



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

Date: June 14, 2011

Place:

Workshop: 5-5:30 p.m., Staff Lounge, Victor Valley Community College 18422 Bear Valley Road, Victorville, CA 92395  
Closed Session 5:30-6 p.m. West Wing Conference Room, Victor Valley Community College 18422 Bear Valley Road, Victorville, CA 92395  
Open Session: 6 p.m. Board Room, Victor Valley Community College, 18422 Bear Valley Road, Victorville, CA 92395

## WORKSHOP

Budget Workshop (Staff Lounge)

5-5:30 p.m.

## AGENDA ~ Board Room

*Board Room Victor Valley Community College  
This meeting will be electronically recorded*

1. CALL TO ORDER  
ROLL CALL  
PLEDGE OF ALLEGIANCE

5 p.m.

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA

ANNOUNCEMENT OF ITEMS TO BE CONSIDERED IN CLOSED SESSION

**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)**

## CLOSED SESSION ~ West Wing Conference Room

2. CLOSED SESSION 5:30-6 p.m.  
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Government Code Section - Section 54957(b)  
Employee No. 1003061411  
  
CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION - Government Code 54956.9(b)
  1. Internal Discrimination Charge

**RECESS TO CLOSED SESSION**

**REGULAR MEETING AGENDA**

*Board Room Victor Valley Community College  
This meeting will be electronically recorded*

**3. OPEN SESSION REGULAR MEETING**

**6 p.m.**

3.1 Closed Session Report

**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**

- Academic 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 May 10, 2011 regular Board meeting and May 21, 2011 special Board meeting.

5.2 Independent Contractor Agreements – Johanna Federwisch, Jonathon Federwisch, Natasha Hansen, Ryan Miles, Daisy Mondragon, Oluronke Ogunleye, Justin Osterberg, Maria Petersen, Heather Vennes

Approval of the Independent Contractor Agreement between Victor Valley Community College District and Johanna Federwisch, Jonathon Federwisch, Natasha Hansen, Ryan Miles, Daisy Mondragon, Oluronke Ogunleye, Justin Osterberg, Maria Petersen, Heather Vennes to provide academic services to GEAR UP students during the 2011 GEAR UP Summer Academy. The service period for these agreements is June 15, 2011 through July 14, 2011. Fiscal Impact: Not to exceed \$27,000.00, budgeted item, grant funded.

5.3 Out of Country Travel - Asia

Approval of the out of country travel to East Timor in Asia. The travel is required of students who are registered in Biology 98, "International Natural History" during the 2011 summer session from June 15, 2011, through July 10, 2011. Students will be accompanied by Associate Professor of Biology, Dr. Hinrich Kaiser. Fiscal Impact: Not to exceed \$7,000.00, Grant funded, Title V Math/Science

5.4 Education Affiliation Agreements for Medical Programs

Approval of the Clinical Training Affiliation Agreements with St. Mary Medical Center and Victor Valley Community College District. The period of this agreement is from August 1, 2011 to July 31, 2014. Fiscal Impact: None

5.5 Agreement – Elsevier, Inc  
Ratification of the license agreement between Elsevier, Inc. and Victor Valley Community College District for NurseSquared, an online charting software. The period of this agreement is January 1, 2011 through December 31, 2013. Fiscal Impact: \$1,000.00 for two years.

5.6 Agreement – Contract Education Services  
Ratification of the Contract Education Services agreement listed for the food handler class offered through the Contract Education Department. Fiscal Impact: \$300.00

Vendor:	Income to the District
Iron Hog Restaurant Tavern – Oro Grande	\$ 300.00
Total:	\$ 300.00

5.7 Independent Contractor Agreement – Dave Spinka  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Dave Spinka to perform with his band at the Tech X event. The period of this agreement is May 14, 2011. Fiscal Impact: Not to exceed \$400.00, grant funded.

5.8 Independent Contractor Agreement – First Student  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and First Student to provide school bus transportation for Upward Bound and Upward Bound Math & Science Program participants for Victor Valley, Silverado and Hesperia high schools during the 2011 summer academy and the 2011-12 academic year. The period of this agreement is from July 1, 2011 through June 30, 2012. Fiscal Impact: Not to exceed \$35,000.00, budgeted item, grant funded.

5.9 Independent Contractor Agreement – Sherrall Mugwana  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and Sherrall Mugwana to facilitate the 2<sup>nd</sup> Annual Upward Bound Math & Science (UBMS), Science Fair component of the 2011 UBMS Summer Academy. The period of this agreement is June 20, 2011 through July 29, 2011. Fiscal Impact: Not to exceed \$750.00, budgeted item, grant funded.

5.10 Independent Contractor Agreement – Myrna Foster  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and Myrna Foster to provide supplemental foreign language instruction in Spanish for Upward Bound and Upward Bound Math & Science summer academy participants to meet grant objectives. The period of this agreement is June 20, 2011 through July 27, 2011. Fiscal Impact: Not to exceed \$2,900.00, budgeted item, grant funded.

5.11 Agreement – School Datebooks  
Ratification of the agreement between Victor Valley Community College District and School Datebooks to purchase 7500 student planners for the 2011-2012 academic school year. Fiscal Impact: \$17,345.63, grant funded (BFAP)

5.12 Curriculum Changes  
Approval of the curriculum changes made on April 19, 2011 and May 12, 2011 and have been recommended by the College Curriculum Committee. Fiscal Impact: None

5.13 Agreement Extension – Governet

Approval of the extension agreement between Victor Valley Community College District and Governet for the annual support, maintenance and hosting fees for CurricUNET, an internet-based software application. The period of this extension is July 1, 2011 through June 30, 2014. Fiscal Impact: Not to exceed \$16,050.00 annually for the next three years, budgeted item.

5.14 Contract – Vector Resources, Enterprise Network Solutions

Approval of the contract between Victor Valley Community College District and Vector Resources, Enterprise Network Solutions to upgrade an old classroom to a Smart Classroom technology system. Fiscal Impact: \$10,639.88, Perkins Grant.

5.15 Out-of-State Student Travel – Washington, D.C., Boston, and New York City

Approval of the out-of-state student travel to Washington, D.C., Boston, and New York City from June 18, 2011 to June 27, 2011. The travel is to allow students from the Music Department to participate in a special performance project featuring the world premiere of “A Melancholy Beauty.” Students will be accompanied by Professor Thomas Miller. Fiscal Impact: None to the District. All costs are pre-paid. ASB funds - \$2,955.00. All other costs will be borne by students and faculty.

5.16 Out-of-Country Travel – Costa Rica

Approval of the out-of-country student travel to Costa Rica. The travel is to allow students from the Political Science and Agriculture and Natural Resources Departments to travel to Costa Rica to attend a 14-day Sustainable Development Workshop from June 22, 2011 through July 6, 2011. Students will be accompanied by Assistant Professor of Social Sciences, Dino Bozonelos and Professor of Agriculture and Natural Resources, Neville Slade. Fiscal Impact: None to the District. \$4,000.00 will be donated from a VVC Foundation Grant. Volunteers and students will cover the entire costs of the trip at \$900.00 each. All other costs will be borne by the students and faculty.

5.17 Independent Contractor Agreement – H&L Charter Co., Inc.

Approval of the Independent Contractor Agreement between Victor Valley Community College District and H&L Charter Co., Inc. to provide charter bus transportation services for the Upward Bound and Upward Bound Math & Science Programs for college tours, and cultural event field trips for the 2011-12 fiscal year. The period of this agreement is from July 1, 2011 through June 30, 2012. Fiscal Impact: Not to exceed \$35,000.00, budgeted item, grant funded.

5.18 Contract – Pacific Floor Company

Ratification of the agreement between Victor Valley Community College District and Pacific Floor Company to recoat the Gymnasium floor. Fiscal Impact: \$5,687.00, budgeted item.

5.19 Independent Contractor Agreement – Lucerne Valley Unified School District

Approval of the Independent Contractor Agreement between Victor Valley Community College District and Lucerne Valley Unified School District (LVUSD) to provide school bus transportation for Upward Bound Math & Science Program participants in the LVUSD during the 2011 summer academy and the 2011-2012 academic year. Fiscal Impact: Not to exceed \$9,000.00, budgeted item, grant funded.

5.20 Out-of-Country Travel – Dankook University, South Korea

Approval of the out-of-country travel to South Korea. The travel is to allow Donna Grace Macasa, a student enrolled in an independent study, POLS 129 course to serve as an intern in the English Village program at Dankook University from June 15, 2011 through August 5, 2011. Fiscal Impact: None to the District. Dankook University reimburses and pays for all costs.

- 5.21 Annual Agreement Renewal – Ana Septic  
Ratification of the renewal agreement between Victor Valley Community College District and Ana Septic for pumping services on the Student Activities Center grease trap interceptor for the 2011-2012 fiscal year. Fiscal Impact: \$2,010.00, budgeted, item.
- 5.22 Annual Agreement Renewal – Prudential Overall Supply  
Ratification of the renewal agreement between Victor Valley Community College District and Prudential Overall Supply for work uniforms, dry mops and shop rags to use on campus for 2011-2012 fiscal Year. Fiscal Impact: \$13,000.00, budgeted item.
- 5.23 Annual Agreement Renewal – Dewey Pest Control  
Ratification of the renewal agreement between Victor Valley Community College District and Dewey Pest Control to provide pest control services as needed for the 2011-2012 fiscal year. Fiscal Impact: \$5,520.00, budgeted item.
- 5.24 Annual Agreement Renewal – Hi Desert Alarm  
Ratification of the renewal agreement between Victor Valley Community College District and Hi Desert Alarm to provide service to maintain the fire alarm systems on campus for the 2011-2012 fiscal year. Fiscal Impact: \$6,500.00, budgeted item.
- 5.25 Annual Agreement Renewal – Porter Boiler Services  
Ratification of the renewal agreement between Victor Valley Community College District and Porter Boiler Services to provide inspection and maintenance service on two flex tube boilers for 2011-2012 fiscal year. Fiscal Impact: \$4,350.00, budgeted item.
- 5.26 Annual Agreement Renewal – B3 Backflow, Inc.  
Ratification of the annual renewal agreement between Victor Valley Community College District and B3 Backflow, Inc. to provide annual testing and possible repairs of approximately 19 backflow preventers located throughout the campus for the 2011-2012 fiscal year. Fiscal Impact: \$1,235.00, budgeted item.
- 5.27 Annual Agreement Renewal – Diamond Environmental Services  
Ratification of the annual renewal agreement between Victor Valley Community College District and Diamond Environmental Services to provide portable restroom service for the 2011-2012 fiscal year. Fiscal Impact: \$850.56, budgeted item.
- 5.28 Annual Agreement Renewal – The Liquidation Company  
Ratification of the annual renewal agreement between Victor Valley Community College District and The Liquidation Company to supply auctioneer services for the disposal of surplus equipment no longer of use or value to the college under Education Code 81450 for the 2011-2012 fiscal year. Fiscal Impact: Revenue to the District. Auctioneer is paid a percentage of the sales price.
- 5.29 Annual Agreement Renewal – North State Environmental  
Ratification of the annual renewal agreement between Victor Valley Community College District and North State Environmental to provide hazardous waste management services for the 2011-2012 fiscal year. Fiscal Impact: \$24,000.00, budgeted item.
- 5.30 Annual Agreement Renewal – American Fire Safety, Inc.  
Ratification of the annual renewal agreement between Victor Valley Community College District and American Fire Safety, Inc. to provide service to campus fire sprinklers for the 2011-2012 fiscal year. Fiscal Impact: \$6,450.00, budgeted item.

