishing prerequisites and placing courses within disciplines;
- Degree and certificate requirements;
- Grading policies;
- Educational program development;
- Standards or policies regarding student preparation and success;
- District and college governance structures, as related to faculty roles;
- Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- Policies for faculty professional development activities;

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SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201

- Processes for program review
- Processes for institutional planning and budget development; and
- Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate

-

Information Flow – Direct to Board of Trustees on policy-related issues. Direct to Superintendent/ President on operational decisions.

Membership – Full-time and part-time instructional and non-instructional faculty members.

The following is a list of committees within the Faculty Senate: (under review)

- Academic Development Committee
- Budget Committee
- Catalog Committee
- Education Master Plan Committee
- Equivalencies/Eminence Committee
- Fair Employment Relations Committee
- Faculty Hiring Procedures Committee
- Government Publications Research Committee
- Graduation Requirements Committee
- Honors Committee
- Petitions Committee
- Plagiarism Committee
- Learning Assessment Committee
- Study Abroad Committee
- Vocational Technical Education Committee

College Council

The College Council is the college-wide committee through which shared governance is practiced. The Council is comprised of representatives from each of five major college constituencies:

- faculty
- classified staff
- students
- classified management

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ADMINISTRATIVE PROCEDURE

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SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201

- educational administrators

Each of these constituencies provides at least two representatives. The College Council assures the Board of Trustees that recommended policies, procedures, and other important matters have been thoroughly reviewed and considered. At the beginning of each academic year, the College Council will review the shared governance document and will evaluate itself to assure integrity and effectiveness of all College Council activities. Any improvements deemed necessary will be planned, implemented, and evaluated.

Information Flow – Direct to Board of Trustees on policy-related issues. Direct to Superintendent/ President on operational, policy implementation decisions.

Membership – President’s Cabinet, Faculty Senate, California Teacher’s Association, American Federation of Teachers/Part-Time Faculty Union, Classified School Employees Association, Management Association, Associated Student Body. The council will be co-chaired by the Superintendent/President or designee and Faculty Senate President or designee.

College-Wide Committees

Establishing Committees. College-wide committees are established with approval from the College Council. There are nine standing committees, with any adhoc committees established through the standing committees as needed for a specific term and focused tasks. All committees shall be established for a stated purpose, which is ongoing or recurring in nature; said purpose should require regular and consistent meetings over more than one academic year. Committees may not be reformed each year; however, individual constituent representation may change. The College Council will discharge any college-wide committees that are no longer needed.

Committee Representation. The governance structure provides for representation from five recognized constituencies at Victor Valley Community College: students, faculty, classified staff, classified managers, and educational administrators. Appointments from these constituencies, when not specified by position, are made by the following:

- Students – ASB Council
- Faculty – Faculty Senate (Full-time and Associates)
- Classified Staff – CSEA
- Managers – Management Team
- Administrators – Superintendent/President

It is expected that committee members are partisan representatives in addition to being expected to draw upon their particular expertise. Recommendations must be motivated by doing what is

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AP 1201

best for the college in light of its mission, goals, and needs. Committees should seek a broad diversity of members and, where possible, avoid overlap in membership and service by the same individuals. Constituent groups shall appoint or replace committee members as needed. In the initial stages of a committee's formation, an a member of College Council will be appointed as an Advocate for each standing committee. The role of the Advocate will be to convene the initial meeting and hold elections for a chair. Once a chair is established, coordination and moderating meetings is his/her responsibility; the Advocate will continue on in a support capacity and to serve as the communication liaison between the committee and College Council. The Superintendent/President reserves the ultimate responsibility for the overall membership balance of all standing committees and ensures broad representation across the committees.

Meeting Norms.

- Committee meetings are public.
- Individuals and groups may be heard in any committee by requesting permission to speak.
- Written minutes of the proceedings will be disseminated for all standing committees.
- Appointees have the responsibility for keeping their respective groups informed of the proceedings and recommendations of standing committees.
- Appointees are expected to attend meetings and contribute as a part of their professional responsibilities.

College-Wide Committees. The following is a list of standing committees, their charge, and information flow from the committee to other shared governance entities (see Diagram 1). Information must flow freely along designated communication lines and between standing and ad hoc committees. Committee deliberations and actions may benefit other committees. Information must flow freely between the Faculty Senate and Superintendent/President. Direct input to the Board of Trustees may be provided by annual reports and/or Board request.

Diversity

Charge –

- Creates, implements and monitors a plan to enhance and celebrate diversity on campus.
- Suggests strategies to encourage people of diverse backgrounds to participate at the college.
- Conducts training and educational activities associated with diversity.
- Delineates and monitors the long and short term accessibility concerns district wide.
- Monitors implementation of ADA transition plans.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

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Environmental Health & Safety

Charge –

- Creates a safety plan for the campus.
- Provides training and information regarding safety / disaster preparedness.
- Reviews and monitors disaster plans.
- Coordinates with public agencies.
- Conducts drills and table top scenarios.
- Makes recommendations to ensure preparedness.
- Reviews individual concerns regarding safety and disaster preparedness planning.
- Integrates college police services into all aspects of safety and disaster preparedness.
- Support all employees wanting to make and/or maintain healthy lifestyle changes.
- Provide health education.
- Provide health and wellness classes for employees at work site.
- Increase morale of employees by sponsoring social gatherings as well as recognized groups and individuals.
- Provide education in areas of nutrition, stress management, fitness, and injury prevention.
- Improve morale, job satisfaction and productivity.
- Employee assistance plan.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

Facilities

Charge –

- Review and create the facilities master plan.
- Receives reports of construction progress.
- Monitors space utilization of all campus facilities for efficiency and effectiveness in meeting instructional and support service needs.
- Provides input to five year capital plan submitted to the state annually.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

Finance/Budget & Planning

Charge –

- Reviews and advises the President's council and Board regarding budget strategies.

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Finance/Budget & Planning

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- Ensures that there is general agreement regarding benefits through a benefits subcommittee.
- Provides two way communication with the college community regarding budget issues and their implications.
- Reviews unit plans and priorities to ensure financial support.
- Designs and ensures the long and short term planning for the college.
- Monitors plan implementation including resource allocation and assessment.
- Supports budget unit planning.
- Reviews and advises President's Cabinet regarding action strategies.
- Identify necessary resources available to ensure the viability of the plan and help ensure plan implementation and success.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.
- Annual report directly to Board of Trustees.

Institutional Effectiveness

Charge –

- Identifies and defines performance measures of institutional effectiveness.
- Responsible for monitoring and ensuring the effectiveness of college evaluation, planning and improvement.
- Ensures systematic and regular program review for all college programs.
- Validates the assessment of student learning at the course, program, and college levels.
- Provides feedback loop to ensure that college effectiveness is constantly improved by consideration of objective performance data.
- Reviews and reports performance indicators.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.
- Annual report directly to Board of Trustees.

Staff Development

Charge –

- Establishes criteria and evaluates applications for Professional Development travel and conference requests.
- Ensure dissemination of knowledge and skills attained through Professional Development Funding.
- Serve as an advisory group to the Teaching and Learning Center.

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- Improve and sustain the professional growth of district employees through collegially planned learning opportunities that continue to support the institution's goals.
- Support quality teaching, learning, and support services for students by providing resources for employees to develop and fulfill career, personal and professional needs and goals.
- Continuous professional development and training to maintain high qualified faculty and staff committed to serving the educational needs of students, foster community partnerships and address the professional growth of all staff members.
- Develop and practice core skills on teamwork, cultural awareness and personal technology.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

Student Services

Charge –

- Creates plan to constantly improve student success opportunity.
- Determines directions for the improvement of customer services.
- Coordinates with public relations to create recruitment and marketing activities.
- Develops and monitors a one stop for student services.
- Student discipline.
- Oversees compliance with matriculation regulations.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

Sustainability

Charge –

- Create a college plan to incorporate the principles of sustainability into the college operations and practices.
- Make recommendations to Faculty, the Faculty Senate and Curriculum Committee regarding the infusion of sustainability into the college curriculum.
- Ensure that sustainability principles and practices are the unifying concept of the college.
- Initiate the development of a comprehensive plan to achieve climate neutral as soon as possible.
- Conduct and complete a comprehensive inventory of all college greenhouse emissions and provide updates biannually.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

Technology

Charge –

- Provide recommendations to enhance, improve and expand communications including telephone, direct contact to campus users and emergency.
- Recommend policies and procedures regarding campus technologies.
- Monitors the adequacy of technology platform to support instruction, students and staff.
- Develop campus-wide technology plan and provides oversight for plan implementation and success.
- Monitors and assess campus-wide technology distribution and support in line with end-user needs.

Information Flow–

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

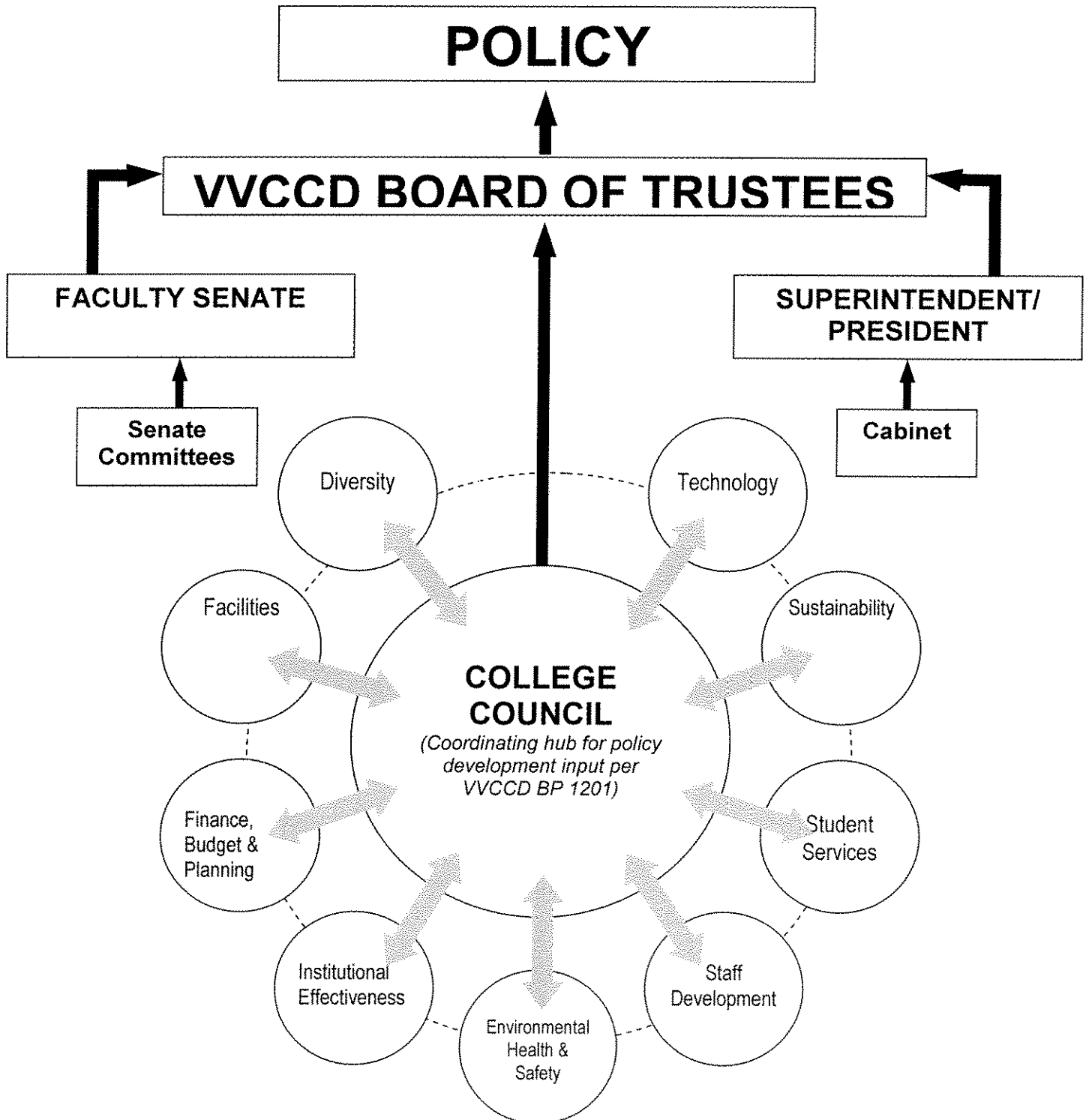
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201



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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: NEW BOARD POLICY 1202 – INSTITUTIONAL EFFECTIVENESS –
SECOND READING FOR APPROVAL

SUBMITTED BY: College Council

RECOMMENDED BY: Virginia Moran 

APPROVED BY: Robert Silverman 

Description/Background:

District wishes to submit for second reading and approval the new Board Policy 1202 Institutional Effectiveness.

It is required that Victor Valley Community College engage in systematic and regular program review, as well as short and long term planning and resource allocation processes, that support the improvement of institutional and educational effectiveness. Student Learning Outcomes and instructional improvements are required components of institutional processes for evaluation, planning, and overall institutional effectiveness. The assessment of which includes:

1. Program Review
2. Use of data and analysis to inform institutional planning and improvement; and
3. Assessment of student learning

The College Council, which includes representatives from all campus constituent groups, reviewed and approved the new policy on September 27, 2007.

Need:

The new Board Policy 1202 Institutional Effectiveness was necessary to facilitate the development of measurable indicators of institutional effectiveness which can be monitored and reported to the public.

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees approve the new Board Policy 1202 Institutional Effectiveness.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICY

THE DISTRICT

CHAPTER 1

INSTITUTIONAL EFFECTIVENESS

BP 1202

It is required that Victor Valley Community College engage in systematic and regular program review, as well as short and long term planning and resource allocation processes, that support the improvement of institutional and educational effectiveness. Student learning outcomes and instructional improvement are required components of institutional processes for evaluation, planning, and overall institutional effectiveness—the assessment of which includes:

1. Program review;
2. Use of data and analysis to inform institutional planning and improvement; and
3. Assessment of student learning.

Referenced: Standards of the Accrediting Commission for Community and Junior Colleges,
June 2006, Standard I

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

IMPLEMENTING INSTITUTIONAL EFFECTIVENESS

AP 1202

VVCC's processes for ensuring institutional effectiveness are grounded in sound planning and evaluation efforts. The process begins with a community and campus discussion of the vision, values, mission, and goals of the college to ensure that meeting the needs of the community remain central. The Board of Trustees adopts these items and thereby sets the overall direction of the college. The Superintendent/President is empowered to work cooperatively with the campus community to determine the priorities and strategic action plans necessary to fully implement the direction set by the Board. The Superintendent/President is additionally responsible for evaluating the college's progress using performance indicators which are annually shared with the Board and the community at large. This process of *closing the loop* is critical to ensure that progress is systematically assessed on a regular basis, and that the opportunity for modification of all levels of planning and operations is facilitated. In this way, plans must be feasible, adequately supported with resources, and effectively implemented to achieve the intended results.

VVCC's planning process is derived from the following core components of the college's organizational identity:

Vision

Victor Valley Community College uplifts the diverse communities we teach and serve by promoting educational excellence, enhancing local prosperity, and ensuring environmental leadership.

Values

As a student-centered learning organization, we will uphold the following core values:

Excellence – providing superior service and educational opportunities

Integrity – guiding the college's actions with an internally consistent framework of principles

Accessibility – facilitating access to the college's programs from other locations

Diversity – valuing different points of view and contributions of all

Collaboration – encouraging recursive interaction of knowledge experience and mutual learning of people who are working together toward a common creative goal

Innovation- providing creative approaches to problem solving and growth

Mission

The mission of Victor Valley Community College is to:

Cultivate intellectual growth, social responsibility, environmental stewardship, cultural enrichment, and economic development.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

IMPLEMENTING INSTITUTIONAL EFFECTIVENESS

AP 1202

Create exceptional and accessible lifelong learning opportunities that afford students within our expanding communities the attainment of knowledge and skills necessary for success in the global economy.

Embrace difference in our communities by integrating their wealth of multicultural knowledge and wisdom into a cohesive and resourceful learning environment for all.

Inspire innovative teaching and service with imaginative uses of collaboration and technology, fostering vibrant programs that are measurably effective in addressing student learning and community needs.

Empower each student to learn by modeling academic integrity, democratic citizenship, and meaningful contribution to society.

Goals

The goals of Victor Valley Community College are to:

- create sustainability and environmental stewardship for our colleagues, our students, and our community.
- become an agile learning organization consistent with the needs of students and the communities that the college serves.
- offer educational programs that lead to meaningful and measurable student learning and success through seamless transfer opportunities to colleges, universities, and careers.
- increase the number of students served through recruitment, persistence, and retention strategies.
- provide affordable and attractive options for members of the community seeking a post secondary education, which includes an environment in which diversity thrives.
- develop and deliver enriching courses for community members and businesses seeking additional training and development.