- 5.31 Annual Agreement Renewal – America’s Xpress Rent-A-Car  
Ratification of the annual renewal agreement between Victor Valley Community College District and America’s Xpress Rent-A-Car to provide rental vans for student and staff transportation for the 2011-2012 fiscal year. Fiscal Impact: \$25,000.00, budgeted item.
- 5.32 Annual Agreement Renewal – Nova Facility Management Systems, Inc.  
Ratification of the annual renewal agreement between Victor Valley Community College District and Nova Facility Management to provide energy management system parts and technical support for the 2011-2012 fiscal year. Fiscal Impact: \$2,700.00, budgeted item.
- 5.33 Annual Agreement Renewal – M&D Fire Equipment Co.  
Ratification of the annual renewal agreement between Victor Valley Community College District and M&D Fire Equipment Co. to provide monthly service to campus fire extinguishers and to stock First Aid kits on campus for the 2011-2012 fiscal year. Fiscal Impact: \$9,750.00, budgeted item.
- 5.34 Agreement Renewal – Thyssen Krupp Elevator  
Approval of the annual renewal agreement between Victor Valley Community College District and Thyssen Krupp Elevator to provide service to the elevators on campus as needed for the 2011-2012 fiscal year. Fiscal Impact: \$25,066.44, budgeted item.
- 5.35 Foundation Donations  
Acceptance of donations as college property from the Victor Valley College District Foundation. The Foundation has made expenditures from cash contributions to specific college programs in the amount of \$41,821.22 and transferred \$13,297.10 in student scholarships for a total cash contribution of \$55,118.32. The Foundation has also received and is transferring ownership of in-kind (non-cash) gifts valued at \$2,950. Total contributions from the Foundation for April 2011 are \$58,068.32 to the District.
- 5.36 Agreement – Higher One  
Ratification of the agreement between Victor Valley Community College District and Higher One to provide a debit card service for students’ financial aid grant payments. This replaces the current process in which the District prints and mails thousands of grant checks each year. Fiscal Impact: Costs to the District will be very limited, if any. Estimated at \$1,000.00 per year.
- 5.37 Board of Trustees Budget Transfer Request Report  
Approval of the budget transfers as submitted.
- 5.38 Authorized Signatories – Christopher O’Hearn, G.H. Javaheripour, and Josanna Orta  
Approval of the signatures of Christopher O’Hearn, G.H. Javaheripour, and Josanna Orta to represent the Board in the named matters for fiscal year 2011-2012 per Education Code 72282. Fiscal Impact: None
- 5.39 Authorized Electronic Signature Key Users – G.H. Javaheripour and Josanna Orta  
Approval of G.H. Javaheripour and Josanna Orta as authorized signature key users for the period of July 1, 2011 through June 30, 2012. Fiscal Impact: None
- 5.40 Authorized Signatory – Fusako Yokotobi and Josanna Orta  
Approval of the signatures of Fusako Yokotobi and Josanna Orta to represent the Board in the named matters for fiscal year 2011-2012 per Education Code 72282. Fiscal Impact: None

- 5.41 Designation of Newspaper for 2011-2012 District Budget Public Hearing  
Approval to designate the Victor Valley *Daily Press* as the newspaper in which to publish the proposed budget inspection dates as September 7 through 13, 2011, and public hearing date as September 13, 2011. Fiscal Impact: None
- 5.42 Agreement – Response to Request for Proposals for Audit Services  
Ratification of the agreement between Victor Valley Community College District and Vavrinek, Trine, Day & Co., LLP to provide audit services for fiscal year 2010-11, with an option to renew for four additional years. Fiscal Impact: Not to exceed \$38,200.00 for the Annual audit and \$8,800.00 for the Proposition 39 (Bond) Financial & Performance Audits, budgeted item, Fund 01.
- 5.43 Agreement Renewal – Sixten & Associates  
Ratification of the agreement between Victor Valley Community College District and Sixten & Associates for State Mandated Claim Preparation for the 2011-2012 fiscal year. The period of this agreement is from July 1, 2011 through June 30, 2012. Fiscal Impact: Not to exceed \$13,000.00, budgeted item.
- 5.44 Board of Trustees Payments Report  
Approval of the Board of Trustees Payments Report. Fiscal Impact: None
- 5.45 Agreement – Messaging Architects  
Ratification of the agreement between Victor Valley Community College District and Messaging Architects to purchase 100 additional licenses for mail migration and archiving product to complete the campus Microsoft migration. Fiscal Impact: \$700.00, budgeted item.
- 5.46 Agreement –Vector Resources  
Ratification of the agreement between Victor Valley Community College District and Vector Resources to purchase ten (10) additional wireless access points needed for VVC campus. Vector Resources will provide and install equipment. Fiscal Impact: \$16,079.43, budgeted item.
- 5.47 Agreement –Symposium Live Software  
Ratification of the agreement between Victor Valley Community College District and Symposium Live Software to purchase high impact multimedia functionality into the Blackboard Academic Suite. Fiscal Impact: \$9,500.00, budgeted item.
- 5.48 Agreement Renewal – Custom FAQs Solutions, LTD  
Ratification of the renewal agreement between Victor Valley Community College District and Custom FAQs Solutions, LTD for web-based application that offers on-line customer service that improves the quality of service consistency in communication. The period if this agreement is July 1, 2011 through August 31, 2012. Fiscal Impact: \$17,500.00, budgeted item.
- 5.49 Agreement Renewal – ROC Software System, Inc.  
Ratification of the renewal agreement between Victor Valley Community College District and ROC Software System, Inc. to continue using EasySpooler software. EasySpooler is an advanced print spooler that improves the reliability of the entire output environment. Fiscal Impact: \$1,528.33, budgeted item.

- 5.50 Agreement Renewal – Datalink Networks  
Ratification of the renewal agreement between Victor Valley Community College District and Datalink Networks to analyze traffic through the firewall and provide reports for security and information integrity for the campus network, students, faculty, and staff. Fiscal Impact: \$1,649.25, budgeted item.
- 5.51 Out of State Student Travel – Park City, UT  
Approval of the Associated Student Body representatives to travel o Park City, Utah to attend the National Student Government Advisor and Leadership Team Training Conference June 15, 2011 through June 18, 2011. Students participating in the field trip are registered at Victor Valley Community College and will be accompanied by ASB Advisor, Robert Sewell. Fiscal Impact: None to the District, ASB Budgeted item.
- 5.52 Agreement – Merrell-Johnson Engineering, Inc.  
Ratification of the agreement between Victor Valley Community College District and Merrell-Johnson Engineering, Inc. for laboratory and on-site testing services during the campus-wide roadway and parking lot improvement project as required by the Division of State Architect's office (DSA). The fiscal impact listed is an estimate based on the DSA approved set of construction plans; however, the final fiscal impact will ultimately be based on the actual number of tests necessary as determined by the inspector to complete the project. Therefore, the fiscal impact may decrease or increase depending on the actual number of tests performed to complete the project. Fiscal Impact: Estimated at \$14,190.00, **Local Bond Funded**.
- 5.53 Agreement Renewal – Safety Kleen  
Ratification of the renewal agreement between Victor Valley Community College District and Safety Kleen for the parts washers for the Maintenance and Operations vehicle repair and automotive areas for 2011-12 fiscal year. Fiscal Impact: \$2,000.00, budgeted item.
- 5.54 Academic Equivalency Request – Marjorie Morgan  
Approval of the equivalency for Marjorie Morgan, Restaurant Management. Fiscal Impact: None
- 5.55 Independent Contractor Agreement – Cindra Smith  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Cindra Smith to prepare for, facilitate and provide a follow-up report for the Board of Trustees retreat May 21, 2011. The period of this agreement is from May 16, 2011 through May 25, 2011. Fiscal Impact: Not to exceed \$3,000.00, budgeted item.
- 5.56 Furniture, Fixtures, & Equipment (FF&E) Purchase – Tiffin Metal Products  
Ratification of the purchase with Tiffin Metal Products to supply five (5) weapons lockers for the Eastside Public Safety Training Center, a local bond funded project. Fiscal Impact: \$4,755.00, **Local Bond Funded**.
- 5.57 Furniture, Fixtures, & Equipment (FF&E) Purchase – Heller  
Ratification of the purchase with Heller to supply user specific outdoor chairs, benches, and furnishings for the Eastside Public Safety Training Center, a local bond funded project. Fiscal Impact: \$22,744.38, **Local Bond Funded**.
- 5.58 Furniture, Fixtures, & Equipment (FF&E) Purchase – Tangram  
Ratification of the purchase with Tangram to supply and install user specific chairs, tables, and furnishings for the Eastside Public Safety Training Center, a local bond funded project. Fiscal Impact: \$47,536.97, **Local Bond Funded**.