Priorities

Based upon our goals, the following priorities have been established to ensure systematic appropriation of college resources that is integrated with and aligned to administrative planning, institution-wide evaluation, and our ongoing improvement as a comprehensive California community college:

1. Incorporate the principles and practices of sustainability in all its applications across programs and service areas of the college.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

IMPLEMENTING INSTITUTIONAL EFFECTIVENESS

AP 1202

2. Reflect the sociocultural diversity of the communities served.
3. Enhance strategies for student recruitment, retention, persistence, and success towards educational goals.
4. Infuse the educational experience of all students with innovation, creativity, and effective integration of new instructional technologies.
5. Improve the basic skills of students, defined to include all the fundamental tools for learning—pre-collegiate through transfer.
6. Develop and deliver instructional programs that meet the needs of the communities served, including those relevant to the following career pathways: Allied Health/Emergency Services; Transportation/Distribution/Logistics; Aviation; Environmental Technology/Sustainability Studies; Teacher Preparation; and Manufacturing.

Institutionalized decision-making processes—including but not limited to the annual evaluation, planning, and budget augmentation request process (P.R.A.I.S.E.) shown in Diagram 1—must systematically integrate the above priorities in deliberating and deriving any conclusions relevant to that process.

Evaluation of Institutional Effectiveness

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

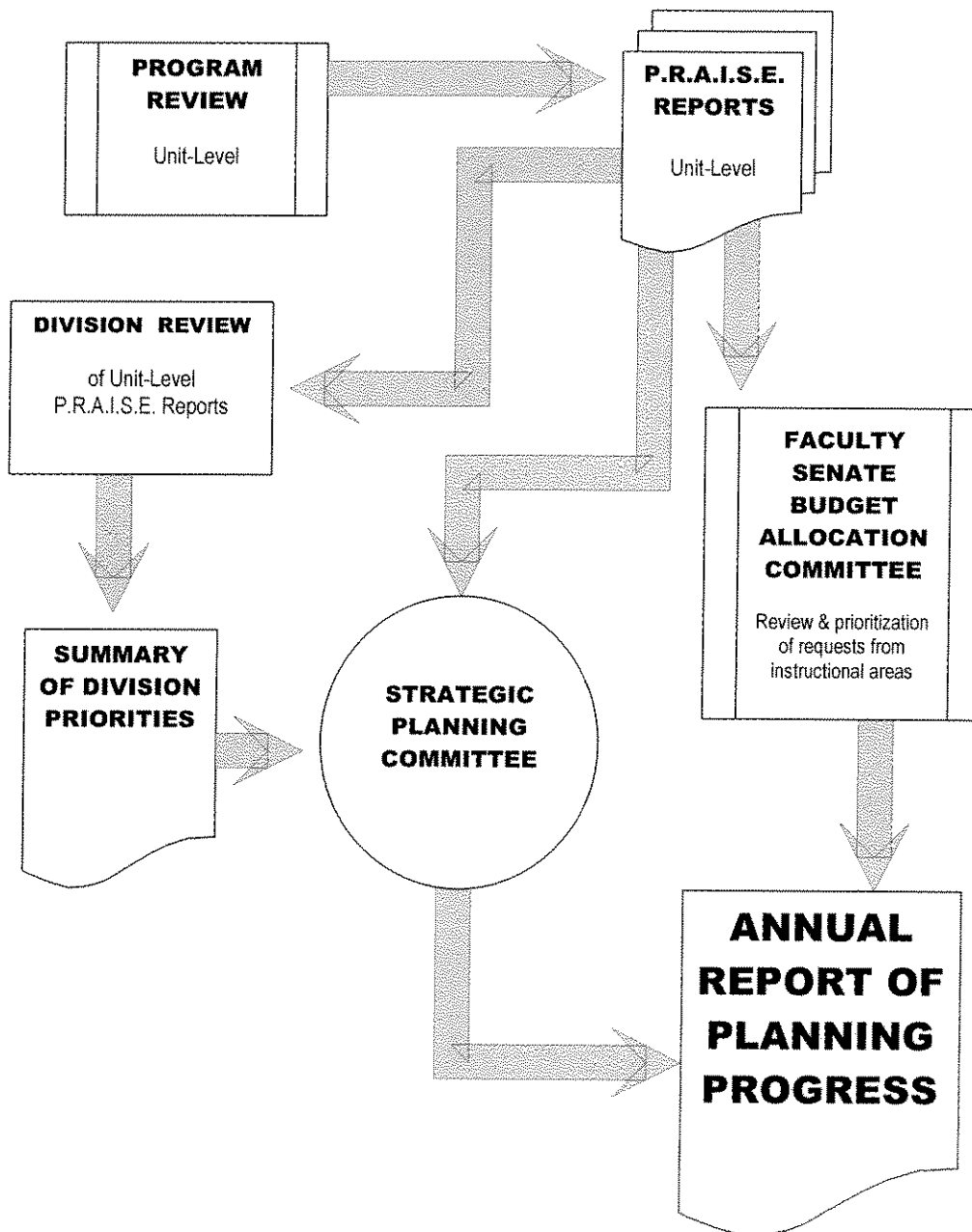
THE DISTRICT

CHAPTER 1

IMPLEMENTING INSTITUTIONAL EFFECTIVENESS

AP 1202

Diagram 1 – Annual Program Review and Institutional Strategies for Excellence (PRAISE) Process

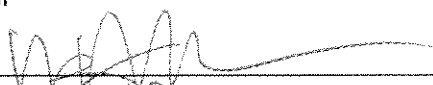


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: REVISED BOARD POLICY 3250 – INSTITUTIONAL PLANNING –
SECOND READING FOR APPROVAL

SUBMITTED BY: College Council

RECOMMENDED BY: Virginia Moran  _____

APPROVED BY: Robert Silverman  _____

Description/Background:

District wishes to submit for second reading and approval the revised Board Policy 3250 Institutional Planning. The College Council, which includes representatives from all campus constituent groups, reviewed and approved this policy revision on September 28, 2007.

Need:

Revisions to the Board Policy 3250 Institutional Planning is in response to college planning efforts and the recommend legislative changes

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees approve the revised Board Policy 3250 Institutional Planning

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICY

GENERAL INSTITUTION

Chapter 3

Institutional Planning

BP 3250

The governing board of Victor Valley Community College District shall establish planning priorities and approve short-range and long-range plans including educational plans. Each plan shall be periodically revised as deemed necessary by the governing board. The Superintendent/President shall ensure that the district maintains broad-based comprehensive, systematic, and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research. The Superintendent/President shall submit those plans which require Board approval according to Title V, and shall inform the Board about the planning process and status of various plans. The educational master plan shall contain the educational objectives of the college and the future plans for transfer programs, career technical programs, non-credit courses and programs, and remedial and developmental programs. On the basis of current and future enrollment the educational master plan shall contain plans for the development and expansion of ancillary services including services in the library and for counseling, placement, and financial aid.

The Superintendent/President shall ensure that the Board has reviewed and updated the general institutional mission and goals for the comprehensive plans on an annual basis.

Reference:

Accreditation Standard I.B; Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55400 et seq 55080, 55190. 55510, 56270 et seq.


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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: LEASE AGREEMENT – THE MALL OF VICTOR VALLEY

SUBMITTED BY: Bill Greulich, Public Information Office

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with The Mall of Victor Valley to rent a display booth between November 16, 2007 and January 15, 2008 for the purpose of marketing the college and providing potential students with registration and program information.

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

Need:

By expanding accessibility and providing more visibility of information about Victor Valley College, the potential to reach and assist more prospective students will exist.

Fiscal Impact: \$6,100 from the Pubic Information Advertising budget.

Recommended Action: This item has been approved by the Superintendent/President, it is recommended that the Board of Trustees ratify the agreement with The Mall of Victor Valley in the amount of \$6,100.00.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

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

TOPIC: AGREEMENT – HI DESERT ALARM AND FIRE SPRINKLERS

SUBMITTED BY: Steve Garcia, Director Facilities Construction

RECOMMENDED BY: Bruce Baron *Bruce Baron*

APPROVED BY: Robert Silverman *RS*

Description/Background:

The district wishes to enter into agreements with Hi Desert Alarm and Fire Sprinklers to supply and install an alarm system in the Technical Services area located in the basement of the Advanced Technology Center and in the computer mall area of the Advanced Technology Center.

Individual cost for each area:

Technical Services	\$1,313.32
Computer Mall	\$4,024.25

Copies of the original agreements are available for review in the Superintendent/President's office.

Need:

The Technical Services area and the computer mall area will both be equipped with thousands of dollars of computer equipment and the computer mall area is the location of both main entrances to the building. Having a security system for these areas of the building is crucial to ensure the security of the equipment.

Fiscal Impact: \$5,337.57 – Fund 71 Expenditure.

Recommended Action: These agreements have been approved by the Superintendent/President, it is recommended that the Board of Trustees ratify the agreements with Hi Desert Alarm and Fire Sprinklers in the amount of \$5,337.57.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: AWARD OF CONTRACT - PRODUCTION LIGHTING PACKAGE #22 --
SPEECH/DRAMA ADDITION - AMT SYSTEMS, INC.

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron [Signature]

APPROVED BY: Robert Silverman [Signature]

Description/Background:

Bids for the Production Lighting Package for the Speech/Drama Addition were opened October 17, 2007. Two bids were received as follows:

AMT Systems, Inc.	\$123,341.00
Entertainment Lighting Services	\$107,160.62

The bids have been thoroughly reviewed by the Director of Facilities Construction & Contracts and Cal K 12 the Districts Construction Manager. All recommended contractors listed on the attachment have completed the bidding process, reference checks, and post bid interviews. All are licensed in California and their bonding company is authorized to do business in California.

Need:

Integrates the current lighting for productions in the Performing Arts Center with new, state-of-the-art technology as part of the Speech/Drama Addition project.

Fiscal Impact: \$107,160.62 – Budgeted Fund 71 Expenditure

Recommended Action: It is recommended that the Board of Trustees award the contract to Entertainment Lighting Services in the amount of \$107,160.62.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES X NO ___



CONSTRUCTION, INC.

Thursday, October 18, 2007

Mr. Steve Garcia,
Director, Facilities Construction & Contracts
Victor Valley Community College
18422 Bear Valley Road
Victorville, CA 92392-5849

**RE: Speech Drama Addition Phase II
Recommendation**

Dear Mr. Garcia:

We recommend awarding a contract to J.C. Entertainment Lighting Services, Inc., for Bid Package 22 Production Lighting in the amount of One Hundred Seven Thousand, One Hundred Sixty Dollars and 62/100 at the November 13, 2007 Board Meeting.

This recommendation is based on verification of Bid Documents, Bid Bond, and Licensing information. Agreements and Contract Documents, including Bonds and Insurance are pending.

Respectfully,

Gabrielle M. Vallesillo, Sr. Project Administrator
Cal K-12 Construction Management, Inc.

AGREEMENT

THIS AGREEMENT, made the 14th day of November, 2007 in the County of San Bernardino, State of California, by and between **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT** hereinafter called "District", and AMT Systems, Inc. hereinafter called "Contractor",

WITNESSETH that the District and the Contractor for the considerations stated herein agree as follows:

ARTICLE 1 - SCOPE OF WORK. The Contractor shall perform within the Contract Time and for the Contract Price, subject to adjustments thereto pursuant to the Contract Documents, the Contract as herein defined, and shall provide all labor, materials, tools, equipment, services, and transportation to complete in a workmanlike manner all of the work required in connection with the following titled project:

SPEECH / DRAMA ADDITION PHASE II Bid Package 22 Production Lighting

It is the duty of the Contractor to complete the work covered by this Contract in exact accordance with the approved plans, Specifications, and other Contract Documents as specified in Article 8 below. The Contractor shall be liable to the District for any damages arising as a result of a failure to fully comply with that obligation, unless such act or omission actually prevents the Contractor from fully complying with the requirements of the documents, and unless the Contractor protests at the time of such alleged prevention that the act or omission is preventing the Contractor from fully complying with the Contract Documents. Such protest shall not be effective unless reduced to writing and filed with the District within three working days of the date of occurrence of the act or omission preventing the Contractor from fully complying with the Contract Documents.

ARTICLE 2 - TIME FOR COMPLETION. The Contract Time shall commence on the date stated in the District's Notice to Proceed. The work shall be completed within the time specified in the Supplementary Special Conditions and the Notice to Proceed.

ARTICLE 3 - CONTRACT PRICE. The District shall pay to the Contractor as full consideration for the Contractor's full, complete, and faithful performance of the Contractor's obligations under the Contract Documents, subject to any additions or deductions as provided for in the Contract Documents, the Contract Price of: One Hundred Seven Thousand, One Hundred Sixty and 62/100 Dollars (\$107,160.62), said sum being the total amount of the following amounts stipulated in the Bid Proposal:

ARTICLE 4 - LIQUIDATED DAMAGES: It is agreed that the Contractor will pay the District the sum of One Thousand Five Hundred Dollars (\$ 1500.00) per calendar day for each and every day of delay beyond the time prescribed in the Contract Documents for finishing said work, as Liquidated Damages and not as a penalty or forfeiture. In the event the same is not paid, the Contractor further agrees that the District may deduct that amount thereof from any money due or that may become due

the Contractor under the Contract. This Article does not exclude recovery of damages under provisions of the Contract Documents.

ARTICLE 5 - HOLD HARMLESS AGREEMENT. The Contractor agrees to and does hereby indemnify and hold harmless the District, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever, including attorney fees and costs, which may be incurred by reason of:

(a) Liability for damages for (1) death or bodily injury to persons; (2) injury to, loss, or theft of property; or (3) any other loss, damage or expenses arising under either (1) or (2) above, sustained by the Contractor or any person, firm, or corporation employed by the Contractor upon or in connection with the work called for in this Agreement, except for liability resulting from the sole negligence or willful misconduct of the District, its officers, employees, agents, or independent contractors who are directly employed by the District; and

(b) Any injury to or death of persons or damage to property caused by any act, neglect, default, or omission of the Contractor, or any person, firm, or corporation employed by the Contractor, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm, or corporation, including the District, arising out of, or in any way connected with the work covered by this agreement, whether said injury of damage occurs either on or off the District property, if the liability arose from the negligence or willful misconduct of anyone employed by the Contractor, either directly or by independent contract.

(c) The Contractor, at his/her own expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees, on any such claim, demand, or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents, or employees in any action, suit, or other proceedings as a result thereof.

ARTICLE 6 - PROVISIONS REQUIRED BY LAW. Each and every provision of law and clause required to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not inserted correctly, then upon application of either party the Contract shall forthwith be physically amended to make such insertion or correction.

ARTICLE 7 - CONTRACTOR'S LICENSE: Contractor must possess a Class '___' Contractor's License, issued by the State of California, which is current and in good standing.

ARTICLE 8 - COMPONENT PARTS OF THE CONTRACT. The Contract entered into by this Agreement consists of the following Contract Documents, all of which are component parts of the Contract as if herein set out in full or attached hereto:

Notice Inviting Bids
Instructions for Bidders
Bid Proposal

Payment Bond Agreement
Labor and Materials Bond Performance Bond
Drug Free Workplace Certification

Designation of Subcontractors
Certification of Workers' Compensation
Non-collusion Affidavit
Bid Bond
Specifications
Drawings as issued

General Conditions and
Supplementary General Conditions
Addenda No(s). _____ as issued
Agreement
Performance Bond

IN WITNESS WHEREOF, this Agreement has been duly executed by the above named parties, on the day and year first above written.

VICTOR VALLEY COMMUNITY COLLEGE
DISTRICT
18422 Bear Valley Road
Victorville, CA 92395

Entertainment Lighting Services
11440 Sheldon Street
Sun Valley, CA 91352

By _____
Bruce Baron
Vice President Administrative Service

By _____
(Typed or Printed Name)

Title (Authorized Officers or Agents)

Date

Date

(Federal ID Number or Social Number)

(CORPORATE SEAL)

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

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

TOPIC: AWARD OF CONTRACT – AUDIO/VISUAL PACKAGE #21 –
SPEECH/DRAMA ADDITION – AMT SYSTEMS, INC.

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

Bids for the Audio Visual Package for the Speech/Drama Addition were opened October 17, 2007. Two bids were received as follows:

Ford Audio-Video Systems, Inc.	\$1,040,151.00
AMT Systems, Inc.	\$791,497.00

The bids have been thoroughly reviewed by the Director of Facilities Construction & Contracts and Cal K 12 the Districts Construction Manager. All recommended contractors listed on the attachment have completed the bidding process, reference checks, and post bid interviews. All are licensed in California and their bonding company is authorized to do business in California.

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

Need:

Integrates the current sound system in the Performing Arts Center with new, state-of-the-art technology as part of the Speech/Drama Addition project.

Fiscal Impact: \$791,497.00 – Budgeted Fund 71 Expenditure

Recommended Action: It is recommended that the Board of Trustees award the contract to AMT Systems, Inc. in the amount of \$791,497.00.

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES X NO ___



Thursday, October 18, 2007

Mr. Steve Garcia,
Director, Facilities Construction & Contracts
Victor Valley Community College
18422 Bear Valley Road
Victorville, CA 92392-5849

**RE: Speech Drama Addition Phase II
Recommendation**

Dear Mr. Garcia:

We recommend awarding a contract to AMT Systems, Inc., for Bid Package 21 Audio Visual Equipment in the amount of Seven Hundred Ninety-One Thousand, Four Hundred Ninety-Seven and 00/100 at the November 13, 2007 Board Meeting.

This recommendation is based on a recommendation from NTD Architects and their consultants, and verification of Bid Documents, Bid Bond, and Licensing information. Agreements and Contract Documents, including Bonds and Insurance are pending.

Respectfully,

Gabrielle M. Vallesillo, Sr. Project Administrator
Cal K-12 Construction Management, Inc.

AGREEMENT

THIS AGREEMENT, made the 14th day of November, 2007 in the County of San Bernardino, State of California, by and between **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT** hereinafter called "District", and AMT Systems, Inc. hereinafter called "Contractor",

WITNESSETH that the District and the Contractor for the considerations stated herein agree as follows:

ARTICLE 1 - SCOPE OF WORK. The Contractor shall perform within the Contract Time and for the Contract Price, subject to adjustments thereto pursuant to the Contract Documents, the Contract as herein defined, and shall provide all labor, materials, tools, equipment, services, and transportation to complete in a workmanlike manner all of the work required in connection with the following titled project:

SPEECH / DRAMA ADDITION PHASE II Bid Package 21 Audio Visual

It is the duty of the Contractor to complete the work covered by this Contract in exact accordance with the approved plans, Specifications, and other Contract Documents as specified in Article 8 below. The Contractor shall be liable to the District for any damages arising as a result of a failure to fully comply with that obligation, unless such act or omission actually prevents the Contractor from fully complying with the requirements of the documents, and unless the Contractor protests at the time of such alleged prevention that the act or omission is preventing the Contractor from fully complying with the Contract Documents. Such protest shall not be effective unless reduced to writing and filed with the District within three working days of the date of occurrence of the act or omission preventing the Contractor from fully complying with the Contract Documents.

ARTICLE 2 - TIME FOR COMPLETION. The Contract Time shall commence on the date stated in the District's Notice to Proceed. The work shall be completed within the time specified in the Supplementary Special Conditions and the Notice to Proceed.

ARTICLE 3 - CONTRACT PRICE. The District shall pay to the Contractor as full consideration for the Contractor's full, complete, and faithful performance of the Contractor's obligations under the Contract Documents, subject to any additions or deductions as provided for in the Contract Documents, the Contract Price of: Seven Hundred Ninety-One Thousand, Four Hundred Ninety-Seven Dollars (\$797,497.00), said sum being the total amount of the following amounts stipulated in the Bid Proposal:

ARTICLE 4 - LIQUIDATED DAMAGES: It is agreed that the Contractor will pay the District the sum of One Thousand Five Hundred Dollars (\$ 1500.00) per calendar day for each and every day of delay beyond the time prescribed in the Contract Documents for finishing said work, as Liquidated

Damages and not as a penalty or forfeiture. In the event the same is not paid, the Contractor further agrees that the District may deduct that amount thereof from any money due or that may become due the Contractor under the Contract. This Article does not exclude recovery of damages under provisions of the Contract Documents.

ARTICLE 5 - HOLD HARMLESS AGREEMENT. The Contractor agrees to and does hereby indemnify and hold harmless the District, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever, including attorney fees and costs, which may be incurred by reason of:

(a) Liability for damages for (1) death or bodily injury to persons; (2) injury to, loss, or theft of property; or (3) any other loss, damage or expenses arising under either (1) or (2) above, sustained by the Contractor or any person, firm, or corporation employed by the Contractor upon or in connection with the work called for in this Agreement, except for liability resulting from the sole negligence or willful misconduct of the District, its officers, employees, agents, or independent contractors who are directly employed by the District; and

(b) Any injury to or death of persons or damage to property caused by any act, neglect, default, or omission of the Contractor, or any person, firm, or corporation employed by the Contractor, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm, or corporation, including the District, arising out of, or in any way connected with the work covered by this agreement, whether said injury or damage occurs either on or off the District property, if the liability arose from the negligence or willful misconduct of anyone employed by the Contractor, either directly or by independent contract.

(c) The Contractor, at his/her own expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees, on any such claim, demand, or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents, or employees in any action, suit, or other proceedings as a result thereof.

ARTICLE 6 - PROVISIONS REQUIRED BY LAW. Each and every provision of law and clause required to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not inserted correctly, then upon application of either party the Contract shall forthwith be physically amended to make such insertion or correction.

ARTICLE 7 - CONTRACTOR'S LICENSE: Contractor must possess a Class '___' Contractor's License, issued by the State of California, which is current and in good standing.

ARTICLE 8 - COMPONENT PARTS OF THE CONTRACT. The Contract entered into by this Agreement consists of the following Contract Documents, all of which are component parts of the Contract as if herein set out in full or attached hereto:

Notice Inviting Bids

Payment Bond Agreement

Instructions for Bidders
Bid Proposal
Designation of Subcontractors
Certification of Workers' Compensation
Non-collusion Affidavit
Bid Bond
Specifications
Drawings as issued

Labor and Materials Bond Performance Bond
Drug Free Workplace Certification
General Conditions and
Supplementary General Conditions
Addenda No(s). _____ as issued
Agreement
Performance Bond

IN WITNESS WHEREOF, this Agreement has been duly executed by the above named parties, on the day and year first above written.

VICTOR VALLEY COMMUNITY COLLEGE
DISTRICT
18422 Bear Valley Road
Victorville, CA 92395

AMT Systems, Inc.
26910-A Oak Ave
Santa Clarita, CA 91351

By _____
Bruce Baron
Vice President Administrative Service

By _____
(Typed or Printed Name)

Title (Authorized Officers or Agents)

Date

Date

(Federal ID Number or Social Number)

(CORPORATE SEAL)

Speech Drama Addition Phase II

Preliminary Bid Results

BP # 21 Audio Visual

AMT Systems **\$791,497.00**

Ford Audio Video Systems, Inc. **\$1,040,151.00**

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

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

TOPIC: REQUEST FOR PROPOSAL (RFP) – FOR LEGAL SERVICES

SUBMITTED BY: Bruce Baron, Administrative Services

RECOMMENDED BY: Bruce Baron Bruce Baron

APPROVED BY: Robert Silverman RS

Description/Background:

The College desires to send out a Request for Proposal (RFP) for legal services. It has been several years since the college considered a competitive process for legal services including general legal counsel and personnel matters. The RFP process helps the College to review the credentials and prices from a number of firms and to select for a specific contract period one or more firms to provide the requested services. Until the time that a legal firm is selected and a contract arrangement is agreed upon and submitted for Board ratification, we will submit a monthly request to pay the existing legal providers for only the exact services performed during the preceding month.

Need:

The College does not have a legal counsel on staff and relies on the advice of external legal specialists to provide advice, counsel and representation for legal matters. While some of the college's business may be reviewed for legal compliance by the County of San Bernardino's legal office or by our insurance JPA attorneys, there are other important matters that must be handled on an ongoing basis. The RFP process will allow the College to select the most qualified vendor at the most reasonable price through a competitive selection process.

Fiscal Impact:

Presently, this is for authorization to put out an RFP and does not commit the College to any expenditure of funds.

Recommended Action:

It is recommended that the board approve the initiation of the process to advertise an RFP for legal services.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___



Victor Valley College

VICTOR VALLEY COMMUNITY COLLEGE

Request for Proposal Legal Services

Victor Valley Community College is seeking to retain a "full service" legal firm to represent it in a variety of legal matters. We are seeking to obtain this service either from a single comprehensive legal firm or we may split up the services with personnel matters going to one firm and all other matters to a different firm. Therefore, you may submit a proposal for either one or both of the required services.

Victor Valley Community College is part of the single college Victor Valley Community College District. Located in the High Desert community of Victorville in Southern California, VVC serves approximately 9,000 FTES in a variety of academic programs. The College employs approximately three hundred full-time and six hundred part-time employees.

Please do not hesitate to call us should you have any questions. Please direct inquiries to:

Mr. Bruce Baron
Vice President for Administrative Services
Victor Valley College
18422 Bear Valley Road
Victorville, CA 92395
760-245-4271, ext. 2464
baronb@vvc.edu

REQUEST FOR PROPOSAL AND STATEMENTS OF QUALIFICATIONS TO PROVIDE LEGAL SERVICES

Each proposal shall be considered binding and in effect for a period of ninety days following the bid opening.

You are expected to submit a proposal for consideration. The information submitted in your proposal including experience, qualifications, and fee schedule will be reviewed for the purpose of selecting a firm to provide legal advice, services, and/or representation. Favorable fees will be a factor in the selection process. However, the firm's experience, qualifications, resources, and level of proposed services will be key factors in determining the firm to represent the College. Please refer to the instruction sheet for more detailed information on the scope of the proposal.

It is anticipated that the College will either select one firm that will serve as general counsel or one firm that will serve as counsel for personnel matters and another firm that will serve as counsel for all other matters for a minimum two-year period. A committee comprised of members of the College administration will act as the qualifications-based selection committee. The selection committee will evaluate the qualifications of the legal firms that submit proposals and develop a short list of firms to be interviewed. After the interview process, the College will designate its choice of firms to represent the College. The College will ultimately negotiate an arrangement for services with the selected firm.

The College reserves the right to reject proposals or parts thereof. The College also reserves the right to take whatever other action that is in the College's best interest as determined by the College Superintendent/President or Board of Trustees.

The College is seeking a "full service" legal firm with strong knowledge and experience in specific areas. The successful firm will provide legal support and render opinions on a variety of issues including:

1. General legal services – provide legal counsel to the college on general issued including contracts, written policies and procedures, and recommended changes, real estate leases and purchases. Provide legal counsel on other miscellaneous or unusual circumstances including litigation.
2. Personnel – provide legal support on personnel issues or other miscellaneous matters relating to employment.

Proposals can be submitted for both 1 and 2 or for 1 or 2.

The College intends to select two or three firms to be interviewed. The firms selected for an interview should send a representative attorney that will be the primary contact person for the College along with any other significant members of its legal team. Interviews are tentatively scheduled to occur in mid-January. The College hopes to select a firm and negotiate a service agreement prior to March 1, 2008.

Your proposal and statement of qualification with seven (7) copies should be submitted on or before December 14, 2007 in sealed envelopes. The proposal should be delivered to the attention of Bruce Baron, Vice President for Administrative Services.

Thank you for your consideration of the RFP. All questions, proposal submissions, etc. All questions, proposal submissions, etc. should be sent to: Bruce Baron, Vice President for Administrative Services, Victor Valley College, 18422 Bear Valley Road, Victorville, CA 92395, 760-245-4271, ext. 2464, baronb@vvc.edu.

INSTRUCTIONS

Generally, the substance of the proposal may cover any areas which you deem to be relevant to the College. The proposal should not exceed ten (10) pages and should minimally include the following information.

- State the size of the firm. If the firm is geographically headquartered in another city or location other than the local area. In addition, you should state the number of attorney's employed by your firm three (3) years ago and the number of attorneys expected to be employed three (3) years from now.
- Name and brief biographical sketches of attorneys who will be generally responsible for providing related legal services to the College.
- List the size and distribution of support staff including paralegal, law clerks and clerical staff.
- Describe the firm's composition in terms of:
 - Average number of years in the practice of law
 - Partner/Shareholder
 - Associate/Non-shareholder
- List the number of attorneys who resigned, were dismissed or otherwise left the firm during the past (4) four years.
- Describe the firm's research capabilities.
- Describe the firm's policy on staffing for deposition, trial work and rate increases.
- Describe any actual or potential conflicts of interest, which exist within the College.
- List and describe any pending litigation in which you represent a client against the College or District or any possible organizations which do business or partner with the College.
- List and describe any past litigation in which you represented a client against the College or District or any possible organizations which do business or partner with the College.
- Describe how your firm would avoid conflicts of interest between your role as College attorney and your other clients.
- Summary of related legal experience (as it relates to those specific areas listed above and to California Community Colleges.)
- List the hourly fees of partners, associates, paralegal, interns, and all billable personnel.
- Describe the firm's expectation of billable hours per attorney or percentage of attorney's compensation dependent upon billable hours.
- List the minimum charges, if any, for telephone calls, file review, copying, facsimile, transmission, messenger service, etc.
- Describe the firm's billing procedure, i.e. monthly, bi-monthly or otherwise. Please include a sample-billing format. Priority consideration will be given to detailed billing forms.
- List those items for which the firm will expect reimbursement from the College.
- State the firm's policy regarding travel costs for which it will expect reimbursement from the College.
- Provide at least five business references including names, positions, and contact information.

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

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

TOPIC: CTA AGREEMENT

SUBMITTED BY: Faculty Association

RECOMMENDED BY: Marion Boenheim 

APPROVED BY: Robert Silverman 

Description/Background:

The district and the faculty association have met and reached agreement concerning revision on the following issues:

- Article 7A3, Grievance Procedures, Definition of Terms: redefines days used in grievance procedures to correspond with the compressed calendar
- Article 9, Benefits: includes faculty in the supercomposite rate for medical and mental health premiums
- Article 12, Full-Time Instructional Assignments: gradually decreases first right of refusal of hourly assignments to 160% in 2008-2009, provides written examples of workload, eliminates overload fall 2009, changes minimum class size from 22 to 20 at census
- Article 20, Summer and Winter Assignments: describes process for summer and winter assignments, including a rotating seniority list for disciplines, and outlines winter and summer session compensation
- Article 21, Departments: redefines the organization, selection, duties and responsibilities, evaluation, and compensation of department chairs
- 2007-2008 and 2008-2009 Academic Calendars: grade submission time lines are finalized

The agreements listed above have been ratified by the association and are presented to the board for approval.

Need: Board approval of the revised articles is necessary to amend the contract with CTA.

Fiscal Impact: None

Recommended Action: The district requests that the Board of Trustees approve the revised articles as presented.

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES X NO ___

Memorandum of Understanding
October 11, 2007

Language in Article 7.A.3

Article 7: Grievance Procedures

A. Definition of Terms

3. Days: Days are Monday through Friday, excluding holidays, during the fall/spring academic calendars. Any grievance initiated during the regular academic year which is not concluded or occurs in the summer/winter sessions will be carried over until the next regular semester.

Tentative Agreement
April 5, 2007

ARTICLE 9: BENEFITS

- A. The District agrees to provide each full-time faculty member \$8100 per year designated for the non-discriminatory cafeteria plan. All full-time faculty members must subscribe to health and life insurance, the cost of which will be deducted from this cafeteria plan.

The above amount will be pro-rated for full-time faculty members with less than a full-time contract at the ratio of their contract to a full-time contract. This section does not apply to retired full-time faculty members.

- B. The District shall pay 100% of the supercomposite rate for medical and mental health premiums, as well as mandatory life insurance premiums. Should the supercomposite rate exceed \$8100 at any time, it will be supplemented with funds as board approved on January 9, 2007, Compensation and Benefits (COLA plus 2% on salary and benefits for 2007, COLA plus 2% on salary and benefits for 2008, and COLA plus 1% on salary and benefits for 2009).
- C. Any additional cash from the \$8100 (see 9.A) left over after the supercomposite rate for medical and mental health premiums, as well as mandatory life insurance premiums have been deducted, will be returned to the full-time faculty member in his/her paycheck.
- D. Vision and dental insurance will be voluntary.
- E. Full-time faculty will have a choice of two (2) HMOs (one must be Kaiser) and one PPO, POS, or Elect Plan.
- F. Any changes recommended by the Benefits Committee made up of two faculty and two administrators (i.e. office co-pays, prescription drug plans, and deductibles, etc.), or changes in carriers must be bargained and ratified by faculty.
- G. The Association reserves the right to return to tiered rate insurance plans after 2008/2009.
- H. A Section 125 Flexible Benefit Plan will be offered to full-time faculty members on a voluntary basis, consistent with the requirements of law. This plan allows full-time faculty members to set aside, on a pre-tax basis, certain unreimbursed medical expenditures and dependent day care expenditures, in addition to certain out-of-pocket premium costs, subject to federal and state regulations.

I. Retirement Benefits.

Retirement benefits for full-time faculty members who are eligible for STRS/PERS retirements and who have a minimum of ten years of full-time service at Victor Valley College at the time of retirement will include:

1. Health insurance premiums are paid for full-time faculty members until the full-time faculty member reaches Medicare age. Health insurance premiums are paid for the spouse of a retired full-time faculty member until the spouse reaches Medicare age, or for a period not to exceed three (3) years (those allowed under COBRA) after the retired full-time faculty member reaches Medicare age, whichever occurs first. Spousal coverage shall be limited to the spouse at the time the full-time faculty member retires. The provisions of the insurance policy concerning insurance termination are in effect when
 - a) the full-time faculty member dies and the full-time faculty coverage and the spousal coverage ends; or
 - b) the full-time faculty member reaches Medicare age, and only the full-time faculty member coverage ends.
2. An offer of a part-time contract (20% of a full load) for each of the first two years after retirement for the dollar amount permitted by STRS or 20% of the full-time faculty member's latest salary before retirement, whichever is less, if appropriate openings are available as determined by the District.
3. In the event that any or all of the medical providers under the district-paid plans are not available to a retired unit member and/or his/her spouse because of a change of residency or otherwise, the District shall be required to pay no more than the amount designated in Section 9A above for the unit member and/or his/her spouse to obtain alternative benefits.