- 5.59 Furniture, Fixtures, & Equipment (FF&E) Purchase – Continental Giabau West  
Ratification of the purchase with Continental Giabau West to supply install user specific industrial equipment for the Eastside Public Safety Training Center, a local bond funded project. Fiscal Impact: \$19,893.66, **Local Bond Funded**.
- 5.60 Furniture, Fixtures, & Equipment (FF&E) Purchase – Computer Comforts, Inc.  
Ratification of the purchase with Computer Comforts, Inc. to supply and install user specific computer tables and furnishings for the Eastside Public Safety Training Center, a local bond funded project. Fiscal Impact: \$51,863.16, **Local Bond Funded**.
- 5.61 Furniture, Fixtures, & Equipment (FF&E) Purchase – Corporate Business Interiors  
Ratification of the purchase with Corporate Business Interiors to supply and install user specific cable channeling and furnishings for the Eastside Public Safety Training Center, a local bond funded project. Fiscal Impact: \$17,851.32, **Local Bond Funded**.
- 5.62 Furniture, Fixtures, & Equipment (FF&E) Purchase – Equipto Consolidated Storage Companies, Inc.  
Ratification of the purchase with Equipto Consolidated Storage Companies, Inc. supply and install user specific shelving and furnishings for the Eastside Public Safety Training Center, a local bond funded project. Fiscal Impact: \$59,168.10 **Local Bond Funded**.
- 5.63 Agreement – Trane Building Services  
Ratification of the renewal agreement between Victor Valley Community College District and Trane Building Services to provide additional repair services for one of the 750 ton chillers located in the Central Plant building. The unit provides 50% of the air conditioning capacity for the buildings on the chill water loop. Fiscal Impact: \$4,991.27, Fund 71
- 5.64 Agreement Renewal - Novell, Inc.  
Ratification of the renewal agreement between Victor Valley Community College District and Novell, Inc. for software and site licensing through June 30, 2012. Fiscal Impact: \$51,150.00, budgeted item.

## **ACTION AGENDA**

### **6. BOARD OF TRUSTEES**

- 6.1 Separate approval of items pulled from consent agenda YES \_\_\_ NO \_\_\_

### **10. ADMINISTRATIVE SERVICES**

- 10.1 Capital Outlay Project List YES \_\_\_ NO \_\_\_

Approval of the list of projects as submitted. Fiscal Impact: Not to exceed \$35,250,000.00, **Local Bond Funded** and Fund 71

- 10.2 2011-2012 Tentative Budget YES \_\_\_ NO \_\_\_

Approval of the Tentative General Operating Budget for 2011-2012. Fiscal Impact: Revenues and expenditures are projected based on current information and will probably change by the time of final budget adoption in September.

- 10.3 Contract Award – Campus-Wide Roadway and Parking Lot Replacement

Approval to award the contract to Griffith Company for campus-wide roadway and parking lot replacement. Fiscal Impact: \$2,177,060.00 **Local Bond Funded**.

- 10.4 Furniture, Fixtures, & Equipment (FF&E) Purchase – G/M Business Interiors YES \_\_\_ NO \_\_\_  
Approval of the purchase with G/M Business Interiors to supply and install tables, chairs and user specific furnishings for the Eastside Public Safety Training Center, a local bond funded project. Fiscal Impact: \$140,752.44, **Local Bond Funded.**
- 10.5 Furniture, Fixtures, & Equipment (FF&E) Purchase – Vector Resources, Inc. YES \_\_\_ NO \_\_\_  
Approval of the purchase with Vector Resources to supply and install I.T., surveillance and related equipment for the Eastside Public Safety Training Center, a local bond funded project. Fiscal Impact: \$263,356.53, **Local Bond Funded.**
- 10.6 Furniture, Fixtures, & Equipment (FF&E) Purchase – Corporate Business Interiors YES \_\_\_ NO \_\_\_  
Approval of the purchase with Corporate Business Interiors to supply and install tables, chairs and user specific furnishings for the Eastside Public Safety Training Center, a local bond funded project. Fiscal Impact: \$186,847.72 **Local Bond Funded.**
- 10.7 Furniture, Fixtures, & Equipment (FF&E) Purchase – Total Plan Business Interiors, Inc. YES \_\_\_ NO \_\_\_  
Ratification of the purchase with Total Plan Business Interiors, Inc. to supply and install tables, chairs and user specific furnishings for the Eastside Public Safety Training Center, a local bond funded project. Fiscal Impact: \$141,213.17, **Local Bond Funded.**
- 10.8 Furniture, Fixtures, & Equipment (FF&E) – Fisher Safety YES \_\_\_ NO \_\_\_  
Ratification of the purchase with Fisher Safety to supply shop and lab equipment for the Eastside Public Safety Training Center, a local bond funded project. Fiscal Impact: \$244,838.46, **Local Bond Funded.**
- 10.9 Furniture, Fixtures, & Equipment (FF&E) – IES Interactive Training USA YES \_\_\_ NO \_\_\_  
Ratification of the purchase with IES Interactive Training USA to supply, install and provide training for Milo range and related equipment for the Administration of Justice program at the Eastside Public Safety Training Center, a local bond funded project. Fiscal Impact: \$78,251.07 **Local Bond Funded.**
11. **HUMAN RESOURCES**
- 11.1 Extension of Management Appointment, Interim Director of Evening Operations, Instructional Support Programs YES \_\_\_ NO \_\_\_  
Approval of the continued appointment of Rolando Regino to fill the Interim Director of Evening Operations, Instructional Support Programs, effective July 1, 2011 and ending no later than June 30, 2012. Fiscal Impact: Range 18 Step C on the Management Salary Schedule, \$8,017/month plus benefits, budgeted item.
- 11.2 Management Appointment, Dean of Student Services YES \_\_\_ NO \_\_\_  
Approval of the appointment of Timothy Johnston to fill the position of Dean of Student Services beginning July 1, 2011 through June 30, 2013. Fiscal Impact: Range 20 Step C on the Management Salary Schedule, \$9,766/month plus benefits, budgeted.

11.3 Classified Request Leave of Absence YES \_\_\_ NO \_\_\_  
Approval of the unpaid leave of absence for Christina Moreno effective June 15, 2011 through September 15, 2011. Fiscal Impact: None

11.4 Layoff Resolution – Classified YES \_\_\_ NO \_\_\_  
Approval to adopt the resolution to layoff for lack of funds and authorize and direct the Vice President, Human Resources, to give notice of layoff to employees in the classifications listed. Fiscal Impact: None, grant funded program

**12. INFORMATION**

12.1 Monthly Financial Reports  
Submitted as an informational item.

12.2 Sunshine Items with the District and CSEA  
Submitted as an informational item.

12.3 Emeritus Status – Theresa Mirsi-Smith and Rebecca Palmer  
Submitted as an informational item.

12.4 Child Development CDE Annual Report  
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  
c) AFT Part-Time Faculty United

**14. ITEMS FOR FUTURE BOARD MEETINGS**

Board members may request items to be placed on future Board meetings for a report or information.

**15. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS**

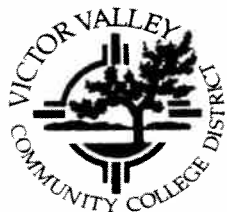
**PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS**  
At this time, the Board of Trustees will listen to communication from the public on non-agendized items pertaining to college business. Each speaker is limited to one presentation per meeting on non agendized matters. Public comments are limited to three 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. TRUSTEE COMMENTS**

**17. 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 Fusako Yokotobi, Victor Valley College, 18422 Bear Valley Road, Victorville, California 92395-5850, (760) 245-4271, Ext. 2455, 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: May 10, 2011

Place: Workshop: 5:30-6 p.m., Staff Lounge, Victor Valley Community College 18422 Bear Valley Road, Victorville, CA 92395  
Open Session: 6 p.m. Board Room, Victor Valley Community College, 18422 Bear Valley Road, Victorville, CA 92395

### AGENDA ~ Board Room

*Board Room Victor Valley Community College*

#### CALL TO ORDER

The Board of trustees of Victor Valley Community College District met in Open Session on May 10, 2011 in the Board Room of the Administration Building. Mr. Henderson, Board President called the meeting to order at 5:30 p.m.

At 5:31 p.m. Board President Henderson recessed to the facilities workshop

### WORKSHOP

Facilities Workshop (Staff Lounge)

5:30-6 p.m.

### REGULAR MEETING AGENDA

*Board Room Victor Valley Community College  
This meeting will be electronically recorded*

#### 3. OPEN SESSION REGULAR MEETING

6 p.m.

At 6:17 p.m. called Board President Henderson called the meeting to order.

**TRUSTEE ROLL CALL:** Dennis Henderson, Board President; Joe Range, Vice President; Lorrie Denson Clerk; Michael Krause, Trustee, Joseph Brady, Trustee, Judy Schmoll, Student Trustee

#### PLEDGE OF ALLEGIANCE

Mary Pringle led the Pledge of Allegiance to the Flag.

**ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA:** None

**PUBLIC COMMENTS RELATED TO AGENDA ITEMS:** Fred Board (5.12 and 5.13)

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

As part of the Superintendent/President’s report Dr. Kaiser and students made a presentation on their recent trip to East Timor.

- **Academic Senate** - Lisa Harvey stated that the Academic Senate was very happy and supports decision of choosing Dr. O’Hearn as the Superintendent/President. The Senate has assembled a list of faculty hires which will be submitted to Dr. O’Hearn tomorrow. There are 15 different departments that they would like to see rehired. Two faculty members who are Emeritus and will be retiring. John Payne and Becky Palmer will be the faculty guides for graduation and will be officially retired after that. In response to AB 1440, there have been four transfer degrees approved. These transfer degrees will allow students to directly articulate with our local California State University.

**5. CONSENT AGENDA**

It was MSC (Krause/Brady, 5-0) to approve the consent items with agenda 5.12, 5.13 and 5.22 pulled from the agenda by Trustees Denson and Brady.

5.1 Approval of the minutes of the April 12, 2011 regular Board meeting and April 20 and 27 special Board meetings.

5.2 Independent Contractor Agreement– Allan Barbish

Approval of the Independent Contractor Agreement between Victor Valley Community College District and Allan Barbish to provide complete sound system and video services for the June 10, 2011 commencement ceremony being held in the gymnasium. Fiscal Impact: Not to exceed \$4,200.00, budgeted item.

5.3 Agreements – Contract Education Services

Ratification of the Contract Education Services’ agreements listed below to obtain a food handler’s certification. Fiscal Impact: \$4,200.00 income to the District.