Tentative Agreement
March 22, 2007

ARTICLE 12: FULL-TIME INSTRUCTIONAL ASSIGNMENTS

A. Instructor Assignments

An hour of instruction is defined in Education Code Section 84527. Instructors have a professional responsibility and obligation to the students and the District that extends beyond the formal lecture, individualized instruction, laboratory assignments, and office hours. These responsibilities include: advising students, curriculum evaluation and revision, grading, field trips, conferences, course preparation, faculty meetings and serving on committees. Unless mutually agreed by the Chief Instructional Officer or designee and the respective faculty member, no full-time faculty member shall be assigned more than a total of eighteen (18) hours per semester for the purpose of attending District faculty meetings, student advising, and serving on committees.

1. For a sixteen (16) week semester, the teaching assignment will be:
 - a. 16.875 lecture hours per week, or
 - b. 20.25 hours of individualized instruction per week, or
 - c. 23.625 hours of laboratory per week, or
 - d. a combination of any of the above
 - e. Cooperative Education 125 students to one instructor (Title 5, Section 58051)
2. Contract and regular faculty members must complete their annual faculty assignment within the semesters of the academic year and shall not be required to teach during the winter intersession or summer session.
3. Faculty and administration must mutually agree on all Saturday assignments.
4. For spring 2007, full-time faculty members shall have first right of refusal for all hourly assignments up to 200%, or 2.00 FTEF. In 2007-2008, full-time faculty members shall have the first right of refusal for all hourly assignments up to 180%, or 1.80 FTEF per semester. In 2008-2009 and thereafter, full-time faculty members shall have first right of refusal for all hourly assignments up to 160% or 1.60 FTEF per semester. Additional hourly assignments for the semester may be awarded with the approval of the faculty member and Chief Instructional Officer or designee.

5. Scheduling of Fall and Spring Classes and the Assignment of Faculty

- a. Full-time instructional faculty shall be assigned to the schedule without classification as to location, day, or evening program. The schedule should be arranged so that the classes on a single day do not span a period greater than 12 hours without the permission, in writing, of the instructor. The Chief Instructional Officer or designee shall have the responsibility and authority to determine the scheduling of classes and the assignment of full-time faculty.
- b. Each department chair, in conjunction with the full-time faculty members in his/her department, will develop a class schedule which must be approved by the CIO or his/her designee.
- c. No more than two (2) days after the CIO or his/her designee approves the schedule, the department chairs will email full-time faculty a list of scheduled classes for each discipline asking faculty to indicate load and hourly class preferences. Faculty shall have ten (10) working days from the date the department chair sends out the schedule to choose assignments.
- d. In cases of immediately vacated assignments within 10 days of the start of the session, the ten-day rule shall not apply.
- e. See Article 20 for Winter and Summer Instructional Assignments.

6. Load Charts:

Each semester's load is one-half an annual load and is expressed as 0.500. The annual load is the sum of fall and spring semesters' loads, or 1.000. The charts are based on the number of weeks in the semester and the number of hours per week.

a. Lecture Hours		
Hours Per Week	Semester Load	Annual Load
0.56	.01667	.03333
1.125	.03333	.06667
2.25	.06667	.13333
3.375	.10000	.20000
4.50	.13333	.26667
5.625	.16667	.33333
6.75	.20000	.40000
7.875	.23333	.46667
9.00	.26667	.53333
10.125	.30000	.60000
11.25	.33333	.66667
12.375	.36667	.73333
13.50	.40000	.80000
14.625	.43333	.86667
15.75	.46667	.93333
16.875	.50000	1.0000

b. Individualized Instruction		
Hours Per Week	Semester Load	Annual Load
0.563	.01389	.06250
1.125	.02778	.05556
2.25	.05556	.11111
3.375	.08333	.16667
4.50	.11111	.22222
5.625	.13889	.27778
6.75	.16667	.33333
7.875	.19444	.38889
9.00	.22222	.44444
10.125	.25000	.50000
11.25	.27778	.55556
12.375	.30556	.61111
13.50	.33333	.66667
14.625	.36111	.72222
15.75	.38889	.77778
16.875	.41667	.83333
18.00	.44444	.88889
19.125	.47222	.94444
20.25	.50000	1.0000

c. Lab Hours		
Hours Per Week	Semester Load	Annual Load
0.563	.01190	.02381
1.125	.02381	.04762
2.25	.04762	.09524
3.375	.07143	.14286
4.50	.09524	.19048
5.625	.11905	.23810
6.75	.14286	.28571
7.875	.16667	.33333
9.00	.19048	.38095
10.125	.21429	.42857
11.25	.23810	.47619
12.375	.26190	.52381
13.50	.28571	.57143
14.625	.30952	.61905
15.75	.33333	.66667
16.875	.35714	.71429
18.00	.38095	.76190
19.125	.40476	.80952
20.25	.42857	.85714
21.375	.45238	.90476
22.50	.47619	.95238
23.625	.50000	1.0000

The workload or Full-Time Equivalent Faculty (FTEF) is 1.00 or 100% per semester and may consist of lecture only, laboratory only, individualized instruction, or combination thereof. The following represents FTEF calculations rounded to the nearest thousandth:

- a. The FTEF for lecture is calculated by dividing the maximum total number of hours of the class for the semester as defined in the approved course outline by 270. For example, a course approved for 3 hours per week will have a maximum of 54 hours. The workload is 0.20 or $54/270 = 0.20$.
- b. The FTEF for individualized instruction is calculated by dividing the total number of hours of the class for the semester as defined in the approved course outline by 324. For example, a course approved for 3 hours per week will have a maximum of 54 hours. The workload is 0.20 or $54/324 = 0.167$.
- c. The FTEF for laboratory is calculated by dividing the total number of hours of the class for the semester as defined in the approved course outline by 378. For example, a course approved for 3 hours per week will have a maximum of 54 hours. The workload is 0.143 or $54/378 = 0.143$.
- d. The following is an example of calculation of workload for combined lecture and laboratory:

An instructor is teaching CHEM 100 (54 hours lecture, 108 hours lab), CHEM 202 (54 hours lecture, 108 hours lab). The workload is

CHEM 100 = 0.486 or (lec $54/270 = 0.020$) + (lab $108/378 = 0.286$) = 0.486.

CHEM 202 = 0.486 or (lec $54/270 = 0.020$) + (lab $108/378 = 0.286$) = 0.486.

The total load is 0.972 FTEF or $0.486 + 0.486 = 0.972$.

7. Overload

- a. Intent: Overload assignments shall be limited to those situations which are curriculum driven or emergency in nature.
 - 1) curriculum driven – resulting from the scheduling of classes which require such hours of lecture, lab, or other instructional delivery as to produce in combination an annual assignment exceeding 1.0, or
 - 2) emergency in nature – resulting from extraordinary circumstances such as, but not limited to, the need to add a class at the last moment to respond to student demand, the need to cover a class assigned to a full-time faculty member who resigns without adequate notice.
- b. Definition: any amount over 1.0 annually is considered an overload.
- c. The administration may assign overload on an annual basis up to 0.100 which shall be paid annually.

- d. Any amount assigned that exceeds 1.0 shall be paid at the rate of \$400 for each percentage point over 1.0. A fraction of a percentage point will be paid at the fraction of \$400.
- e. Overload will be paid in the spring in four equal installments unless the amount due is less than \$400, in which case it will be paid in one payment.
- f. Any overload not assigned by the Administration is considered voluntary overload and will be paid under a separate hourly contract ("part-time agreement") at the current hourly rate.
- g. Article 12.A.7, Overload, will be eliminated effective fall 2009.

8. Underload

When a full-time faculty member's load falls below a full-time assignment, the full-time faculty member may be assigned an additional class the following instructional period or may be assigned other duties such as curriculum development, new course preparation, or special projects to equal a full contract load.

9. Class Size

a. Minimum Class Size

The following minimum class guidelines are to be followed during the regular academic year:

- 1) The minimum class size for all classes shall be twenty (20) at census. Exceptions may be made by the Chief Instructional Officer for reasons that shall include, but are not limited to:
 - a) Required in a VVC certificate
 - b) A course in a sequence of advanced study
 - c) Limited by classroom/laboratory facilities
 - d) An experimental or pilot course
 - e) Governed by state regulations mandating class size
- 2) Classes with less than fifteen (15) students may be permitted by the Chief Instructional Officer if they meet the requirements of Title V, Section 51702.
- 3) Research and independent study are exempt from such guidelines.
- 4) The Chief Instructional Officer will review enrollment information based upon the close of regular registration as stated in the schedule of classes in order to determine course cancellations.

If a class is permitted to continue, it will not be closed during a semester. If the enrollment drops to zero during the semester, the instructor may be assigned other duties as indicated below.

- 5) Any provisions in the Agreement applicable to class size (over-enrolled classes) during the regular school year and the summer session shall also be applicable in the winter intersession.

b. Impact on Load of Low Class Size

In the event an instructor's average class size is below twenty (20) students as of the last day of regular registration for three consecutive semesters, the Chief Instructional Officer may adjust the number of semester hours upward, but not to exceed eighteen (18) hours of lecture periods or equivalent, or assign other duties.

B. Number of Course Preparations

An instructor can be assigned up to seven (7) distinct course preparations per year. An instructor can voluntarily agree in writing to additional preparations. If the instructor is assigned more than seven preparations, he/she will be paid \$500 for each additional preparation. For the purposes of this section, a preparation shall be defined as a three (3) or more unit course. Courses with less than three units will be equated using the formula (units per course times the number of distinct courses divided by 3). When two or more such courses are taught at the same time by the same instructor, they will be considered as one preparation.

C. Offices and Office Hours

1. Faculty Offices

The intent of the District and the Association is to provide each full-time faculty member with an office which reflects and supports their professional status.

- a. Full-time faculty will be provided with an adequate office which is safe, appropriately equipped, and physically accessible to all students.
- b. Where privacy and confidentiality are at issue, space will be available to assure privacy and confidentiality when needed.
- c. The District will identify new office space for use by department and will make assignments in collaboration with department full-time faculty to effectively provide services to students.
- d. Storage space, outside of full-time faculty offices, will be provided as needed.

- e. Emeritus faculty will be provided with an office space to share for the purpose of doing District business.

2. Office Hours

- a. Full-time faculty office hours are intended to allow students access to teaching faculty. These hours shall be scheduled to best meet the needs of students and approval by the Chief Instructional Officer (CIO) will be predicated upon this criterion.
- b. The Chief Instructional Officer will provide each teaching full-time faculty member with written notification of the semester's teaching assignment. Once notification is received, full-time faculty will schedule and submit 250 minutes per week of office hours, except as noted below, using the form provided by the Chief Instructional Officer.
 - 1) Full-time faculty with more than five lab hours per week will schedule 200 minutes per week of office hours.
 - 2) Full-time faculty who have less than a full-time teaching load (including those full-time faculty with primarily non-instructional assignments) will schedule office hours on a pro rata basis.
 - 3) Unit members may elect to have online office hours, limited to a maximum of fifty minutes per online class, based on assigned load.
- c. The Chief Instructional Officer will acknowledge, in writing, in a timely manner, the receipt of the teaching full-time faculty member's office hours schedule and also its approval.
- d. Once approved, full-time faculty members will post their office hours no later than the first day of instruction each semester, using the form provided by the Chief Instructional Officer.
- e. If a teaching full-time faculty member does not submit his/her office hours as indicated above, the Chief Instructional Officer will assign and post office hours which meet the needs of students and also will inform the instructor in writing.
- f. Circumstances may arise which necessitate a change in the approved office hours schedule. A full-time faculty member shall submit revisions of his/her office hours schedule, in writing, to the Chief Instructional Officer for approval.
- g. Absence from a scheduled office hour will be permitted for the same reasons and will require the same prior arrangements as a regularly scheduled class.

Absence leave will be charged at the rate of one hour of leave for each fifty minutes of office hours. See Appendix J, Employee Absence Report, and also Article 36 regarding unauthorized absences.

Tentative Agreement
March 22, 2007

Article 20: Summer and Winter Instructional Assignments

A. Winter and Summer Selection Procedures

1. Full-time faculty will have the first right of refusal for all summer and winter session classes up to a maximum of 0.4 annual load in winter and 0.4 annual load in summer.
2. Each department chair, in conjunction with the full-time faculty members in their department, will develop a class schedule which must be approved by the CIO or his/her designee.
3. No more than two (2) days after the CIO or his/her designee approves the schedule, the Department Chairs will email full-time faculty a list of scheduled classes for each discipline asking faculty to indicate load and hourly class preferences. Faculty shall have 10 working days from the date the department chair sends out the schedule to choose assignments.
4. If there is a conflict between full-time faculty members, the Department Chair will contact each faculty involved and seek a resolution. If the conflict cannot be resolved within the discipline, the Department Chair will use the seniority list (see Article 20.A.5 below). The seniority list will only be used to resolve conflicts.
5. A single faculty rotating seniority list will be developed by the Department Chair for each discipline in his/her department. The list will be based on the District academic seniority list provided by Human Resources. The list will be used for both summer and the winter sessions. The list will be updated yearly by the Department Chair and given to the area administrator by October 1. Example:

Winter & Summer '08	Winter & Summer '09	Winter & Summer '10
Faculty A	Faculty B	Faculty C
Faculty B	Faculty C	Faculty D
Faculty C	Faculty D	Faculty A
Faculty D	Faculty A	Faculty B

The person at the top of the list after having his/her choice of assignment in both winter and summer of the same calendar year will move to the bottom of the list on August 30.

6. A full-time faculty member will be placed on the rotating seniority list in the discipline where the majority of his/her regular contract load resides. When a full-time faculty load is 50/50, the full-time faculty member will select the discipline in which he/she will rotate. Faculty members may choose classes in secondary disciplines only after all other full-time members on the discipline's rotating seniority list have chosen, and before part-time faculty are offered assignments.
7. Ten days after the department chair sends his/her email, (see A.3 above), the Department Chair will submit the schedule of classes, with full-time faculty names inserted, to the CIO or designee with a copy to the assigned faculty member(s).

8. In the event a class is cancelled prior to the start of the session, any full-time faculty member, in seniority order, may bump a part-time faculty member. A full-time faculty member may not bump another full-time faculty member. If additional classes are not available to the person at the top of the seniority list, that person will still rotate to the bottom of the discipline seniority list on August 30.

B. Winter and Summer Session Compensation

1. Faculty may teach a maximum of .4 load in the winter and .4 load* in the summer session. Additional classes may be taught with the written permission of the CIO. However, only .3 load may be taught for the 85 percent rate based on the faculty member's placement on the salary schedule the prior semester. The .3 load* at 85 percent may be split between the winter and summer sessions or taught in its entirety in winter or summer.
2. Full-time faculty hired prior to July 1, 2007, may teach a maximum of 0.3 load compensated at the 85 percent rate based on the faculty member's placement on the salary schedule the prior semester. The maximum 0.3 load may be split between the winter and summer sessions or taught in its entirety in winter or summer. Assignments exceeding the 0.3 load at the 85 percent salary rate will be paid hourly, which may require load splitting.
3. Faculty hired July 1, 2007, or later will be limited to a maximum of 0.1 load at 85 percent salary for his or her first 3 summer or winter sessions taught, but not both. The awarding of 85 percent assignment shall be consistent with Article 20. Beginning with the 4th summer or winter session taught, faculty hired after July 1, 2007, will be eligible to teach a maximum of 0.3 load at the 85 percent salary. For example, a faculty member hired July 1, 2007, teaches in winter or summer in 2008, does not teach in winter or summer in 2009, and teaches winter or summer in 2010 and 2011 will be eligible in 2012 to teach a maximum of 0.3 load at the 85 percent salary. Assignments exceeding the maximum load at 85 percent salary will be paid hourly, which may require load splitting.