Vendor:	Income to the District
Jack in the Box - Barstow	\$ 300.00
Tyrone J's Soul Food - Adelanto	\$ 300.00
Linko Sushi Restaurant– Apple Valley	\$ 300.00
Farmers Boys Restaurant - Victorville	\$ 300.00
AM PM Center – Apple Valley	\$ 300.00
Wood Grill Restaurant - Hesperia	\$ 300.00
Lola’s Kitchen – Barstow	\$ 300.00
Dragon Express – Victorville	\$ 300.00
Emerald Cove Resorts – Earp	\$ 300.00
Denny’s – Needles	\$ 300.00
Burger King – Barstow	\$ 300.00
Denny’s Restaurant – Barstow	\$ 300.00
Taco Mexico – Victorville	\$ 300.00
Senora Cantina – Hesperia	\$ 300.00
Total:	\$ 4,200.00

5.4 Agreement - County of San Bernardino, Victor Valley Aviation Education Consortium, Southern California Logistics Airport Authority

Approval of the agreement between Victor Valley Community College District and the County of San Bernardino in support of the transition of the SCLA School of Aviation Technology to the college. Fiscal Impact: \$15,100.00 **income to the District.**

5.5 Renewal - Library Online Database Subscriptions  
Approval of the renewal of the online database subscriptions through the Community College Library Consortium. Fiscal Impact: \$10,197.23, budgeted item.

5.6 Independent Contractor Agreement – Learn CPR 4 Life, Inc.  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and Learn CPR 4 Life, Inc. to provide CPR and first aid training to the Upward Bound, Upward Bound Math & Science and GEAR UP summer program staff. The service date of this agreement is June 15, 2011. Fiscal Impact: \$1,550.00, budgeted item, grant funded.

5.7 Agreement – Contract Education Services  
Approval of the Contract Education Service agreements listed that are being offered through the Contract Education Department. Fiscal Impact: \$7,490.00 estimated **income to the District**.

Vendor:	Estimated income to the District
Voices for All	\$ 600.00
Trust Auto Sales	\$ 890.00
Preston Guillory Investigations	\$ 4,000.00
Archangel	\$ 2,000.00
Total:	\$ 7,490.00

5.8 Independent Contractor Agreement – Joseph Woodford  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and Joseph Woodford to provide workplace harassment prevention training to Summer Program staff during the 2011 summer programs for the Upward Bound, Upward Bound Math & Science and GEAR UP program. The service date of this agreement is June 14, 2011. Fiscal Impact: \$400.00, budgeted item, grant funded.

5.9 Curriculum Changes  
Approval of the curriculum changes made on February 24, 2011, March 10, 2011, March 31, 2011, and April 19, 2011 which have been recommended by the College Curriculum Committee. Fiscal Impact: None

5.10 Independent Contractor Agreement – Mark Gaitan  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and Mark Gaitan who will be constructing an irrigation demonstration area for the Agriculture and Natural Resources Department. The service period is from June 20, 2011 through June 28, 2011. Fiscal Impact: \$9,764.00, budgeted item, grant funded.

5.11 Agreement – IntelliTrack  
Ratification of the agreement between Victor Valley Community College District and IntelliTrack to purchase inventory tracking software needed to track and monitor computer and media equipment inventories across campus. This information will be used for planning future district and campus equipment needs. Fiscal Impact: \$6,485.00, budgeted item.

5.12 **PULLED FOR SEPARATE DISCUSSION** Independent Contractor Agreement – Anton P. Morrisette  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Anton P. Morrisette to provide project management and technical assistance to staff in the absence of a Lead Programmer. The period of the agreement is from April 1, 2011 through June 30, 2011. Fiscal Impact: \$15,000.00, budgeted item.

- 5.13 **PULLED FOR SEPARATE DISCUSSION** Independent Contractor Agreement – Mary Neeper  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Mary Neeper to perform the following one-time projects related to Datatel Security: class definitions project; prioritize all custom reports project; transfer of all student credits; and create/update Datatel user documentation by department. The period of this agreement is from July 1, 2011 through June 30, 2012. Fiscal Impact: \$55,000.00, budgeted item.
- 5.14 Independent Contractor Agreement – Nancy K. Bohl, DBA The Counseling Team  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Nancy K. Bohl, Inc. DBA The Counseling Team to provide psychological testing for police officers. The period of the agreement is from April 1, 2011 through March 31, 2012. Fiscal Impact: \$275 per evaluation, not to exceed \$4,400.00, budgeted item.
- 5.15 Independent Contractor Agreement– Foothills Psychological Services Inc.  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Foothills Psychological Services Inc. to provide psychological testing for police officers in the event any second opinions are needed. The period of this agreement is from April 15, 2011 through April 15, 2012. Fiscal Impact: \$350.00 per evaluation, not to exceed \$4,200.00, budgeted item.
- 5.16 Renewal Agreement – Pacific Parking Systems  
Approval of the agreement between Victor Valley Community College District and Pacific Parking Systems for the maintenance of college's parking meter equipment. The period of the agreement is from July 1, 2011 through July 1, 2012. Fiscal Impact: \$3,200.00, budgeted item.
- 5.17 Agreement – Community College Search Services  
Ratification of the agreement between Victor Valley Community District and Community College Search Services to provide search services for the Superintendent/President search. Fiscal Impact: \$26,000.00, budgeted item.
- 5.18 Independent Contractor Agreement– Louis M. Zigman, Esq.  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Louis M. Zigman, Esq. for arbitration services conducted on March 2, 2011. Fiscal Impact: \$1,851.70, budgeted item.
- 5.19 Board of Trustees Payments Report  
Approval of the Board of Trustees Payments Report. Fiscal Impact: None
- 5.20 Board of Trustees Budget Transfer Request Report  
Approval of the budget transfers as submitted. Fiscal Impact: None
- 5.21 Donation Agreement – Arrowbear Volunteer Lake Fire Department  
Acceptance of the donation and ownership of the 1971 fire engine from the Arrowbear Fire Department. This agreement replaces an agreement for donation of a 1972 fire engine approved by the Board of Trustees in July 2010. Fiscal Impact: None
- 5.22 **PULLED FOR SEPARATE DISCUSSION** Agreement – Medrano's Asphalt Paving Co.  
Ratification of the agreement between Victor Valley Community District and Medrano's Asphalt Paving Co. to repair asphalt material on Jacaranda Rd., from the ATC bus stop to Fish Hatchery Rd. Fiscal Impact: \$13,548.00, budgeted item.



5.23 Agreement – Trane Building Services

Ratification of the agreement between Victor Valley Community District and Trane Building Services to provide repair services for one of the 750 ton chillers located in the Central Plant building. This unit provides 50% of the air conditioning capacity for the buildings on the chilled water loop. This unit is currently offline due to electrical damage caused by a power surge. Fiscal Impact: \$15,600.00, Fund 71 expenditure.

5.24 Tentative Agreement between CSEA Chapter 584 and the Victor Valley Community College District.

Ratification of the tentative agreement with CSEA Chapter 584. Fiscal Impact: Budgeted item.

**ACTION AGENDA**

**6. BOARD OF TRUSTEES**

6.1 Separate approval of items pulled from consent agenda

5.12 Independent Contractor Agreement – Anton P. Morrisette

It was MSC (Krause/Brady, 4-1, Denson, No) to ratify of the Independent Contractor Agreement between Victor Valley Community College District and Anton P. Morrisette to provide project management and technical assistance to staff in the absence of a Lead Programmer. The period of the agreement is from April 1, 2011 through June 30, 2011. Fiscal Impact: \$15,000.00, budgeted item.

5.13 Independent Contractor Agreement – Mary Neeper

It was MSC (Krause/Brady, 5-0) to ratify the Independent Contractor Agreement between Victor Valley Community College District and Mary Neeper to perform the following one-time projects related to Datatel Security: class definitions project; prioritize all custom reports project; transfer of all student credits; and create/update Datatel user documentation by department. The period of this agreement is from July 1, 2011 through June 30, 2012. Fiscal Impact: \$55,000.00, budgeted item.

5.22 Agreement – Medrano's Asphalt Paving Co.

It was MSC (Krause/Brady, 5-0) to ratify the agreement between Victor Valley Community District and Medrano's Asphalt Paving Co. to repair asphalt material on Jacaranda Rd., from the ATC bus stop to Fish Hatchery Rd. Fiscal Impact: \$13,548.00, budgeted item.

**8. INSTRUCTION**

8.1 Acceptance of Grant Funds – Office of Statewide Health Planning and Development (OSHPD) Healthcare and Workforce and Community Development

It was MSC (Range/Brady, 5-0) to accept the Song-Brown Registered Nurse Special Program funding for fiscal years 2011-2013 to increase access to health care and reduce health disparities within the State of California. Fiscal Impact: \$160,000.00 **income to the District** for the Nursing Program over the next two fiscal years.

**10. ADMINISTRATIVE SERVICES**

10.1 Equipment Purchase – Laerdal Medical Corporation

It was MSC (Range/Brady, 5-0) to approve to purchase training equipment to be used in emergency response training courses at the Eastside Public Safety Training Center. Funding for this equipment is part of the overall budgeted project cost approved for the Eastside Public Safety Training Center through the Furniture, Fixtures, and Equipment (FF&E) budget. The paramedic department's curriculum requires specialized mannequins as part of their emergency training courses. Fiscal Impact: \$363,384.50, local bond funded.

10.2 Agreement – Vector Resources, Inc.

It was MSC (Range/Krause, 5-0) to approve the agreement between Victor Valley Community District and Vector Resources, Inc. for audio visual equipment and services for the Eastside Public Safety Training Center. Funding for this equipment is part of the overall budgeted project cost approved for the Eastside Public Safety Training Center through the Furniture, Fixtures, and Equipment (FF&E) budget. This agreement covers a period not to exceed two (2) years for future audio visual services with established pricing as needed by the District on a project-to-project basis. Fiscal Impact: \$108,465.35, Local Bond Funded.

10.3 Public Hearing and Approve an Agreement with Compass Energy Solutions

The Board president declared the hearing open. Hearing no comments on the various energy efficiency projects anticipated on the Main Campus, the Board President closed the public hearing.