*Lecture Load: .1 equals 3 units; .2 equals 6 units; .3 equals 9 units; .4 equals 12 units

Tentative Agreement
March 22, 2007

Article 20: Summer and Winter Instructional Assignments

A. Winter and Summer Selection Procedures

1. Full-time faculty will have the first right of refusal for all summer and winter session classes up to a maximum of 0.4 annual load in winter and 0.4 annual load in summer.
2. Each department chair, in conjunction with the full-time faculty members in their department, will develop a class schedule which must be approved by the CIO or his/her designee.
3. No more than two (2) days after the CIO or his/her designee approves the schedule, the Department Chairs will email full-time faculty a list of scheduled classes for each discipline asking faculty to indicate load and hourly class preferences. Faculty shall have 10 working days from the date the department chair sends out the schedule to choose assignments.
4. If there is a conflict between full-time faculty members, the Department Chair will contact each faculty involved and seek a resolution. If the conflict cannot be resolved within the discipline, the Department Chair will use the seniority list (see Article 20.A.5 below). The seniority list will only be used to resolve conflicts.
5. A single faculty rotating seniority list will be developed by the Department Chair for each discipline in his/her department. The list will be based on the District academic seniority list provided by Human Resources. The list will be used for both summer and the winter sessions. The list will be updated yearly by the Department Chair and given to the area administrator by October 1. Example:

Winter & Summer '08	Winter & Summer '09	Winter & Summer '10
Faculty A	Faculty B	Faculty C
Faculty B	Faculty C	Faculty D
Faculty C	Faculty D	Faculty A
Faculty D	Faculty A	Faculty B

The person at the top of the list after having his/her choice of assignment in both winter and summer of the same calendar year will move to the bottom of the list on August 30.

6. A full-time faculty member will be placed on the rotating seniority list in the discipline where the majority of his/her regular contract load resides. When a full-time faculty load is 50/50, the full-time faculty member will select the discipline in which he/she will rotate. Faculty members may choose classes in secondary disciplines only after all other full-time members on the discipline's rotating seniority list have chosen, and before part-time faculty are offered assignments.
7. Ten days after the department chair sends his/her email, (see A.3 above), the Department Chair will submit the schedule of classes, with full-time faculty names inserted, to the CIO or designee with a copy to the assigned faculty member(s).

8. In the event a class is cancelled prior to the start of the session, any full-time faculty member, in seniority order, may bump a part-time faculty member. A full-time faculty member may not bump another full-time faculty member. If additional classes are not available to the person at the top of the seniority list, that person will still rotate to the bottom of the discipline seniority list on August 30.

B. Winter and Summer Session Compensation

1. Faculty may teach a maximum of .4 load in the winter and .4 load* in the summer session. Additional classes may be taught with the written permission of the CIO. However, only .3 load may be taught for the 85 percent rate based on the faculty member's placement on the salary schedule the prior semester. The .3 load* at 85 percent may be split between the winter and summer sessions or taught in its entirety in winter or summer.
2. Full-time faculty hired prior to July 1, 2007, may teach a maximum of 0.3 load compensated at the 85 percent rate based on the faculty member's placement on the salary schedule the prior semester. The maximum 0.3 load may be split between the winter and summer sessions or taught in its entirety in winter or summer. Assignments exceeding the 0.3 load at the 85 percent salary rate will be paid hourly, which may require load splitting.
3. Faculty hired July 1, 2007, or later will be limited to a maximum of 0.1 load at 85 percent salary for his or her first 3 summer or winter sessions taught, but not both. The awarding of 85 percent assignment shall be consistent with Article 20. Beginning with the 4th summer or winter session taught, faculty hired after July 1, 2007, will be eligible to teach a maximum of 0.3 load at the 85 percent salary. For example, a faculty member hired July 1, 2007, teaches in winter or summer in 2008, does not teach in winter or summer in 2009, and teaches winter or summer in 2010 and 2011 will be eligible in 2012 to teach a maximum of 0.3 load at the 85 percent salary. Assignments exceeding the maximum load at 85 percent salary will be paid hourly, which may require load splitting.

*Lecture Load: .1 equals 3 units; .2 equals 6 units; .3 equals 9 units; .4 equals 12 units

Tentative Agreement
October 4, 2007

ARTICLE 21: DEPARTMENTS

A. Department Organization

1. For instruction, a department is an organizational unit defined by one or more discipline TOP Codes and containing at least six (6) full-time equivalent faculty (FTEF) members, unless a special exception is made by the superintendent/president upon the recommendation of the chief instructional officer. For non-instruction, e.g. counseling and library, a department is formed using one or more disciplines. The chief student services officer or chief instructional officer will establish all departments.
2. Department chairs will report to the dean or other first-level administrator responsible for the department.
3. A full-time faculty member who teaches in more than one department is a member of all the departments in which he or she teaches and is responsible for maintaining high standards of competency and professional service.
4. Faculty on special assignment other than as identified in Articles 8, 17, and 21.F.1 regarding Senate, Association, and chair reassignments and performing an assignment greater than 50% outside their regularly assigned department will not belong to a department and will report directly to the appropriate manager, e.g. director of a grant.
5. Any department of less than six (6) FTEF must be approved by the CIO or CSSO.

B. Program Directors/Coordinators

1. Departments that contain disciplines which require separate mandated state, federal, or national accreditation shall establish a program director/coordinator for each discipline requiring accreditation. Program directors/coordinators shall be assigned by the appropriate administrator following consultation with the appropriate department chairperson.
2. It is possible for the program director or coordinator to also serve as the department chair. The program director/coordinator shall receive 20% (0.20 FTEF) reassigned time based on annual load. In cases where the program director/coordinator is also the department chair due to overlapping responsibilities, the amount of reassigned time awarded will be the 10% for program director/coordinator and 100% of the reassigned time normally awarded as department chair. For example, if the department chair position is 20% reassigned time, then a person serving as program director/coordinator and department chair would receive 30% reassigned time. Or 10% (50% of program directorship) for being program director/coordinator and 20% for being chair to a max of 60% reassigned time.
3. The program director/coordinator will report directly to the dean or other first level administrator responsible for the department. The program director/coordinator and department chair shall share information and work together in reporting to the manager.

C. Department Chair Election

1. Department chairpersons will be selected by members of the department and will serve a two-year term, commencing June 15. There will be no limit to the number of consecutive terms a department chair may be elected and serve. The incumbent of this position shall be a full-time faculty member, tenured when feasible.
2. If the department chair position is vacated prior to the end of the term, an election for an interim department chair shall be held within 30 days (within the 175 academic calendar) of the announcement of the vacancy, following all of the procedural steps below for election. The interim department chair shall serve the remainder of the term of office of the department chair replaced.
3. A full-time, tenure track faculty member will vote only in the department where the majority of his/her regular contract load resides. When a full-time faculty assignment is 50/50, the full-time faculty member will select in which department he/she will vote. Associate (part-time) instructors will not be voting members, nor will full-time faculty members teaching on an hourly or overload basis in another department.
4. All full-time, tenure track faculty members assigned to a department shall have the right to vote. Voting shall be by written, secret ballot (written proxy votes are accepted). All ballots shall list the names of the candidates in lottery order, and shall provide a space for a "write-in" candidate. Voting and tabulation shall be presided over by an officer of the association and an administrator.
5. Elections will be held by April 1 and the department chair shall take office on June 15.
6. The presiding department chair or program director is considered a voting member. Ties will be broken by lot.
7. In the event of no interest resulting in no chair being elected, the department will be given 10 days to resolve the situation, i.e., elect a chair. Failure for the department to elect a chair will result in the CIO or CSSO moving the department under another department with a department chair until department members can reach agreement. Appropriate pay will be granted to the department chair after the departments have been merged for 10 or more days.
8. The results of the election shall be forwarded to the immediate supervisor, who will forward the results to the chief instructional officer or chief student services officer for board approval.

D. Resignation or Removal of a Department Chair or Program Director/Coordinator

1. The department chair, program director, or coordinator may resign at any time. His/her written resignation shall be submitted to the immediate supervisor fifteen (15) working days prior to the effective date of resignation.
2. Any time after having served one (1) full semester as department chair or program director/coordinator, 50% of the voting faculty members of the department or program may petition for a new election.
3. The new election petition shall be presented to the association president and the immediate supervisor of the department chair or program director, who will

jointly conduct a new election within ten (10) working days of receipt of the petition.

E. Absence of the Department Chair or Program Director/Coordinator

1. If the department chair or program director/coordinator is expected to be absent for more than fifteen (15) consecutive working days, but less than one (1) semester due to illness, leave of absence, or any other reason, a temporary interim department chair or program director/coordinator shall be elected to replace the department chair or program director until the originally elected department chair or program director/coordinator can resume his/her duties using the election procedures in Article 21B section 1 or Article 21C, sections 3, 4, 6, 7 and 8.
2. If the department chair or program director/coordinator is expected to be absent for more than one (1) semester due to illness, leave of absence, sabbatical leave, or any other reason, the position will be vacant and an election to replace the department chair or program director/coordinator for the remainder of his/her term shall occur using the election procedures in Article 21B section 1 or Article 21C, sections 3, 4, 6, 7 and 8.

F. Compensation

1. Department chairs shall receive reassigned time based upon the average FTEF (rounded to the nearest 0.10 FTEF) of the prior academic year (fall and spring terms). Average FTEF is based on the total of all full-time faculty teaching for load, full-time faculty teaching for hourly, adjunct faculty, and does not include reassigned time. The calculation of a full-time equivalent faculty (FTEF) member does not include reassigned time. See chart below:

<u>Department FTEF</u>	<u>Reassigned Time Per Semester</u>
1.0- 5.9*	10%
6.0-12.0	20%
12.1-17.0	30%
17.1-22.0	40%
22.1-27.0	50%
>27.1	60%

*Dependent upon CIO/CSSO approval per Article 21.A.5

2. No department shall be greater than 39 FTEF unless with approval by the vice president of Instruction and the president of the union.

G. Duties and Responsibilities

The department chair or program director/coordinator, under the supervision of a dean or first-level administrator, is responsible for providing leadership on behalf of the department to the district. While the department chair or program director/coordinator is a faculty member and does not have the authority to supervise, evaluate, or discipline other faculty, the department chair or program

director/coordinator does have the responsibility to carry out policies and procedures formulated by the district, department, or program and give direction to classified personnel within the department. Additionally, the department chair or program director/coordinator is responsible to report unresolved problems or violations of the district to the appropriate manager.

1. Meetings: Department chair will hold a minimum of two (2) meetings each semester (fall and spring).
2. Curriculum and Course Offerings: The department shall provide a balanced program of courses which meet the requirements of Victor Valley College students. The department, through the chairperson or program director/coordinator, shall evaluate its offerings, courses of study, and shall make such changes to improve instruction as are within the limits of its authority.

The department chair or program director/coordinator shall:

- a. Coordinate and facilitate curriculum development, review, and revision in accordance with established college procedures and state guidelines.
 - b. Present new or revised curriculum or programs to the Curriculum Committee or send an appropriate designee.
3. Scheduling
- a. In collaboration with the department or program faculty, the department chairperson or program director/coordinator shall recommend to the dean or first-level manager course offerings to include times, days, room location, method of instruction, and staffing needs that fulfill program and student learning needs while meeting state regulations and appropriate accreditation guidelines.
 - b. In collaboration with the appropriate teaching faculty, the department chairperson or program director shall submit book orders to the bookstore.
 - c. The department chairperson or program director/coordinator shall be a resource for his or her supervisor in the recruitment of part-time (associate/adjunct) faculty to teach classes.
 - d. The department chairperson or program director/coordinator shall consult with the dean or appropriate manager regarding adding or canceling classes after the class schedule is published and before census.
 - e. The department chairperson or program director may assist the dean or appropriate manager in notifying instructors and students of room changes or course cancellations.
4. Planning and Accreditation
- a. The department chair or program director/coordinator shall provide leadership and facilitate the preparation of departmental and program review and master planning documents in consultation with department and program faculty and staff.
 - b. The program director/coordinator is the primary contact/author for the development of the Self Study report(s) to the appropriate discipline accreditation agency(ies).

5. Budget
The department chair or program director/coordinator shall develop and recommend to the Senate Budget Committee and appropriate manager the department or program budget and initiate and recommend the purchase of equipment or materials.
6. Responsibility to Students
 - a. The department chair or program director/coordinator shall attempt to mediate and resolve student-faculty complaints at an informal level, except those involving sexual harassment or discrimination.
 - b. The department chair or program director/coordinator shall provide advisory services to students regarding departmental offerings, the major and the minor, comparable courses in senior institutions, and other professional matters for which the department faculty is professionally trained and responsible.
7. Department or Program Representation: The department chair or program director/coordinator shall attend appropriate meetings, e.g. department chair meetings, or send a designee.
 - a. The department chair or program director/coordinator shall maintain the appropriate number of hours per week based upon the amount of reassigned time awarded to perform chair duties.
 - b. The department chair or program director/coordinator shall complete appropriate department forms, e.g. equipment purchases and forward them to the immediate supervisor.
 - c. The department chair or program director/coordinator shall communicate any facilities or equipment needs to the immediate supervisor.
8. Department chairpersons and/or program directors/coordinators shall observe a strict code of professional ethics in their relationship with all Victor Valley College personnel.
9. Staffing
 - a. The department chair or program director/coordinator shall participate in the recruitment, interview, and recommendation for hire of full-time and part-time faculty.
 - b. The department chair or program director/coordinator shall provide assistance, mentoring, and orientation to new full-time and part-time faculty members.
 - c. The department chair or program director/coordinator, or their designee shall be responsible for attending associate faculty orientation meetings when they are held within the 175 day academic calendar. When the orientation meeting is held outside the 175 day academic calendar, the meeting day shall be mutually agreed upon by the administration, and chair, program director/coordinator or their designee, and will be compensated at 1/175 of their current salary multiplied by the number of meeting days. There is no limit on the number of days the chair may be invited to work outside of the 175 calendar. The chair will be invited to work at least one (1) day prior to the start of each semester.
 - d. The department chair or program director/coordinator may assist in the evaluation of part-time and full-time faculty

- e. If a department chair or program director/coordinator agrees to assist in the evaluation of part-time faculty in their department (observations only), the full-time faculty member will be fully protected by the district under California Government Codes Section 815-818.9 and 825-825.6
 - f. The department chair or program director/coordinator may provide an oral summary of the performance of classified working under the direction of the department chair or program director/coordinator to the dean when appropriate. Classified staff will not be factored as part of the FTE in the department.
10. The department chair or program director/coordinator shall maintain accurate and appropriate records for the department and/or program, e.g., records reported to the state or accrediting agency.

H. Evaluation of Department Chairs/Program Directors/Coordinators

1. Intent
Recognizing that the evaluation of department chairs/program directors/coordinators is an academic and professional matter, the intent of the district and the Association is to evaluate department chairpersons annually for the purpose of helping them to become more effective leaders by providing appropriate guidance and support.
2. Procedure for Department Chair/Program Director/Coordinator Evaluation
 - a. The annual evaluation of the department chairs and program directors/coordinators shall be initiated by the area administrator in February and completed by March 30 of each year of their term. The evaluation is a formative ancillary evaluation and is not part of the formal faculty evaluation process and will not be placed in the department chair's or program director's/coordinator's personnel file.
 - b. The department and/or program full-time faculty and part-time faculty shall anonymously complete the appropriate department chair or program director/coordinator evaluation form. (Appendix G-1) The completed form shall be distributed, collected, and tabulated by the Office of Human Resources.
 - c. Using information from Article 21 H2b and his/her experience with the chair, etc., the immediate supervisor shall complete a performance evaluation summary (Appendix G-2) on the department chair or program director/coordinator. The tabulated results of the survey (Article 21 H2b) will be provided to the chair along with the dean's performance summary.
 - d. A department chair or program director/coordinator who receives an overall unsatisfactory evaluation summary by the supervisor shall be provided with recommendations indicating what he/she needs to do to improve his/her performance. Should improvement be indicated, a follow-up meeting with the department chair and appropriate manager will be scheduled at the conclusion of the ensuing fall semester.
 - e. None of the preceding department chair assessment documents may be placed in the personnel file, nor may any of the conclusions drawn from the above process impact the evaluation of the department chair as a faculty member.

- f. Upon the completion of the department chair's or program director's/coordinator's service as chair/program director/coordinator, all written material relating to the evaluations will be destroyed in the presence of the chair. No materials will be retained by the district unless requested by the chair.