Agreement – Compass Energy Solutions

It was MSC (Range/Brady, 5-0) to approve the agreement between Victor Valley Community College District and Compass Energy Solutions to perform various energy efficiency projects on the Main Campus pursuant to California Government Code 4217.12-4217.13. These projects include upgrading the Energy Management System, replacing campus exterior lighting, including parking lot lighting, and retrofitting the Allied Health mechanical systems to be supported by the Central Plant. Fiscal Impact: \$1,868,547.00, Local Bond Funded.

10.4 Resolution #11-03 – Temporary Borrowing between Funds

It was MSC Brady/Denson, 5-0) to approve the resolution to authorize temporary borrowing between funds for the 2011-2012 fiscal year. Fiscal Impact: None

10.5 Foundation Donations

It was MSC (Range/Brady, 5-0) to accept the donations as college property from the Victor Valley College District Foundation. The Foundation has made expenditures from cash contributions to specific college programs in the amount of \$16,723.28 and transferred \$25,373.83 in student scholarships for a total cash contribution of \$42,097.11. Total contributions from the Foundation for March 2011 are \$110,011.11 Fiscal Impact: \$110,011.11 **income to the District.**

**11. HUMAN RESOURCES**

11.1 Classified Request Leave of Absence – Arthur Casler

It was MSC (Range/Denson, 5-0) to approve the unpaid leave of absence for Arthur Casler, effective May 11, 2011 through July 31, 2011. Fiscal Impact: None

11.2 Management Interim Appointment, Executive Vice President

It was MSC (Range/Brady, 5-0) to approve the appointment to fill the position of Interim Executive Vice President, Instruction and Student Services beginning July 1, 2011 and ending no later than June 30, 2012. Fiscal Impact: Budgeted

**12. INFORMATION**

12.1 Monthly Financial Reports

Submitted as an informational item.

12.2 Emeritus Status – Claudia Basha and Carol Gollither

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 – Janice Olson

13.2 Employee Groups

- a) CTA - Michael Butros
- b) CSEA – Fredrick Board
- c) AFT Part-Time Faculty United – absent

**14. ITEMS FOR FUTURE BOARD MEETINGS**

Board members may request items to be placed on future Board meetings for a report or information.

Trustees Krause and Brady requested that Board Policy #2015 be placed on a future board meeting for discussion.

**15. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:** Todd Woods and Roderick Gray

**16. TRUSTEE COMMENTS**

Trustee Denson spoke on the fashion show she recently participated in at the college. She thanked everyone for attending the Presidential Candidate's Forums and is pleased on the selection Dr. O'Hearn.

Trustee Krause welcomed Mr. Allen to the administrative team and looks forward to working with him. He acknowledged and thanked Judy Schmoll for serving as Student Trustee.

Ms. Schmoll thanked everyone for their participation in Rams Week which consisted of a fashion show, an academic challenge, a photo opportunity celebrating the 50<sup>th</sup> anniversary, a breakfast honoring the M&O employees and the Cinco De Mayo celebration. She pointed out the ASB elections were Tuesday and Wednesday. In addition, she congratulated Drs. O'Hearn and Zacovic on their new positions.

Trustee Range congratulated Dr. O'Hearn and thanked Dr. Zacovic for his efforts and for what he has done for the college and welcomed Peter Allen to the administrative team. He applauded Dr. Kaiser and the students for their work discoveries and efforts in East Timor.

Trustee Henderson thanked Dr. Zacovic for his contributions to VVC and congratulated Dr. O'Hearn and Mr. Allen for their recent appointments.

Trustee Brady announced that Dr. O'Hearn brings a lot of stability to the college. He stated for the record that the Board did vote in Closed Session that night, and the *Daily Press* did not get their facts very clear. He pointed out that his request to agendize the need for cameras to record board meetings has not taken place and would like to see this some time in the near future. He thanked Trustee Henderson for scheduling the upcoming Board Retreat. He looks forward to working with Mr. Allen.

**17. ADJOURNMENT**

It was MSC (Range/Denson) to adjourn the meeting at 7:55 p.m.

\_\_\_\_\_  
Lorrie Denson, Clerk

\_\_\_\_\_  
Date Approved



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

Date: May 21, 2011

Place: 9 a.m. President's Conference Room,  
Victor Valley Community College  
18422 Bear Valley Road, Victorville, CA 92395

## AGENDA ~ President's Conference Room

*President's Conference Room Victor Valley Community College*

### CALL TO ORDER

9 a.m.

The Board of trustees of Victor Valley Community College District met in Open Session on May 21, 2011 in the President's Conference Room. Mr. Henderson, Board President called the meeting to order at 9 a.m.

**TRUSTEE ROLL CALL:** Dennis Henderson, President; Joe Range, Vice President; Lorrie Denson, Clerk; Michael Krause, Trustee, Joseph Brady, Trustee

**Absent:** Judy Schmoll, Student Trustee

### Introductions and Ground Rules

Participants introduced themselves and set the following ground rules for retreat discussion:

- Stay on task
- Be honest and open
- Everyone is heard
- Seek to understand each others' points of view
- Work together as a group; Recognize nature of group as a team
- Support group decisions, once they are made
- Be willing to come together on a plan or decision
- Be open to the responsibilities of a trustee
- Have fun

### Desired Outcomes

Participants identified desired outcomes from the retreat:

- Build a sense of team
- Better understand board roles
- Propose strategies to address accreditation and board effectiveness
- Review communication protocols between board and Superintendent/President, including requesting information/action and placing items on the agenda
- Complete board self-evaluation
- Review board policies on the mission, ethics, and student trustee

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**BOARD OF TRUSTEES:** Joseph Brady, Lorrie Denson, Dennis Henderson, Michael Krause, Joe Range, ASB Member

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At the close of the retreat, participants noted that most outcomes were achieved. The board policy on mission, vision and values, and discussion of the Board self-evaluation results will be scheduled for a future retreat.

#### Board Roles and Responsibilities: Effective Governance

Discussion included that board members have no individual authority – the only authority is through the Board as a whole.

The board's ethics policy (BP2715) was reviewed, particularly the third and fourth bullets on the authority of the board and appropriate channels of communication. Discussion included:

- Only the board as a whole may direct the Superintendent/President. Trustees forward requests for S/P action to the board president, who refers it to the S/P. They determine whether the request needs to be placed on the board agenda and/or what the appropriate response should be. Such requests include asking for information or making requests that take a relatively substantial amount of time to complete or respond to.
- Concerns expressed to trustees from community members and college staff should be referred to the superintendent/president.
- Modes of communication were discussed. For the board chair, phone calls are best. One trustee requested that the chair respond quickly to his requests. It was noted that numerous requests and suggestions for action take significant time for response, and should be prioritized.
- Members were encouraged to discuss questions and concerns and to learn as much as possible about an issue prior to making suggestions for Superintendent action or college operations. A good opportunity is in the meeting with the Superintendent/President to review the agenda. Longer-term trustees discussed the extensive learning curve they experienced in adapting to the academic culture.

Members explored ways to strengthen team-building through more discussions, and to bring the three new trustees up to speed on district history and the background for current decisions and operations. Suggestions included holding another retreat in a few months and/or adding periodic study sessions on specific topics.

Facilitator Smith noted the publication, "Upholding Board Ethics," and encouraged the Board to add statements to its policy on how violations of the code of ethics will be addressed. She encouraged periodic review of the ethics policy and noted that a number of boards have adopted specific communication protocols in board policy or as a guide for the board.

#### Upholding the *Brown Act*

Discussion included avoiding serial meetings, limits on communication among trustees, and the importance of maintaining confidentiality of closed sessions.

#### Responding to the Accreditation Draft recommendations

The Superintendent/President discussed his written response to the recommendations of the accrediting team, and that there are errors of fact in the report that were not corrected as requested. He has written a response to the Accrediting Commission and will be speaking at the Commission's June meeting, when they will vote on Victor Valley's status. He noted that the college received full accreditation in 2009, and that college operations had not deteriorated--in fact they have improved.

Participants discussed the recommendation to encourage participation in governance groups by students (#7), and reviewed the current policy on the student trustee. It was noted that the student trustee has a spot on the board agenda, and that the Board welcomes the student perspective.

Board members will receive regular reports on accreditation and college response to the recommendations. It was noted that this retreat is a partial response to Recommendation 8 related to board performance. Board members no longer serve on college committees.

Facilitator Smith noted the publication, "Preventing Micromanagement: Creating High Performing Boards", as a resource to assist new trustees in understanding their roles, particularly in response to Recommendation #8.

#### Board Self Evaluation

Board members completed their board self-evaluation forms and provided them to the Superintendent/President, who will compile and summarize the results. The results will be discussed at the next board retreat or future meeting.

#### District Directions and Board Goals

Victor Valley College will be focusing on the following four key areas in 2011-2012

- Fiscal Stability
- Student Success
- Responding to Accreditation
- Image

The Board identified a number of tasks or goals for itself in 2011-2012 related to these areas to board performance, which is provided as a separate document. It expects the Superintendent/President to focus his efforts in these areas. The facilitator encouraged the board to evaluate progress on these throughout the year and in the 2012 board self-evaluation. The Superintendent/President will provide a master calendar that includes addressing these issues at board meetings.

The following board tasks/goals were identified in the Board retreat on May 21, 2011.

#### District Direction: Fiscal Stability

- Continue to monitor and address fiscal issues to maintain financial stability and a balanced budget.
  - Be knowledgeable about and respond to state economy.
  - Understand implications of local economic trends for the college.
  - Be alert to opportunities to expand revenue sources, including contract education and federal advocacy.
  - Expect that the college lives within its budget; understand the benefits and limits of ensuring cash flow through borrowing.

#### District Direction: Student Success

- Expect that student success is a high priority for the Superintendent/President
- Monitor and support efforts to define and improve "student success" at the College. Areas may include:
  - Links with other educational institutions to improve readiness for college.
  - Links with business and industry to strengthen college programs.
  - Support setting priorities for class offerings that meet the most important needs of students and the community (e.g. workforce development, remediation, transfer, etc.).
  - Become knowledgeable about the indicators used to measure student success

- Expect that students receive the support needed to make progress toward their goals.

District Direction: Accreditation Recommendations

- Monitor and support the CEO in responding to the accreditation recommendations.
- Review the mission, vision and values policy at a future retreat or board meeting.