**Victor Valley College
2007-2008 Academic Calendar**

June 2007

18 Summer Session Begins

July 2007

4 Independence Day Holiday

28 Six Week Summer Session Ends

August 2007

11 Eight Week Summer Session Ends

22 Final day to submit grades for Summer Session

27 Fall Semester Begins

September 2007

3 Labor Day Holiday

November 2007

12 Veteran's Day Holiday

22-23 Thanksgiving Holiday

24 No Classes - College Closed

December 2007

15 Fall Semester Ends

21 In Lieu of Admissions Day

24 Holiday

25 Holiday

26-28 Board Given Holidays

31 New Year's Eve Holiday

January 2008

1 New Year's Day Holiday

2 Winter Session Begins

3 Final day to submit grades for Fall Semester

21 Martin Luther King, Jr. Holiday

February 2008

9 Winter Session Ends

11 Spring Semester begins

15 Lincoln Day Holiday

16 No Classes - College Closed

18 Washington Day Holiday

20 Final day to submit grades for Winter Session

March 2008

21 Spring Break Day

22 No Classes - College Closed

April 2008

7-11 Spring Break - No Classes - College Open

12 No Classes - College Closed

May 2008

26 Memorial Day Holiday

June 2008

7 Commencement

7 Spring Semester Ends

16 Summer Session Begins

18 Final day to submit grades for Spring Semester

July 2008

4 Independence Day Holiday

26 Six Week Summer Session Ends

August 2008

6 Final day to submit grades for 6-week Summer Session

9 Eight Week Summer Session Ends

JANUARY 2008

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Key

-  First/Last Day of Term
-  Commencement
-  Holiday
-  College Closed - No Classes
-  Recess/College Open - No Classes
-  Grade submission deadline

Victor Valley College 2008-2009 Academic Calendar

JUNE 2008						
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DECEMBER 2008						
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Key

- First/Last Day of Term
- Commencement
- College Closed - No Classes
- Holiday
- Grade submission deadline
- Recess - College open - no classes

June 2008

16 Summer Session Begins
18 Final day to submit grades for Spring Semester

July 2008

4 Independence Day Holiday
26 Six Week Summer Session Ends

August 2008

6 Final day to submit grades 6-wk Summer Session
9 Eight Week Summer Session Ends
20 Final day to submit grades 8-wk Summer Session
25 Fall Semester Begins

September 2008

1 Labor Day Holiday

November 2008

10 Veteran's Day Holiday
27-28 Thanksgiving Holiday
29 No Classes - College Closed

December 2008

13 Fall Semester Ends
23 Final day to submit grades for Fall Semester
24 Winter Break Holiday
25 Winter Break Holiday
26 Holiday In Lieu of Admission Day
29-30 Board Given Holidays
31 New Year's Eve Holiday

January 2009

1 New Year's Day Holiday
2 Board Given Holiday
5 Winter Session Begins
19 Martin Luther King, Jr. Holiday

February 2009

13 President's Day Holiday
14 Winter Session Ends
16 Washington Day Holiday
17 Spring Semester Begins
26 Final day to submit grades for Winter Session

April 2009

10 Spring Break Holiday
13-17 Spring Break - No Classes - College Open
18 No Classes - College Closed

May 2009

25 Memorial Day Holiday

June 2009

13 Commencement
13 Spring Semester Ends
22 Summer Session Begins
24 Final day to submit grades for Spring Semester

July 2009

3 Independence Day Holiday (Observance)

August 2009

1 Six Week Summer Session Ends
12 Final day to submit grades 6-wk Summer Session
15 Eight Week Summer Session ends
26 Final day to submit grades 8-wk Summer Session

JANUARY 2009						
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28	29	30	31			

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

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

TOPIC: OUTSIDE CONTRACTOR FEES
SUBMITTED BY: Marion Boenheim, Vice President of Human Resources
RECOMMENDED BY: Marion Boenheim *M. Boenheim*
APPROVED BY: Robert Silverman *RS*

Description/Background:

In the past, monies have been allocated for outside contractors' fees which have been drawn upon as services have been performed. In July 2007, it was determined to send out an RFP for legal services for the campus.

A. In the interim until an RFP is awarded, the following costs have accrued during June, July, and August, invoiced, and paid.

Burke Williams & Sorenson: \$ 1,674.00
Liebert Cassidy Whitmore: \$22,641.03
Norman Traub & Associates: \$ 9,023.42
\$20,779.07

B. The following on-going charges have accrued, but have not been paid:

Burke Williams & Sorenson: \$ 3,600.00
Norman Traub & Associates: \$ 6,040.28
Lynberg & Watkins: \$ 7,086.25
Liebert Cassidy & Whitmore: \$10,125.38
\$26,851.91

Need: The services of outside contractors are required for ongoing legal cases.

Fiscal Impact: \$47,630.98

Recommended Action: It is recommended that the board 1) ratify payment for the services listed in "A" above, and 2) approve payment of the accrued charges listed in "B" above. Future payments will be brought to the Board for approval until the lawyer of record is established.

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)** X ___

TOPIC: MONTHLY FINANCIAL REPORTS

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

Financial reports are being presented for the period ending September 30,2007 for the General Fund (01), Debt Service Payment Fund (29), Capital Outlay Projects Fund (71), Child Development Center Fund (72), Student Center Fee Fund (73), Insurance Trust Fund (75), Health Trust Fund (78), ASB, Auxiliary Services, Bookstore and Federal Grant Funds.

Need: N/A

Fiscal Impact: N/A

Recommended Action:

This is an information only item.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
GENERAL FUND - FUND 01
As of 9/30/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 3,812,886			
Revenues				
Federal	\$ 2,586,719	\$ 273,059	\$ 2,313,660	89.44%
State	\$ 39,731,802	\$ 13,841,887	\$ 25,889,915	65.16%
Local	\$ 12,188,970	\$ 1,395,772	\$ 10,793,198	88.55%
Transfers In	\$ 4,800,000	\$ 1,500,000	\$ 3,300,000	0.00%
Total Revenues	<u>\$ 59,307,491</u>	<u>\$ 17,010,718</u>	<u>\$ 42,296,773</u>	71.32%
Expenditures				
Academic Salaries	\$ 24,660,170	\$ 2,772,810	\$ 21,887,360	88.76%
Classified Salaries	\$ 13,521,428	\$ 3,153,797	\$ 10,367,631	76.68%
Benefits	\$ 8,872,301	\$ 1,665,642	\$ 7,206,659	81.23%
Supplies	\$ 1,890,697	\$ 268,243	\$ 1,622,454	85.81%
Operating Expenses	\$ 6,311,482	\$ 1,151,430	\$ 5,160,052	81.76%
Capital Outlay	\$ 1,361,534	\$ 564,577	\$ 796,957	58.53%
Transfers, Grants, Contingency	\$ 785,365	\$ 600,033	\$ 185,332	23.60%
Debt Service Retirement/Interest	\$ 2,900,000	\$ -	\$ 2,900,000	
Total Expenditures	<u>\$ 60,302,977</u>	<u>\$ 10,176,532</u>	<u>\$ 50,126,445</u>	83.12%
 Excess Revenues/(Expenditures)	 \$ (995,486)	 \$ 6,834,186		
Month Ending Fund Balance 9/30/07		\$ 10,647,072		
Projected Ending Fund Balance	\$ 2,817,400			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
DEBT SERVICE PAYMENT - FUND 29
As of 9/30/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 40,660,929			
<u>Revenues</u>				
Local Revenues	\$ 1,017,040	\$ 3,386	\$ 1,013,654	99.67%
Transfers In		\$ -	\$ -	
<u>Total Revenues</u>	<u>\$ 1,017,040</u>	<u>\$ 3,386</u>	<u>\$ 1,013,654</u>	99.67%
<u>Expenditures</u>				
Debt Service Payments	\$ 10,800,000	\$ 152,398	\$ 10,647,602	98.59%
<u>Total Expenditures</u>	<u>\$ 10,800,000</u>	<u>\$ 152,398</u>	<u>\$ 10,647,602</u>	
Net Change in Fund Balance	\$ (9,782,960)	\$ (149,012)		
Month Ending Fund Balance 9/30/07		\$ 40,511,917		
Projected Ending Fund Balance	\$ 30,877,969			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
CAPITAL OUTLAY PROJECTS - FUND 71
As of 9/30/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 2,391,958			
<u>Revenues</u>				
State	\$ 14,434,814	\$ -	\$ 14,434,814	100.00%
Interest Income	\$ 25,000	\$ 15,500	\$ 9,500	
Redevelopment	\$ 916,000	\$ 530,347	\$ 385,653	42.10%
Transfers In	\$ 6,000,000	\$ 500,000	\$ 5,500,000	
Total Revenues	<u>\$ 21,375,814</u>	<u>\$ 1,045,847</u>	<u>\$ 20,329,967</u>	95.11%
<u>Expenditures</u>				
Contracts	\$ 58,000	\$ 1,092	\$ 56,908	
Sites	\$ -	\$ -	\$ -	0.00%
Buildings-New & Remodel	\$ 21,261,314	\$ 2,959,770	\$ 18,301,544	86.08%
Equipment	\$ 56,500	\$ 9,610	\$ 46,890	
Transfers/Grants/Contingency	\$ -	\$ -	\$ -	0.00%
Total Expenditures	<u>\$ 21,375,814</u>	<u>\$ 2,970,472</u>	<u>\$ 18,405,342</u>	86.10%
 Net Change in Fund Balance	 \$ -	 \$ (1,924,625)		
Month Ending Fund Balance 9/30/07		\$ 467,333		
Projected Ending Funding Balance	\$ 2,391,958			

**VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
CHILD DEVELOPMENT CENTER - FUND 72
As of 9/30/07**

	Annual Budget	YTD Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 353,863			
<u>Revenues</u>				
Federal	\$ 244,216	\$ 245	\$ 243,971	99.90%
State	\$ 811,066	\$ -	\$ 811,066	100.00%
Local	\$ 110,015	\$ 4,057	\$ 105,958	96.31%
Transfers In	\$ -	\$ -	\$ -	
<u>Total Revenues</u>	\$ 1,165,297	\$ 4,302	\$ 1,160,995	99.63%
<u>Expenditures</u>				
Academic Salaries	\$ 662,481	\$ 104,988	\$ 557,493	84.15%
Classified Salaries	\$ 337,499	\$ 56,833	\$ 280,666	83.16%
Benefits	\$ 312,628	\$ 50,970	\$ 261,658	83.70%
Instructional Supplies	\$ 49,200	\$ 6,744	\$ 42,456	86.29%
Operating Expenses	\$ 15,013	\$ -	\$ 15,013	100.00%
Equipment	\$ 22,800	\$ 213	\$ 22,587	99.07%
Reserve/Contingencies	\$ -	\$ -	\$ -	0.00%
<u>Total Expenditures</u>	\$ 1,399,621	\$ 219,748	\$ 1,179,873	84.30%
 Net Change in Fund Balance	 \$ (234,324)	 \$ (215,446)		
 Month Ending Fund Balance 9/30/07		 \$ 138,417		

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
STUDENT CENTER FEE - FUND 73
As of 9/30/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 8,170			
<u>Revenues</u>	\$ 101,000	\$ 8,040	\$ 92,960	92.04%
<u>Expenditures</u>				
Transfers Out	\$ 101,000	\$ -	\$ 101,000	100.00%
Net Change in Fund Balance	\$ -	\$ 8,040		
Month Ending Fund Balance 9/30/07		\$ 16,210		

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
HEALTH TRUST FUND - FUND 75
As of 9/30/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 19,313			
<u>Revenues</u>				
Interest Income	\$ 200	\$ 55	\$ 145	72.50%
Transfers In	\$ 15,800	\$ -	\$ 15,800	0.00%
<u>Total Revenues</u>	\$ 16,000	\$ 55	\$ 15,945	99.66%
<u>Expenditures</u>				
Reserve For Contingencies	\$ 16,000	\$ -	\$ 16,000	100.00%
<u>Total Expenditures</u>	\$ 16,000	\$ -	\$ 16,000	
Net Change in Fund Balance	\$ -	\$ 55		
Month Ending Fund Balance 9/30/07		\$ 19,368		
Projected Ending Fund Balance	\$ 19,313			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
SELF INSURANCE TRUST - FUND 78
As of 9/30/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 205,497			
<u>Revenues</u>				
Interest Income	\$ 6,900	\$ 2,455	\$ 4,445	64.42%
Miscellaneous Income	\$ -	\$ -	\$ -	
Transfers In	\$ -		\$ -	
<u>Total Revenues</u>	\$ 6,900	\$ 2,455	\$ 4,445	86.24%
<u>Expenditures</u>				
Supplies	\$ -	\$ -	\$ -	
Travel		\$ 519	\$ (519)	
Contracted Services	\$ 80,000	\$ 11,008	\$ 68,992	86.24%
New Equipment	\$ 20,248	\$ -	\$ 20,248	0.00%
Reserve for Contingencies	\$ -	\$ -	\$ -	
<u>Total Expenditures</u>	\$ 100,248	\$ 11,527	\$ 88,721	88.50%
Net Change in Fund Balance	\$ (93,348)	\$ (9,072)		
Month Ending Fund Balance 9/30/07		\$ 196,425		
Projected Ending Fund Balance	\$ 112,149			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
RAMS BOOKSTORE
As of 9/30/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 957,874			
<u>Revenues</u>	\$ 3,819,000	\$ 1,717,350	\$ 2,101,650	55.03%
Less: Cost of Goods Sold	\$ 2,940,000	\$ 1,327,929	\$ 1,612,071	
Gross Margin from Local Revenues	\$ 879,000	\$ 389,421		
Total Other Income		\$ 5,771		
<u>Total Revenues</u>		\$ 395,192		
<u>Expenditures</u>	\$ 879,000	\$ 154,323		
Estimated labor to be invoiced		\$ 51,500		
<u>Total Expenditures</u>	\$ 787,000	\$ 205,823	\$ 581,177	73.85%
Revenues/(Expenditures)	\$92,000	\$ 189,369		
Month Ending Fund Balance 9/30/07		\$ 1,147,243		
Projected Ending Fund Balance	\$ 1,049,874			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
AUXILIARY SERVICES
As of 9/30/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 166,492			
<u>Revenues</u>	\$ 481,000	\$ 66,778	\$ 373,871	77.73%
Estimated "Due From" District		\$ 40,351		
<u>Total Revenues</u>		<u>\$ 107,129</u>		
<u>Expenditures</u>				
Estimated Labor to be invoiced "Due To" District	\$ 481,000	\$ 66,695	\$ 386,305	80.31%
<u>Total Expenditures</u>		<u>\$ 28,000</u>		
		\$ 94,695		
Revenues/(Expenditures)				
	\$ -	\$ 12,434		
Month Ending Fund Balance 9/30/07				
Projected Ending Fund Balance	\$ 166,492			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
ASB FUND
As of 9/30/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 118,908			
<u>Revenues</u>	\$160,000	\$49,815	\$110,185	68.87%
Estimated amount "Due From" District		\$7,343		
<u>Total Revenues</u>		<u>\$57,158</u>		
<u>Expenditures</u>	\$160,000	\$30,751	\$129,249	80.78%
<u>Total Expenditures</u>		\$0		
		\$26,407		
Revenues/(Expenditures)	\$ -	\$ 57,158		
Month Ending Fund Balance 9/30/07		\$ 176,066		
Projected Ending Fund Balance	\$ 118,908			

VICTOR VALLEY COMMUNITY COLLEGE
2005-2006 Financial Statements
FEDERAL/STATE GRANT FUNDS
As of 09/30/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 65,911			
<u>Revenues</u>				
PELL	\$ 10,035,212	\$ 1,128,988	\$ 8,906,224	0.00%
SEOG	\$ 310,138	\$ 97,966	\$ 212,172	7.40%
Direct Loan	\$ 423,417	\$ 1,022,579	\$ (599,162)	0.00%
Cal Grant	\$ 742,062	\$ -	\$ 742,062	0.00%
CARE	\$ 103,595	\$ 100,000	\$ 3,595	0.00%
TRIO	\$ 30,000	\$ -	\$ 30,000	87.21%
EOPS	\$ 8,800	\$ -	\$ 8,800	0.00%
ACG	\$ -	\$ -	\$ -	0.00%
<u>Total Revenues</u>	\$ 11,653,224	\$ 2,349,533	\$ 9,303,692	0.20%
<u>Expenditures</u>				
PELL	\$ 10,035,212	\$ 1,128,988	\$ 8,906,224	0.00%
SEOG	\$ 310,138	\$ 98,000	\$ 212,138	8.11%
Direct Loan	\$ 423,417	\$ 1,022,579	\$ (599,162)	0.00%
Cal Grant	\$ 742,062	\$ -	\$ 742,062	1.02%
CARE	\$ 103,595	\$ 17,700	\$ 85,895	21.76%
TRIO	\$ 30,000	\$ -	\$ 30,000	100.00%
EOPS	\$ 8,800	\$ -	\$ 8,800	100.00%
ACG	\$ -	\$ -	\$ -	100.00%
Bank Charges	\$ -	\$ -	\$ -	
Origination Fee	\$ -	\$ -	\$ -	
<u>Total Expenditures</u>	\$ 11,653,224	\$ 2,267,267	\$ 9,385,958	0.81%
 Net Change in Fund Balance	 \$ -	 \$ 44,952		
Month Ending Fund Balance 09/30/07		\$ 110,863		
 Projected Ending Fund Balance	 \$ 65,911			

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: ANNUAL FINANCIAL AND BUDGET REPORT (CCFS-311)

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

California law requires that California Community College districts report annually on their financial condition. In compliance with this requirement, districts must provide to the Chancellor's Office and the County Schools Office with a copy of the completed CCFS-311 form. This report provides detailed information on the prior year actual revenues and expenditures, as well as the final budget for the current year. This information is used by the Chancellor's Office to monitor the fiscal health of the districts and to develop comparative data for benchmarking and analysis.

A copy of the original Annual Financial and Budget Report (CFFS-311) is available in the Superintendent/President's office.

Need: Mandatory reporting requirement

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees receive and enter this report into the minutes of the meeting.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___

California Community Colleges

ANNUAL FINANCIAL AND BUDGET REPORT

(Financial Report for Fiscal Year 2006-07)

(Budget Report for Fiscal Year 2007-08)

District: **Victor Valley Community College District**

District Code: **990**

This is to certify that the Annual Financial and Budget Report has been prepared and the budget adopted in accordance with the *California Code of Regulations*, beginning with Section 58300. Further, to the best of my knowledge, the data contained in this report are correct.



District Chief Business Officer

10/9/07

Date



District Superintendent

10/11/07

Date

Contact:

Mary Pringle

Name

Director of Fiscal Services

Title

(760) 245-4271

2450

pringlem@vvc.edu

Phone Number

Extension

E-Mail

In accordance with the *California Code of Regulations*, Section 58305(d) a copy of this report is due to the Chancellor's Office on or before **October 10, 2007**.

Please submit the report to:

Chancellor's Office
California Community Colleges
Fiscal Services Unit
1102 Q Street, Suite 300
Sacramento, CA 95814 - 6511

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Governmental Funds Group
10 General Fund:

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

For Actual Year: 2006-07 Budget Year: 2007-08

GENERAL FUND

Description	State Use Only (EDP)	Fund: 11 UNRESTRICTED SUBFUND		Fund: 12 RESTRICTED SUBFUND		Fund: 10 TOTAL	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
REVENUES:							
Federal Revenues	8100			3,115,070	2,586,719	3,115,070	2,586,719
State Revenues	8600	34,306,063	34,136,690	6,622,607	5,595,112	40,928,670	39,731,802
Local Revenues	8800	10,577,265	10,369,151	1,741,306	1,819,819	12,318,571	12,188,970
TOTAL REVENUES	801	44,883,328	44,505,841	11,478,983	10,001,650	56,362,311	54,507,491
EXPENDITURES:							
Academic Salaries	1000	19,735,441	22,920,688	1,942,226	1,739,482	21,677,667	24,660,170
Classified Salaries	2000	8,971,230	10,471,655	2,832,813	3,049,773	11,804,043	13,521,428
Employee Benefits	3000	9,333,789	7,587,902	1,095,343	1,284,399	10,429,132	8,872,301
Supplies and Materials	4000	719,104	721,079	797,535	1,169,618	1,516,639	1,890,697
Other Operating Expenses and Services	5000	4,232,477	4,461,732	3,236,651	1,849,750	7,469,128	6,311,482
Capital Outlay	6000	1,607,694	1,131,071	1,346,896	230,463	2,954,590	1,361,534
TOTAL EXPENDITURES	501	44,599,735	47,294,127	11,251,464	9,323,485	55,851,199	56,617,612
EXCESS / (DEFICIENCY) OF REVENUES OVER EXPENDITURES	201	283,593	(2,788,286)	227,519	678,165	511,112	(2,110,121)
OTHER FINANCING SOURCES	8900	2,500,000	4,800,000			2,500,000	4,800,000
OTHER OUTGO	7000	2,217,440	3,007,200	536,564	678,165	2,754,004	3,685,365
NET INCREASE/(DECREASE) IN FUND BALANCE	901	566,153	(995,486)	(309,045)		257,108	(995,486)
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	902	2,200,299	2,766,452	1,355,480	1,046,435	3,555,779	3,812,887
Prior Years Adjustments	903						
Adjusted Beginning Balance	904	2,200,299		1,355,480		3,555,779	
ENDING FUND BALANCE, JUNE 30	905	2,766,452	1,770,966	1,046,435	1,046,435	3,812,887	2,817,401

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Governmental Funds Group
20 Debt service Funds:

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

For Actual Year: 2006-07 Budget Year: 2007-08

DEBT SERVICE FUNDS

Description	State Use Only (EDP)	Fund: 21 BOND INTEREST AND REDEMPTION FUND		Fund: 22 REVENUE BOND INTEREST AND REDEMPTION FUND		Fund: 29 OTHER DEBT SERVICE FUND	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
REVENUES:							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800					3,083,175	1,017,040
TOTAL REVENUES	801					3,083,175	1,017,040
Other Financing Sources (CA 8900):							
Interfund Transfers - In	802						
Other Incoming Transfers	803						
TOTAL - OTHER FINANCING SOURCES	808						
Other Outgo (CA 7000):							
Debt Retirement (Long Term Debt) (CA 7100):							
Debt Reduction	711					412,779	
Debt Interest and Other Service Charges	712						
Transfers (Outgoing) (CA 7300 and 7400)	730						
Reserve for Contingencies	7900					2,500,000	10,800,000
TOTAL - OTHER OUTGO	708					2,912,779	10,800,000
NET OTHER FINANCING SOURCES (OTHER OUTGO) (CA 8900/7000)	202					(2,912,779)	(10,800,000)
NET INCREASE/(DECREASE) IN FUND BALANCE	901					170,396	(9,782,960)
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	902					40,490,534	40,660,930
Prior Years Adjustments	903						
Adjusted Beginning Balance	904					40,490,534	
ENDING FUND BALANCE, JUNE 30	905					40,660,930	30,877,970

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Governmental Funds Group
30 Special Revenue Funds

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

For Actual Year: 2006-07 Budget Year: 2007-08

Special Revenue Funds

Description	State Use Only (EDP)	FUND: 33 CHILD DEVELOPMENT FUND		FUND:		FUND:	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
REVENUES:							
Federal Revenues							
State Revenues	8100	248,772	244,216				
Local Revenues	8600	862,199	811,066				
	8800	193,230	110,015				
TOTAL REVENUES	801	1,304,201	1,165,297				
EXPENDITURES:							
Academic Salaries	1000	517,051	662,481				
Classified Salaries	2000	231,988	337,499				
Employee Benefits	3000	246,384	312,628				
Supplies and Materials	4000	49,151	49,200				
Other Operating Expenses and Services	5000	21,652	15,013				
Capital Outlay	6000	2,750	22,800				
TOTAL EXPENDITURES							
	501	1,068,976	1,399,621				
EXCESS/ (DEFICIENCY) OF REVENUES OVER EXPENDITURES	201	235,225	(234,324)				
OTHER FINANCING SOURCES	8900						
OTHER OUTGO	7000	133,595					
NET INCREASE/(DECREASE) IN FUND BALANCE	901	101,630	(234,324)				
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	902	252,232	353,862				
Prior Years Adjustments	903						
Adjusted Beginning Balance	904	252,232					
ENDING FUND BALANCE, JUNE 30	905	353,862	119,538				

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Governmental Funds Group
40 Capital Projects Funds

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

For Actual Year: 2006-07 Budget Year: 2007-08

Capital Projects Funds

Description	State Use Only (EDP)	FUND: 41 CAPITAL OUTLAY PROJECTS FUND		FUND:		FUND:	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
REVENUES:							
Federal Revenues	8100						
State Revenues	8600	15,271,915	14,434,814				
Local Revenues	8800	1,158,007	941,000				
TOTAL REVENUES	801	16,429,922	15,375,814				
EXPENDITURES:							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000	46,741	58,000				
Capital Outlay	6000	15,506,093	21,317,814				
TOTAL EXPENDITURES	501	15,552,834	21,375,814				
EXCESS/ (DEFICIENCY) OF REVENUES OVER EXPENDITURES	201	877,088	(6,000,000)				
OTHER FINANCING SOURCES	8900		6,000,000				
OTHER OUTGO	7000						
NET INCREASE/(DECREASE) IN FUND BALANCE	901	877,088					
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	902	1,514,870	2,391,958				
Prior Years Adjustments	903						
Adjusted Beginning Balance	904	1,514,870					
ENDING FUND BALANCE, JUNE 30	905	2,391,958	2,391,958				

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Proprietary Funds Group
50 Enterprise Funds

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

For Actual Year: 2006-07 Budget Year: 2007-08

ENTERPRISE FUNDS

Description	State Use Only (EDP)	FUND: 51 BOOKSTORE FUND		FUND: 52 CAFETERIA FUND		FUND:	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
TOTAL INCOME	801	3,764,088	3,819,000	409,420	481,000		
COST of SALES	510	2,883,779	2,940,000				
GROSS PROFIT or (LOSS)	520	880,309	879,000	409,420	481,000		
EXPENDITURES:							
Academic Salaries	1000						
Classified Salaries	2000	392,984	430,000	322,584	343,000		
Employee Benefits	3000	119,381	125,000	70,801	75,000		
Supplies and Materials	4000	13,383	324,000	808	63,000		
Other Operating Expenses and Services	5000	252,372		53,337			
Capital Outlay	6000			645			
TOTAL EXPENDITURES	501	778,120	879,000	448,175	481,000		
NET PROFIT OR LOSS	201	102,189		(38,755)			
OTHER FINANCING SOURCES	8900						
OTHER OUTGO	7000						
NET INCREASE/(DECREASE) IN RETAINED EARNINGS	901	102,189		(38,755)			
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	902	646,884	749,073	121,143	82,388		
Prior Years Adjustments	903						
Adjusted Beginning Balance	904	646,884		121,143			
ENDING FUND BALANCE, JUNE 30	905	749,073	749,073	82,388	82,388		

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Proprietary Funds Group
60 Internal Service Funds

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

For Actual Year: 2006-07 Budget Year: 2007-08

INTERNAL SERVICE FUNDS

Description	State Use Only (EDP)	FUND: 61 SELF-INSURANCE FUND		FUND: 69 OTHER INTERNAL SERVICES FUND		FUND:	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
TOTAL INCOME	801	92,309	6,900	16,802	16,000		
EXPENDITURES:							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000	51,160	80,000				
Capital Outlay	6000	22,194					
TOTAL EXPENDITURES	501	73,354	80,000				
NET INCOME / LOSS	201	18,955	(73,100)	16,802	16,000		
OTHER FINANCING SOURCES	8900						
OTHER OUTGO	7000				16,000		
NET INCREASE / (DECREASE) IN RETAINED EARNINGS	901	18,955	(73,100)	16,802			
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	902	186,542	226,997	2,511	19,313		
Prior Years Adjustments	903	21,500					
Adjusted Beginning Balance	904	208,042		2,511			
ENDING FUND BALANCE, JUNE 30	905	226,997	153,897	19,313	19,313		

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Fiduciary Funds Group
70 Fiduciary Funds Group

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

For Actual Year: 2006-07 Budget Year: 2007-08

Fiduciary Funds Group

Description	State Use Only (EDP)	FUND: 71 ASSOCIATED STUDENTS TRUST FUND		FUND: 73 STUDENT BODY CENTER FEE TRUST FUND		FUND:	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
REVENUES:							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800	173,324	160,000	90,589	101,000		
TOTAL REVENUES	801	173,324	160,000	90,589	101,000		
EXPENDITURES:							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000	4,275	34,000				
Other Operating Expenses and Services	5000	142,482	97,000				
Capital Outlay	6000						
TOTAL EXPENDITURES	501	146,757	131,000				
EXCESS/ (DEFICIENCY) OF REVENUES OVER EXPENDITURES	201	26,567	29,000	90,589	101,000		
OTHER FINANCING SOURCES	8900						
OTHER OUTGO	7000	5,000	29,000	90,589	101,000		
NET INCREASE/(DECREASE) IN FUND BALANCE	901	21,567					
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	902	83,678	105,245	8,170	8,170		
Prior Years Adjustments	903						
Adjusted Beginning Balance	904	83,678		8,170			
ENDING FUND BALANCE, JUNE 30	905	105,245	105,245	8,170	8,170		

SUPPLEMENTAL DATA

Proposition 4: Gann Appropriation Limit

Proposition 4 (November 1979, Special Election) added Article XIII B to the State Constitution to place limitations on the expenditures of State and local governments.

SB 1352, Chapter 1205/80, provided the implementation of Article XIII B. Subsequently, that legislation was amended by SB 98 (Chapter 82/89), AB 198 (Chapter 83/89), and AB 751 (Chapter 1395/89).

Using the method prescribed by the Chancellor's Office and approved by the Department of Finance; please provide district information for the budget year, pursuant to Government Code Sections 7908(c) and 7910, as follows:

Budget Year: 2007-08

Description	State Use Only (EDP)	S11 Amount
Appropriations Limit.	11	\$83,280,317
Appropriations subject to limit.	12	\$41,889,120
Amount of State aid apportionments and subventions included within the proceeds of taxes of the district.	13	\$33,152,717
Amounts excluded from the appropriations subject to limit, such as unreimbursed federal, State, or court mandates.	14	\$0

SUPPLEMENTAL DATA
For Actual Year: 2006-07

Description	State Use Only (EDP)	General Fund Total No. S10
A. NET ENDING BALANCE	905	3,812,887
Identify the following legally restricted or Board designated amounts <i>within the net ending balance</i> :		
B. Noncash Assets (items of noncash nature not readily available to meet fund expenditures)		
Investments (at cost)	611	
Student Loans Receivable	612	
Stores, Inventories, and Prepaid Items	613	
Subtotal B	619	
C. Amounts restricted by law (legal requirement) includes specific tax revenues, grants, and appropriations for special purposes.)		
Federal and State	621	724,030
Local	622	322,405
Subtotal C	629	1,046,435
D. Subtotal Reserved (B + C)	675	1,046,435
E. Amounts committed by contract/other legal obligations:		
Capital Outlay and Equipment Replacement	631	
Collective Bargaining Contracts, Personal Services, and/or Consulting Contracts	632	
Other	633	
Subtotal E	639	
F. Amounts for district's self-insurance program	649	
G. Amounts for court order payments	659	
H. Amounts designated by Board action for specific future purposes excluding amounts above:		
Capital Outlay and Equipment Replacement	661	
Personal Services and/or Consulting Contracts	662	
General Reserve	663	100,000
Other	664	
Subtotal H	669	100,000
I. TOTAL, DESIGNATED AMOUNTS (D through H)	679	1,146,435
J. UNCOMMITTED BALANCE (A less I)	690	2,666,452

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Analysis of compliance with the 50 Percent Law (ECS 84362)
The Current Expense of Education

SUPPLEMENTAL DATA

For Actual Year: 2006-07

S11 GENERAL FUND - UNRESTRICTED SUBFUND		ECS 84362(a)	ECS 84362(b)
Object Category	State Use Only (EDP)	Instructional Salary Costs (AC 0100-5900 and AC 6110) (1)	Total (AC 0100 - 6799) (2)
Academic Salaries (CA 1000):			
Instructional Salaries (CA 1100 and 1300)	407	17,401,469	17,424,841
Noninstructional Salaries (CA 1200 and 1400)	408		2,122,709
Subtotal Academic Salaries	409	17,401,469	19,547,550
Classified Salaries (CA 2000):			
Noninstructional Salaries (CA 2100 and 2300)	411		7,190,932
Instructional Aides (CA 2200 and 2400)	416	1,455,541	1,693,665
Subtotal Classified Salaries	419	1,455,541	8,884,597
Employee Benefits (CA 3000)	429	5,170,822	9,308,502
Supplies and Materials (CA 4000)	435		713,149
Other Operating Expenses and Services (CA 5000)	449	376,395	4,216,206
Equipment Replacement (CA 6400 Equipment, subsidiary "Replacement")	451		
TOTAL (409 + 419 + 429) and (435 + 449 + 451)	459	24,404,227	42,670,004
Less Exclusions for Current Expense of Education	469		
TOTALS for ECS 84362, 50 Percent Law (459 - 469))	470	24,404,227	42,670,004
Percentage of CEE (EDP 470, col. 1 divided by EDP 470, col. 2)	471	57.19%	100.00%
50 Percent of Current Expense of Education (50% of EDP 470, col. 2)	472		21,335,002
Nonexempted Deficiency from second preceding fiscal year	473		
Amount Required to be Expended for Salaries of Classroom instructors (472 + 473)	474		21,335,002

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Detail of General Fund Revenues

SUPPLEMENTAL DATA
 For Actual Year: 2006-07

Description	State Use Only (EDP)	Fund S11	Fund S12	Fund S10
		Unrestricted	Restricted	Total General Fund
		Actual (1)	Actual (1)	Actual (1)
Federal Revenues (CA 8100):				
Forest Reserve	8110			
Higher Education Act	8120		2,139,685	2,139,685
Workforce Investment Act	8130			
Temporary Assistance for Needy Families (TANF)	8140		143,853	143,853
Student Financial Aid	8150		31,930	31,930
Veterans Education	8160		2,612	2,612
Vocational and Technical Education Act (VTEA)	8170		363,991	363,991
Other Federal Revenues	8190		432,999	432,999
TOTAL FEDERAL REVENUES	8100		3,115,070	3,115,070
State Revenues (CA 8600)				
General Apportionments (CA 8610)				
Apprenticeship Apportionment	121			
State General Apportionment	122	34,839,087		34,839,087
Other General Apportionments	123	(888,961)		(888,961)
General Categorical Programs (CA 8620)				
Child Development	124		142,515	142,515
Extended Opportunity Programs and Services (EOPS)	125		1,208,085	1,208,085
Disabled Students Programs and Services (DSPS)	126		842,785	842,785
Temporary Assistance for Needy Families (TANF)	127			
CA Work Oppor. & Responsibility to Kids (CalWORKs)	128		521,868	521,868
Telecomm. and Technology Infrastructure Program (TTIP)	129		46,958	46,958
Other General Categorical Programs	130		1,084,198	1,084,198
Reimbursable Categorical Programs (CA 8650)				
Instructional Improvement Grant	132		975,009	975,009
Other Reimbursable Categorical Programs	133		453,011	453,011
State Tax Subventions (CA 8670):				
Homeowners' Property Tax Relief	134	168,104		168,104
Timber Yield Tax	135			
Other State Tax Subventions	136			
State Non-Tax Revenues (CA 8680):				
State Lottery Proceeds	137		1,348,178	1,348,178
State Mandated Costs	138	187,833		187,833
Other State Non-Tax Revenues	139			
Other State Revenues	8690			
TOTAL STATE REVENUES	8600	34,306,063	6,622,607	40,928,670