District Direction: Image

- Continue to support efforts, including staffing, to maintain and promote the reputation of the college in the community.
- Expect and support partnerships with the business community to promote the college.
- Expect transparency on uses of the bond monies.
- Be a cohesive board that promotes the college in the community.

Board Performance

- Continue to integrate new and continuing board members into an effective team.
- Be committed to working together and using professional styles and appropriate channels of communication.
- Uphold principles of effective trusteeship; continue to learn about effective board roles and responsibilities.

*These notes were prepared by Board Consultant Dr. Cindra Smith, and are subject to review and revision by the Victor Valley Board of Trustees and Superintendent President.*

**ADJOURNMENT**

It was unanimously approved to adjourn the meeting at 1 p.m.

\_\_\_\_\_  
Lorrie Denson, Clerk

\_\_\_\_\_  
Date Approved






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

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

**TOPIC:** INDEPENDENT CONTRACTOR AGREEMENTS FOR THE 2011 GEAR UP SUMMER ACADEMY

**SUBMITTED BY:** Patricia Bejarano-Vera, Director, GEAR UP Program

**RECOMMENDED BY:** Mark J. Zacovic 

**APPROVED BY:** Christopher C. O'Hearn 

**Description/Background:**

The District wishes to approve Independent Contractor Agreements between Victor Valley Community College District and the following individuals: Johanna Federwisch; Jonathon Federwisch; Natasha Hansen; Ryan Miles; Daisy Mondragon; Oluronke Ogunleye; Justin Osterberg; Maria Petersen; Heather Vennes. The service period for these agreements is June 15, 2011 through July 14, 2011.

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

**Need:**

The above listed individuals will provide academic services to GEAR UP students during the 2011 GEAR UP Summer Academy; consistent with the GEAR UP Program grant objectives.

**Fiscal Impact:**

Budgeted item. Not to exceed \$27,000 – Grant funded

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve the names listed on the Independent Contractor Agreements for the 2011 GEAR UP Summer Academy. The service period for these agreements is June 15, 2011 through July 14, 2011.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO







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

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

**TOPIC:** OUT OF COUNTRY TRAVEL - ASIA

**SUBMITTED BY:** Lori Kildal, Dean, STEM

**RECOMMENDED BY:** Mark J. Zacovic *Mark J. Zacovic*

**APPROVED BY:** Christopher C. O'Hearn *Christopher C. O'Hearn*

**Description/Background:**

The District desires to approve out of country travel to East Timor in Asia. The travel is required of students who are registered in Biology 98, "International Natural History" during the 2011 summer session from June 15, 2011, through July 10, 2011. Students will be accompanied by Associate Professor of Biology, Dr. Hinrich Kaiser.

**Students:**

Catlin Sanchez  
David Taylor  
Marissa Cox

**Need:**

Compliance with Board Policy 4300

**Fiscal Impact:**

Grant funded – Title V Math/Science – Not to exceed \$7,000.00

**Recommended Action:**

It is recommended by the Superintendent/President that Board of Trustees approve out of the country travel to East Timor in Asia. The travel is required of students who are registered in Biology 98 "International Natural History" during the 2011 summer session from June 15, 2011, through July 10, 2011. Students will be accompanied by Associate Professor of Biology, Dr. Hinrich Kaiser.

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

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




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

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

**TOPIC:** EDUCATION AFFILIATION AGREEMENTS FOR MEDICAL PROGRAMS

**SUBMITTED BY:** Pat Luther, Dean, Health Sciences, Public Safety & Industrial Technology

**RECOMMENDED BY:** Mark J. Zacovic 

**APPROVED BY:** Christopher C. O'Hearn 

**Description/Background:**

The District desires to approve the following Clinical Training Affiliation Agreements with St. Mary Medical Center effective August 1, 2011 to July 31, 2014:

- 1) Without school instructor on hospital premises (for preceptorship clinical)
- 2) With school instructor on hospital premises (for regular clinical)

Either party may terminate these Agreements at any time and for any reason upon at least thirty (30) days prior written notice to the other party. Hospital will attempt to limit its termination of these Agreements without cause so as to allow the completion of student training for the then current academic year.

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

**Need:**

For Registered Nursing and other Health Sciences programs of the District.

**Fiscal Impact:**

None

**Recommended Action:**

It is recommended by the Superintendent/President that Board of Trustees approve the listed Clinical Training Affiliation Agreements with St. Mary Medical Center effective August 1, 2011 to July 31, 2014.

**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 – ELSELVIER INC  
**SUBMITTED BY:** Pat Luther, Dean, Health Sciences, Public Safety & Industrial Technology  
**RECOMMENDED BY:** Mark J. Zacovic   
**APPROVED BY:** Christopher C. O'Hearn 

**Description/Background:**

The District desires to ratify a license agreement between Elsevier Inc., and Victor Valley College for NurseSquared, an online charting software. The period of this agreement is January 1, 2011 to December 31, 2013.

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

**Need:**

For use by the Nursing students.

**Fiscal Impact:**

Budgeted item. \$1,000.00 for two years

**Recommended Action:**

It is recommended by the Superintendent/President that Board of Trustees ratify a license agreement between Elsevier Inc., and Victor Valley College for NurseSquared, an online charting software. The period of this agreement is January 1, 2011 to December 31, 2013.



**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 - CONTRACT EDUCATION SERVICES  
 SUBMITTED BY: Debbie Potts, Contract Education  
 RECOMMENDED BY: Mark J. Zacovic   
 APPROVED BY: Christopher C. O'Hearn 

**Description/Background:**

The District desires to ratify the Contract Education Services' agreement listed below for the foodhandler classes offered through the Contract Education Department.

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

Vendor:	Income to the District
Iron Hog Restaurant Tavern – Oro Grande	\$ 300.00
Total:	\$ 300.00

**Need:**

The employees of businesses handling food in San Bernardino County are required to obtain a food handlers certification card by attending a two-hour class.

**Fiscal Impact:**

\$300 income to the District

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees ratify the agreement listed above that is being offered through the Contract Education Department.

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 – Dave Spinka  
SUBMITTED BY: Pat Luther, Dean, Health Sciences, Public Safety & Industrial Technology  
RECOMMENDED BY: Mark J. Zacovic Mark J. Zacovic  
APPROVED BY: Christopher C. O'Hearn Christopher C. O'Hearn

**Description/Background:**

The District desires to ratify an agreement between Victor Valley Community College District and Dave Spinka, to perform with his band at the Tech X event. The date of this agreement is May 14, 2011.

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

**Need:**

To perform at Tech X

**Fiscal Impact:**

Budgeted. Not to exceed \$400.00– Grant funded

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Victor Valley Community College District and Dave Spinka to perform with his band at the Tech X event. The date of this agreement is May 14, 2011.

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 – FIRST STUDENT

SUBMITTED BY: Janet Long, Director, Upward Bound Programs

RECOMMENDED BY: Mark J. Zacovic 

APPROVED BY: Christopher C. O'Hearn 

**Description/Background:**

The District desires to approve an agreement between Victor Valley Community College District and First Student. The period of this agreement is from July 01, 2011, through June 30, 2012.

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

**Need:**

To provide school bus transportation for Upward Bound and Upward Bound Math & Science Program participants for Victor Valley, Silverado and Hesperia high schools during the 2011 summer academy and the 2011-2012 academic year.

**Fiscal Impact:**

Budgeted. Not to exceed \$35,000 – Grant funded.

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve an agreement between Victor Valley Community College District and First Student for the period of July 1, 2011, through June 30, 2012.

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 – Sherrall Mugwana

**SUBMITTED BY:** Janet Long, Director, Upward Bound Programs

**RECOMMENDED BY:** Mark J. Zacovic Mark J. Zacovic

**APPROVED BY:** Christopher C. O'Hearn Christopher C. O'Hearn

**Description/Background:**

The District desires to approve an agreement between Victor Valley Community College District and Sherrall Mugwana. The period of this agreement is June 20, 2011 through July 29, 2011.

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

**Need:**

To facilitate the 2<sup>nd</sup> Annual Upward Bound Math & Science (UBMS), Science Fair component of the 2011 UBMS Summer Academy.

**Fiscal Impact:**

Budgeted. Not to exceed \$750.00– Grant funded

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve an agreement between Victor Valley Community College District and Sherrall Mugwana. The period of this agreement is June 20, 2011 through July 29, 2011.

**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 – MYRNA FOSTER

SUBMITTED BY: Janet Long, Director, Upward Bound Programs

RECOMMENDED BY: Mark J. Zacovic Mark J. Zacovic

APPROVED BY: Christopher C. O'Hearn Christopher C. O'Hearn

**Description/Background:**

The District desires to approve an agreement between Victor Valley Community College District and Myrna Foster. The period of this agreement is June 20, 2011 through July 27, 2011.

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

**Need:**

Provide supplemental foreign language instruction in Spanish for Upward Bound and Upward Bound Math & Science summer academy participants to meet grant objectives.

**Fiscal Impact:**

Budgeted. Not to exceed \$2,900.00 – Grant funded

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve an agreement between Victor Valley Community College District and Myrna Foster. The period of this agreement is June 20, 2011 through July 27, 2011.

Legal Review: YES  NOT APPLICABLE

Reference for Agenda: YES  NO

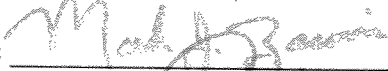



**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

TOPIC: CONTRACT - SCHOOL DATEBOOKS

SUBMITTED BY: Robbie Richards, Interim Director, Financial Aid

RECOMMENDED BY: Mark J. Zacovic 

APPROVED BY: Christopher C. O'Hearn 

**Description/Background:**

The District desires to ratify a contract between School Datebooks and Victor Valley Community College District for the purchase of 7500 student planners for the 2011-2012 academic school year. The student planners will be received by June 30, 2011.

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

**Need:**

For student use in the 2011-2012 academic year.

**Fiscal Impact:**

Budgeted - \$17,345.63 – Grant funded, BFAP

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees ratify a contract between School Datebooks and Victor Valley Community College District for the purchase of 7500 student planners for the 2011-2012 academic school year. The student planners will be received by June 30, 2011.

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: Mark J. Zacovic, Executive Vice President, Instruction & Student Services

RECOMMENDED BY: Mark J. Zacovic Mark J. Zacovic

APPROVED BY: Christopher C. O'Hearn Christopher C. O'Hearn

**Description/Background:**

The College Curriculum Committee meets 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 April 19, 2011 and May 12, 2011 are listed on the attached sheet.

A copy of the College Curriculum changes is available in the President's Office for your review.

**Fiscal Impact:**

None.

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve the curriculum changes made on April 19, 2011 and May 12, 2011 and have been recommended by the College Curriculum Committee.

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

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





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

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

TOPIC: AGREEMENT EXTENSION - GOVERNET  
SUBMITTED BY: Mark J. Zacovic, Executive VP, Instruction and Student Services  
RECOMMENDED BY: Mark J. Zacovic Mark J. Zacovic  
APPROVED BY: Christopher C. O'Hearn Christopher C. O'Hearn

**Description/Background:**

The District desires to approve an extension of an agreement originally board approved in 2007, between Victor Valley Community College District and Governet for the annual support, maintenance and hosting fees for CurricUNET, an internet-based software application. The period of this extension agreement is July 1, 2011 to June 30, 2014.

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

**Need:**

For the annual support, maintenance and hosting of CurricUNET, an internet-based software application for submitting course and program proposals via a web browser

**Fiscal Impact:**

Budgeted item. Not to exceed \$16,050.00 annually for the next three years.

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve an extension of an agreement originally board approved in 2007, between Victor Valley Community College District and Governet for the annual support, maintenance and hosting fees for CurricUNET, an internet-based software application. The period of this extension agreement is July 1, 2011 to June 30, 2014.

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 - VECTOR RESOURCES, ENTERPRISE NETWORK SOLUTIONS

**SUBMITTED BY:** Pat Luther, Dean, Health Sciences, Public Safety & Industrial Technology

**RECOMMENDED BY:** Mark J. Zacovic Mark J. Zacovic

**APPROVED BY:** Christopher C. O'Hearn \_\_\_\_\_

**Description/Background:**

The District desires to approve a contract between Victor Valley Community College District and Vector Resources, Inc. The work will be completed by July 15, 2011.

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

**Need:**

To upgrade an old classroom to a Smart Classroom technology system. This will enable instructors to improve the presentation of course subjects to their students.

**Fiscal Impact:**

Budgeted - \$10,639.88 – Perkins Grant

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve a contract between Victor Valley Community College District and Vector Resources, Enterprise Network Solutions. The work will be completed by July 15, 2011.

**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 STUDENT TRAVEL – WASHINGTON, D.C., BOSTON, AND NYC

**SUBMITTED BY:** Thomas Miller, Professor, Music

**RECOMMENDED BY:** Mark J. Zacovic 

**APPROVED BY:** Christopher C. O'Hearn 

**Description/Background:**

The District desires to approve out-of-state student travel to Washington, D.C., Boston and New York City from June 18, 2011 to June 27, 2011. The travel is to allow students from the Music Department to participate in a special performance project featuring the world premiere of "A Melancholy Beauty." Students will be accompanied by Professor Thomas Miller.

- |                  |                          |                                    |
|------------------|--------------------------|------------------------------------|
| <b>Students:</b> | Kathy Lynn Aughenbaugh   | Faith Alene Miller                 |
|                  | Thomas Floyd Aughenbaugh | William Gebhart                    |
|                  | Ebon Bracy               | Jeremy Nelson                      |
|                  | Joshua Bryan             | Kenneth Price                      |
|                  | Rebecca Bryan            | Linda Price                        |
|                  | Charles Lindholm         | Daniel Reyes                       |
|                  | Julie Cartier            | Stephen Rothenbuehler              |
|                  | Gayle Gebhart            | Michelle Schoue                    |
|                  | Patricia Kitzmann        | Patricia Schuerman                 |
|                  | Linda Kjeldgaard         | Mike Smith                         |
|                  | Alan Milhan              | Andrew James Thompson-Stubblefield |
|                  | Patricia Milhan          | Dylann Sue Sumner                  |
|                  |                          | Jamie Wendt                        |

**Need:** Compliance with Board Policy 4300

**Fiscal Impact:**

None to the District. All costs are pre-paid. ASB funds - \$2,955.00 All other costs will be borne by students and faculty.

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve out-of-state travel for students from the Music Department to travel to Washington, D.C., Boston and New York City from June 18, 2011 to June 27, 2011.

**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-COUNTRY TRAVEL – COSTA RICA

**SUBMITTED BY:** Dino Bozonelos, Social Sciences

**RECOMMENDED BY:** Mark J. Zacovic 

**APPROVED BY:** Christopher C. O'Hearn 

**Description/Background:**

The District desires to approve out-of-country travel to Costa Rica. The travel is to allow students from the Political Science and Agriculture and Natural Resources Departments to travel to Costa Rica to attend a 14-day Sustainable Development workshop from June 22, 2011, through July 6, 2011. Students will be accompanied by Assistant Professor of Social Sciences, Dino Bozonelos and Professor of Agriculture and Natural Resources, Neville Slade.

Students:	Monica Attia	Sabrina Brothers	Jason Colburn
	Ann Marie Chilton	Bradley Dustin	
	Chris Dustin	Dakota Flagherty	
	Mariela Hernandez	Angela Humberstone	
	Kylee Knox	Scott McIntyre	
	Kimberly Moreno	Brittany Perez	
	Matthew Portenstein	Kelli Pribble	
	Kathy Robles	Madonna Rosario	
	Ron Uguizu	Paxcely Moreno	

**Need:**

Compliance with Board Policy 4300

**Fiscal Impact:**

None to the District. \$4,000 will be donated from a VVC Foundation Grant. Volunteers and students will cover the entire costs of the trip at \$900.00 each. All other costs will be borne by the students and faculty.

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve out-of-country travel to Costa Rica for students from the Political Science and Agriculture and Natural Resources Department to attend a 14-day Sustainable Development workshop from June 22, 2011, through July 6, 2011. Students will be accompanied by Assistant Professor of Social Sciences, Dino Bozonelos and Professor of Agriculture and Natural Resources, Neville Slade.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO





VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

TOPIC: AGREEMENT - H & L CHARTER CO., INC.

SUBMITTED BY: Janet Long, Director, Upward Bound Programs

RECOMMENDED BY: Mark J. Zacovic Mark J. Zacovic

APPROVED BY: Dr. Christopher C. O'Hearn \_\_\_\_\_

**Description/Background:**

The District wishes to approve an Independent Contractor Agreement between Victor Valley Community College District and H & L Charter Co. Inc. The service period for this agreement is from July 1, 2011 to June 30, 2012.

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

**Need:**

To provide charter bus transportation services for the Upward Bound and Upward Bound Math & Science Programs for college tours, and cultural event field trips for the 2011-2012 fiscal year.

**Fiscal Impact:**

Budgeted. Not to exceed \$35,000- Grant funded

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve the Independent Contractor Agreement between Victor Valley Community College District and H & L Charter Co. Inc. The service period for this agreement is from July 1, 2011 through June 30, 2012.

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

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





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

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

TOPIC: CONTRACT – PACIFIC FLOOR COMPANY

SUBMITTED BY: Jaye Tashima, Athletics

RECOMMENDED BY: Mark J. Zacovic 

APPROVED BY: Christopher C. O'Hearn 

**Description/Background:**

The District desires to approve a contract between Victor Valley Community College District and Pacific Floor Company. The work will be completed by June 30, 2011.

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

**Need:**

Gymnasium Floor Recoat - Wet scrub, dry screen and apply (3) coats of "Hillyard contender finish" to the entire gym floor.

**Fiscal Impact:**

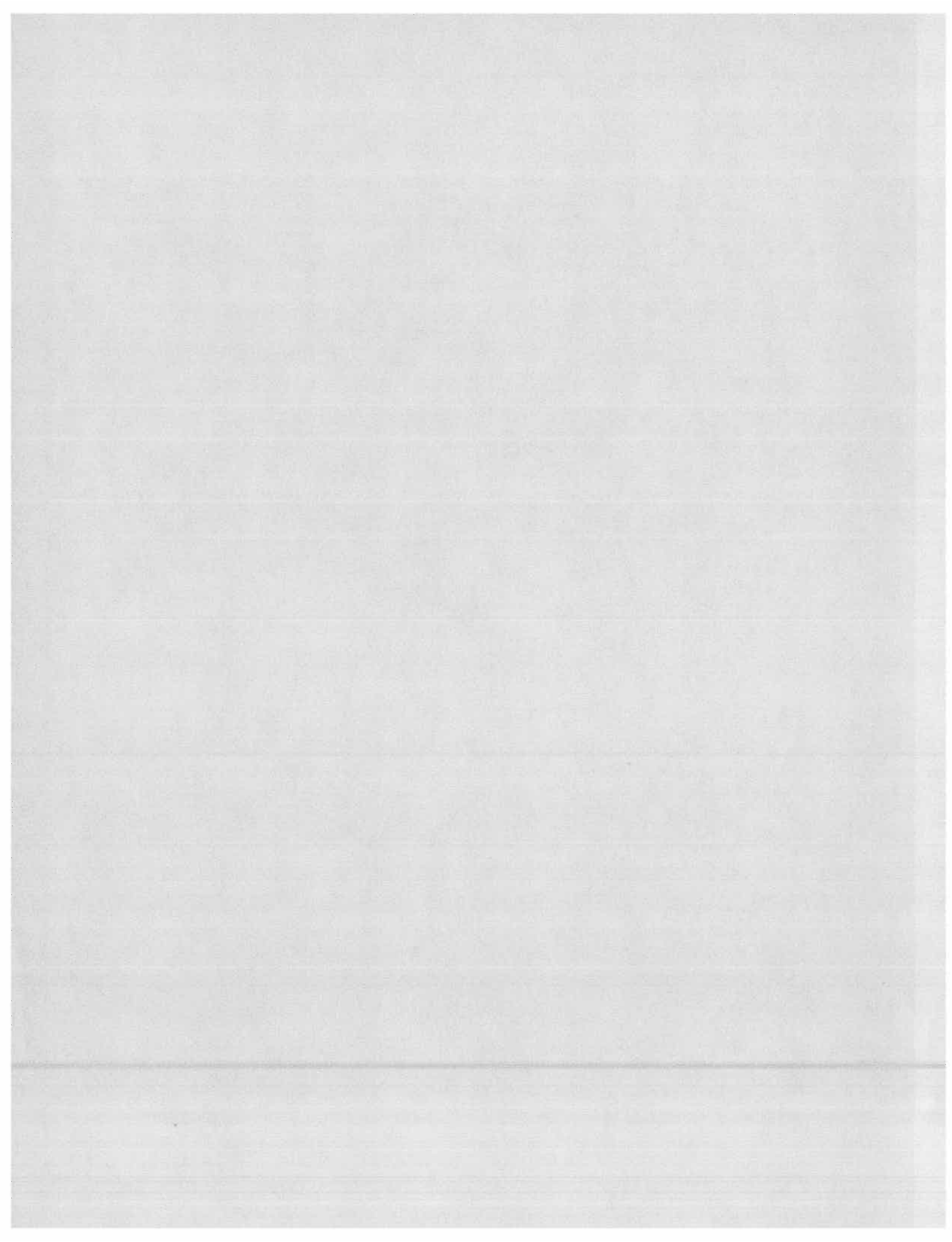
Budgeted - \$5,687.00 – Athletics

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve a contract between Victor Valley Community College District and Pacific Floor Company. The work will be completed by June 30, 2011.