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Detail of General Fund Revenues

SUPPLEMENTAL DATA

For Actual Year: 2006-07

Description	State Use Only (EDP)	Fund S11	Fund S12	Fund S10
		Unrestricted	Restricted	Total General Fund
		Actual (1)	Actual (1)	Actual (1)
Local Revenues (CA 8800):				
Property Taxes (CA8810):				
Tax Allocation, Secured Roll	8811	11,258,269		11,258,269
Tax Allocation, Supplemental Roll	8812	991,029		991,029
Tax Allocation, Unsecured Roll	8813	554,579		554,579
Prior Years Taxes	8816	300,175		300,175
Education Revenue Augmentation Fund (ERAF)	8817	(4,907,103)		(4,907,103)
Contributions, Gifts, Grants, and Endowments	8820			
Contract Services (CA 8830):				
Contract Instructional Services	140		58,820	58,820
Other Contract Services	141			
Sales and Commissions	8840			
Rentals and Leases	8850	14,192		14,192
Interest and Investment Income	8860	408,292		408,292
Student Fees and Charges				
Community Services Classes	8872		243,927	243,927
Dormitory	8873			
Enrollment	8874	1,648,457		1,648,457
Field Trips and use of Nondistrict Facilities	8875			
Health Services	8876			
Instructional Materials Fees and Sales of Materials	8877			
Insurance	8878	58		58
Student Records	8879	48,831		48,831
Nonresident Tuition	8880	133,226		133,226
Parking Services and Public Transportation	8881		638,244	638,244
Other Student Fees and Charges	8885			
Other Local Revenues	8890	127,260	800,315	927,575
TOTAL LOCAL REVENUES	8800	10,577,265	1,741,306	12,318,571
TOTAL REVENUES (8100 + 8600 + 8800)	801	44,883,328	11,478,983	56,362,311
Other Financing Sources (CA 8900):				
Proceeds of General Fixed Assets	8910			
Proceeds of General Long-Term Debt	8940			
Incoming Transfer	8980	2,500,000		2,500,000
TOTAL OTHER FINANCING SOURCES	8900	2,500,000		2,500,000
TOTAL REVENUES AND OTHER FINANCING SOURCES	899	47,383,328	11,478,983	58,862,311

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Expenditures by Activity
S10 General Fund - Combined
(Total Unrestricted and Restricted)

SUPPLEMENTAL DATA

For Actual Year: 2006-07

S10 GENERAL FUND - COMBINED

Activity Classification	State Use Only (EDP)	SALARIES and BENEFITS		Operating Expenses (4000 - 5000) (3)	Capital Outlay (6000) (4)	Other Outgo (7000) (5)	Total (1000 - 7000) (6)
		Instructional* (1)	Noninstructional** (2)				
Agriculture and Natural Resources	0100	228,611		18,638	47,053		294,302
Architecture and Environmental Design	0200						
Environmental Sciences and Technologies	0300						
Biological Sciences	0400	714,211		59,868	62,057		836,136
Business and Management	0500	1,050,047		11,634	53,615		1,115,296
Communications	0600						
Information Technology	0700	527,339		19,277	89,521		636,137
Education	0800	978,589	315,910	249,945	30,710		1,575,154
Engineering and Industrial Tech.	0900	1,692,027		259,379	239,154		2,190,560
Fine and Applied Arts	1000	838,186		89,814	105,403		1,033,403
Foreign Language	1100	397,943		2,795	13,446		414,184
Health	1200	1,693,490		155,419	260,427		2,109,336
Family and Consumer Sciences	1300	425,655		49,424	1,329		476,408
Law	1400						
Humanities (Letters)	1500	2,154,812		13,956	45,384		2,214,152
Library Science	1600						
Mathematics	1700	1,600,430		115,320	31,383		1,747,133
Military Studies	1800						
Physical Sciences	1900	474,285		25,631	33,555		533,471
Psychology	2000	398,376		1,145			399,521
Public and Protective Services	2100	373,473		7,424	23,803		404,700
Social Sciences	2200	1,071,970		8,262	7,403		1,087,635
Commercial Services	3000	199,748		45,830	5,397		250,975
Interdisciplinary Studies	4900	8,636,042	144,601	82,555	12,188		8,875,386
Instruct. Staff-Retir's Bnfts & Retire. Incents	5900	70,515					70,515
Subtotal - Instructional Activities	599	23,525,749	460,511	1,216,316	1,061,828		26,264,404

** Salaries and Benefits of staff in noninstructional assignments * Salaries and Benefits of instructors and instructional aides in instructional assignments

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Expenditures by Activity
S10 General Fund - Combined
(Total Unrestricted and Restricted)

SUPPLEMENTAL DATA

For Actual Year: 2006-07

S10 GENERAL FUND - COMBINED

Activity Classification	State Use Only (EDP)	SALARIES and BENEFITS		Operating Expenses (4000 - 5000) (3)	Capital Outlay (6000) (4)	Other Outgo (7000) (5)	Total (1000 - 7000) (6)
		Instructional* (1)	Noninstructional** (2)				
Instruct. Admin. & Instruct. Governance (6000)							
Academic Administration	6010		568,850	176,524			745,374
Course and Curriculum Development	6020			20			20
Academic/Faculty Senate	6030						
Other Instruct. Admin. & Instruct. Governance	6090		1,118,024	110,383	18,983		1,247,390
Subtotal - Instructional Administration	6000		1,686,874	286,927	18,983		1,992,784
Instructional Support Services (6100)							
Learning Center	6110						
Library	6120		693,159	101,066	107,376		901,601
Media	6130		99,447	19,878	17,699		136,994
Museums and Galleries	6140						
Academic Information Systems and Tech.	6150						
Other Instructional Support Services	6190						
Subtotal - Instructional Support Services	6100		792,606	120,944	125,045		1,038,595
Admissions and Records	6200		739,982	5,048	16,418		761,448
Student Counseling and Guidance (6300)							
Counseling and Guidance	6310		720,798	3,801			724,599
Matriculation and Student Assessment	6320		535,210	122,382	6,688		664,280
Transfer Programs	6330						
Career Guidance	6340		61,715	1,500			63,215
Other Student Counseling and Guidance	6390		227,928	26,819	20,932		275,679
Subtotal - Student Counseling and Guidance	6300		1,545,651	154,502	27,620		1,727,773

* Salaries and Benefits of instructors and instructional aides in instructional assignments

** Salaries and Benefits of staff in noninstructional assignments

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Expenditures by Activity
S10 General Fund - Combined
(Total Unrestricted and Restricted)

SUPPLEMENTAL DATA

For Actual Year: 2006-07

S10 GENERAL FUND - COMBINED

Activity Classification	State Use Only (EDP)	SALARIES and BENEFITS		Operating Expenses (4000 - 5000) (3)	Capital Outlay (6000) (4)	Other Outgo (7000) (5)	Total (1000 - 7000) (6)
		Instructional* (1)	Noninstructional** (2)				
Other Student Services (6400)							
Disabled Students Program & Services (DSPS)	6420		974,554	47,253	18,726		1,040,533
Extended Opportunity Prgms. & Services (EOPS)	6430		813,033	72,113	14,101	450,639	1,349,886
Health Services	6440						
Student Personnel Administration	6450		1,258,259	805,158	385,724		2,449,141
Financial Aid Administration	6460		1,053,097	76,802	808		1,130,707
Job Placement Services	6470		87,012	3,569	4,256		94,837
Veterans Services	6480			933			933
Miscellaneous Student Services	6490		382,438	145,695			528,133
Subtotal - Other Student Services	6400		4,568,393	1,151,523	423,615	450,639	6,594,170
Operation and Maintenance of Plant (6500)							
Building Maintenance and Repairs	6510		690,442	301,132	63,500		1,055,074
Custodial Services	6530		889,083	72,530			961,613
Grounds Maintenance and Repairs	6550		418,224	29,873			448,097
Utilities	6570			1,574,852			1,574,852
Other Operation and Maintenance of Plant	6590		170,774	61,649			232,423
Subtotal - Operation and Maintenance of Plant	6500		2,168,523	2,040,036	63,500		4,272,059
Planning, Policymaking, and Coordination	6600		2,979,360	1,153,332	46,865		4,179,557

* Salaries and Benefits of instructors and instructional aides in instructional assignments

** Salaries and Benefits of staff in noninstructional assignments

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Expenditures by Activity
S10 General Fund - Combined
(Total Unrestricted and Restricted)

SUPPLEMENTAL DATA

For Actual Year: 2006-07

S10 GENERAL FUND - COMBINED

Activity Classification	State Use Only (EDP)	SALARIES and BENEFITS			Operating Expenses (4000 - 5000) (3)	Capital Outlay (6000) (4)	Other Outgo (7000) (5)	Total (1000 - 7000) (6)
		Instructional* (1)	Noninstructional** (2)					
General Institutional Support Services (6700)								
Community Relations	6710		144,923				144,923	
Fiscal Operations	6720		689,521	340,371	2,658		1,032,550	
Human Resources Management	6730		799,627	356,581	9,143		1,165,351	
Noninstrl. Staff Retirees' Brnfs. & Retire. Incentis.	6740		1,187,093				1,187,093	
Staff Development	6750			45,564			45,564	
Staff Diversity	6760			16,953			16,953	
Logistical Services	6770		1,089,157	462,555	1,124,888		2,676,600	
Management Information Systems	6780		499,925	927,422	(4,902)		1,422,445	
Other General Institutional Support Services	6790		815,912	601,315	25,877		1,443,104	
Subtotal - General Institutional Support Services	6700		5,226,158	2,750,761	1,157,664		9,134,583	
Community Svcs. & Economic Develop. (6800)								
Community Recreation	6810							
Community Service Classes	6820	99,121		101,925	10,552		211,598	
Community Use Facilities	6830		111,914	10,453			122,367	
Economic Development	6840							
Other Community Svcs. & Economic Development	6890							
Subtotal - Community Services	6800	99,121	111,914	112,378	10,552		333,965	

* Salaries and Benefits of instructors and instructional aides in instructional assignments

** Salaries and Benefits of staff in noninstructional assignments

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Expenditures by Activity
 S10 General Fund - Combined
 (Total Unrestricted and Restricted)

SUPPLEMENTAL DATA

For Actual Year: 2006-07

S10 GENERAL FUND - COMBINED

Activity Classification	State Use Only (EDP)	SALARIES and BENEFITS		Operating Expenses (4000 - 5000) (3)	Capital Outlay (6000) (4)	Other Outgo (7000) (5)	Total (1000 - 7000) (6)
		Instructional* (1)	Noninstructional** (2)				
Ancillary Services (6900)							
Bookstores	6910						
Child Development Centers	6920						
Farm Operations	6930						
Food Services	6940						
Parking	6950						
Student and Co-curricular Activities	6960						
Student Housing	6970				2,500		2,500
Other Ancillary Services	6990		6,000	(6,000)			
Subtotal - Ancillary Services	6900		6,000	(6,000)	2,500		2,500
Auxiliary Operations (7000)							
Contract Education	7010						
Other Auxiliary Operations	7090						
Subtotal - Auxiliary Operations	7000						
Physical Property and Related Acquisitions (7100)	7100						
Long-Term Debt and Other Financing (7200)							
Long-Term Debt	7210					2,216,240	2,216,240
Tax Revenue Anticipation Notes	7220						
Other Financing	7290						
Subtotal - Long-Term Debt and Other Financing	7200					2,216,240	2,216,240
Transfers, Student Aid, and Other Outgo (7300)							
Transfers	7310						
Student Aid	7320					87,125	87,125
Other Outgo	7330						
Subtotal - Transfers, Student Aid, and Other Outgo	7300					87,125	87,125
TOTAL EXPENDITURES and OTHER OUTGO							
	391	23,624,870	20,285,972	8,985,767	2,954,590	2,754,004	58,605,203

* Salaries and Benefits of instructors and instructional aides in instructional assignments

** Salaries and Benefits of staff in noninstructional assignments

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA

Receipt and Expenditures of Lottery Proceeds

L10 GENERAL FUND

For Actual Year: 2006-07

Budget Year: 2007-08

Description	State Use Only (EDP)	Instructional Activities (0100 - 5900) (1)	Instructional & Institutional Support Activities (6000 - 6700) (2)	Others (3)	Total (Col. 1 thru 3) (4)
1. 06/30/06 Reported Ending Balance	902				428,300
2. Adjustments	903				
3. Adjusted Beginning Balance (lines 1 + 2)	904				428,300
Part I. Actual Fiscal Year Data					
4. State Lottery Proceeds:					
a) Cash Received	869A				662,923
b) Accrued	860A				685,255
Expenditures:					
5. Salaries and Benefits (Objects 1000 - 3000)	100A	56,074			56,074
6. Supplies and Materials (Object 4000)					
(a) Software	210A				
(b) Books, Magazines, & Periodicals	220A				
(c) Instructional Supplies & Materials	230A	12,805			12,805
(e) Noninstructional Supplies & Materials	240A				
7. Other Oper. Exp. & Services (5000)	400A		1,604,719		1,604,719
8. Capital Outlay:					
a) Library Books (Object 6300)	630A				
b) Equipment (Object 6400)	640A				
9. Other	650A				
10. Total Expenditures (add lines 5 thru 9)	501A	68,879	1,604,719		1,673,598
11. 06/30/07 Balance (lines 3 + 4 - 10)	905A				102,880
Part II. Budget Fiscal Year Data					
12. State Lottery Proceeds (estimated)	869B				1,208,215
Expenditures:					
13. Salaries and Benefits (Objects 1000 - 3000)	100B	58,638			58,638
14. Supplies & Materials (Object 4000)					
(a) Software	210B				
(b) Books, Magazines, & Periodicals	220B				
(c) Instructional Supplies & Materials	230B				
(e) Noninstructional Supplies & Materials	240B				
15. Other Oper. Exp. & Services (Object 5000)	400B		1,149,577		1,149,577
16. Capital Outlay:					
a) Library Books (Object 6300)	630B				
b) Equipment (Object 6400)	640B				
17. Other	650B				
18. Total Expenditures (add lines 13 thru 17)	501B	58,638	1,149,577		1,208,215
19. 06/30/08 Projected Balance (add lines 11 + 12 - 18)	905B				102,880

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

SUPPLEMENTAL DATA

Analysis of Interfund Transfers

For Actual Year: 2006-07

Fund #	In/Out	Fund Title	Amount Transferred In	Amount Transferred Out
10	IN	General Funds	2,500,000	
29	OUT	Other Debt Service Fund		2,500,000

SUPPLEMENTAL DATA
For Actual Year: 2006-07

Analysis of Interfund Transfers

Fund #	In/Out	Fund Title	Amount Transferred In	Amount Transferred Out
Summary Totals				
Totals			2,500,000	2,500,000
10		General Funds	2,500,000	
29		Other Debt Service Fund		2,500,000

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

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

TOPIC: NEW BOARD POLICY 4000 – STANDARDS OF EDUCATIONAL EXCELLENCE – FIRST READING

SUBMITTED BY: Faculty Senate

RECOMMENDED BY: Virginia Moran

APPROVED BY: Robert Silverman



Description/Background:

District wishes to submit for first reading the new Board Policy 4000 Standards of Educational Excellence.

While this policy is not legally required, the Faculty Senate of Victor Valley Community College desire to formalize the district commitment to sustaining high quality, excellent educational programs through a policy and related procedures which ensure linkages between curriculum development, assessment of student learning, and ongoing improvement of instruction through periodic curriculum and program review, and ongoing faculty development.

The Faculty Senate reviewed and approved the new policy on November 1, 2007.

Need:

The new Board Policy 4000 Standards of Educational Excellence was necessary to facilitate the development of measurable indicators of institutional effectiveness which can be monitored and reported to the public.

Fiscal Impact: None

Recommended Action:

This is provided for board information only.

Legal Review: YES ___ NOT APPLICABLE X___

Reference for Agenda: YES X NO ___

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICY

INSTRUCTION

CHAPTER 4

STANDARDS OF EDUCATIONAL EXCELLENCE

BP 4000

Victor Valley Community College District shall honor and uphold high standards of educational excellence in the quality and currency of curriculum, the measurement and improvement of student learning, the evaluation and enhancement of our overall effectiveness as an institution of higher learning, and the ongoing development of professional instructional competence. In so doing, we sustain an optimal learning environment in which our students can succeed.

Referenced: Accrediting Commission for Community and Junior Colleges, June 2006 Standards