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 – LUCERNE VALLEY UNIFIED SCHOOL DISTRICT

**SUBMITTED BY:** Janet Long, Director, Upward Bound Programs

**RECOMMENDED BY:** Mark J. Zacovic 

**APPROVED BY:** Christopher C. O'Hearn 

**Description/Background:**

The District desires to approve an agreement between Victor Valley Community College District and Lucerne Valley Unified School District (LVUSD) to provide school bus transportation for Upward Bound Math & Science Program participants in the LVUSD. The period of this agreement is July 1, 2011, to June 30, 2012.

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

**Need:**

To provide school bus transportation for Upward Bound Math & Science Program participants in the LVUSD during the 2011 summer academy and the 2011-2012 academic year.

**Fiscal Impact:**

Budgeted. Not to exceed \$9,000.00 – Grant funded.

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve an agreement between Victor Valley Community College District and Lucerne Valley Unified School District to provide school bus transportation for Upward Bound Math & Science Program participants in the LVUSD. The period of this agreement is July 1, 2011, to June 30, 2012.

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

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





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

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

**TOPIC:** OUT-OF-COUNTRY TRAVEL – DANKOOK UNIVERSITY,  
SOUTH KOREA

**SUBMITTED BY:** Dino Bozonelos, Social Sciences

**RECOMMENDED BY:** Mark J. Zacovic 

**APPROVED BY:** Christopher C. O'Hearn 

**Description/Background:**

The District desires to approve out-of-country travel to South Korea. The travel is to allow Donna Grace Macasa, a student enrolled in an Independent Study, POLS 129 course, to serve as an intern in the English Village program at Dankook University from June 15, 2011 through August 5, 2011.

**Need:**

Compliance with Board Policy 4300

**Fiscal Impact:**

None to the District. Dankook University reimburses and pays for all costs.

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve out-of-country travel for Donna Grace Macasa, a student enrolled in an Independent Study, POLS 129 course, to serve as an intern in the English Village Program at Dankook University in South Korea from June 15, 2011 through August 5, 2011.

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

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






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

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

**TOPIC:** AGREEMENT RENEWAL – ANA SEPTIC

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to renew its agreement with ANA Septic for pumping services on the Student Activities Center grease interceptor for the 2011-2012 fiscal year.

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

**Need:**

This is an annual renewal that is needed to provide pumping services on the Student Activities Center grease interceptor.

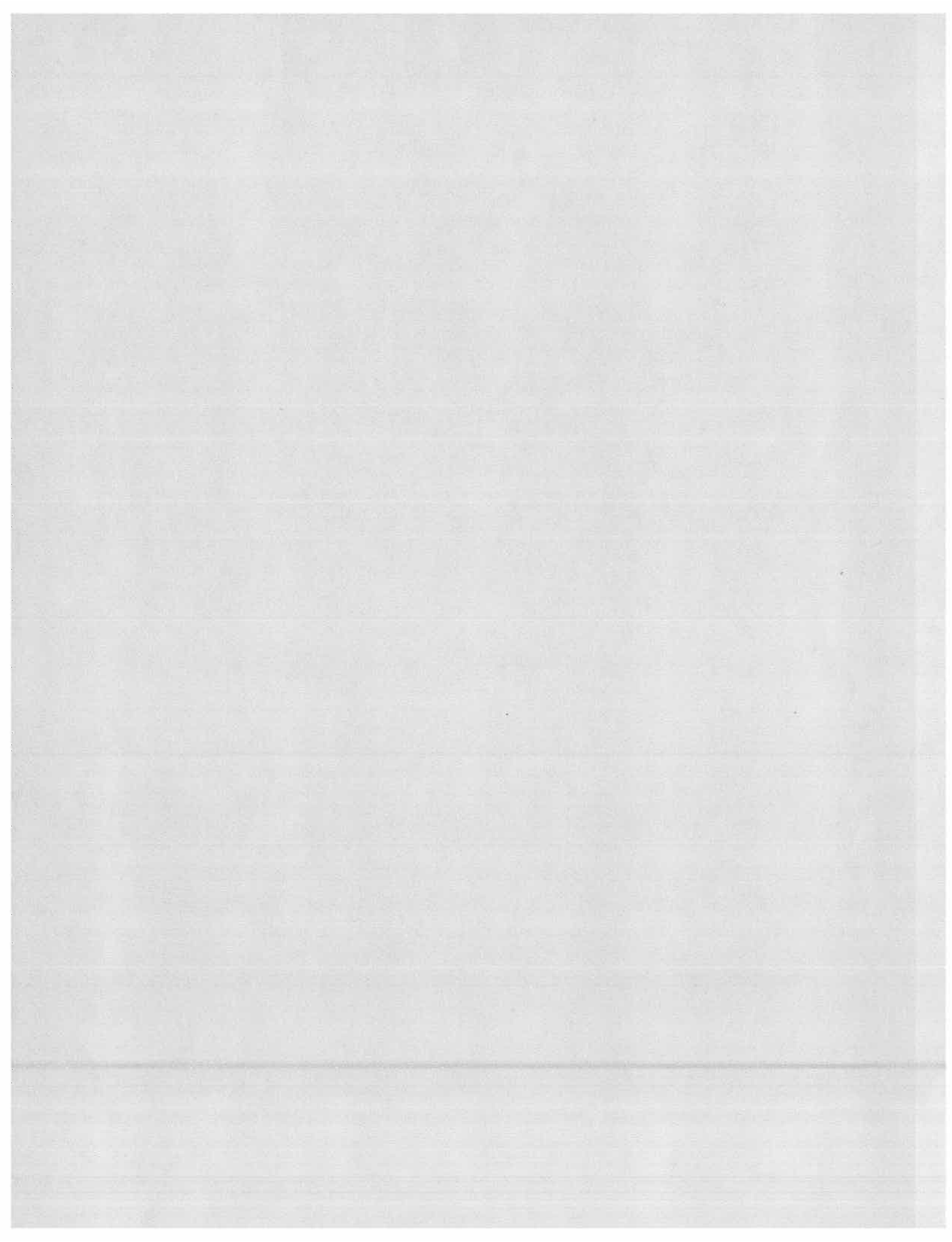
**Fiscal Impact:** \$2,010.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with ANA Septic in the amount of \$2,010.00

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO




VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

TOPIC: AGREEMENT RENEWAL – PRUDENTIAL OVERALL SUPPLY

SUBMITTED BY: Chris Hylton, Maintenance and Operations

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

**Description/Background:**

The District wishes to renew its agreement with Prudential Overall Supply for work uniforms, dry mops and shop rags for use on campus for 2011-2012 fiscal year.

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

**Need:**

This is an annual renewal that is needed to provide supplies for campus usage.

**Fiscal Impact:** \$13,000.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Prudential Overall Supply in the amount of \$13,000.00.

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

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




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

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

**TOPIC:** AGREEMENT RENEWAL – DEWEY PEST CONTROL

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to renew its agreement with Dewey Pest Control to provide pest control services as needed for the 2011-2012 fiscal year.

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

**Need:**

This is an annual renewal that is needed to provide pest control services as needed to the campus.

**Fiscal Impact:** \$5,520.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Dewey Pest Control in the amount of \$5,520.00.

**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 RENEWAL – HI DESERT ALARM

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

**RECOMMENDED BY:** G.H. Javaheripour



**APPROVED BY:** Christopher O'Hearn



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**Description/Background:**

The District wishes to renew its agreement with Hi Desert Alarm to provide service to maintain the fire alarm systems on campus for the 2011-2012 fiscal year.

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

**Need:**

This service is needed to maintain the fire alarm systems on campus.

**Fiscal Impact:** \$6,500.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Hi Desert Alarm in the amount of \$6,500.00.

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

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





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

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

**TOPIC:** AGREEMENT RENEWAL – PORTER BOILER SERVICES

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to renew its agreement with Porter Boiler Services to provide inspection and maintenance service on two flex tube boilers for 2011-2012 fiscal year.

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

**Need:**

This is an annual renewal that is needed to provide maintenance service to the boilers.

**Fiscal Impact:** \$4,350.00 - Budgeted Item

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Porter Boiler Services in the amount of \$4,350.00



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 RENEWAL – B3 BACKFLOW, INC.  
SUBMITTED BY: Chris Hylton, Maintenance & Operations  
RECOMMENDED BY: G.H. Javaheripour   
APPROVED BY: Christopher O'Hearn 

**Description/Background:**

The District wishes to renew its agreement with B3 Backflow, Inc. to provide annual testing and possible repairs of approximately 19 backflow preventers located throughout the campus for the 2011-2012 fiscal year.

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

**Need:**

This service is needed to provide annual testing and possible repairs of backflow preventers on campus.

**Fiscal Impact:** \$1,235.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with B3 Backflow, Inc. in the amount of \$1,235.00.

**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 RENEWAL – DIAMOND ENVIRONMENTAL SERVICES

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

**RECOMMENDED BY:** G.H. Javaheripour



**APPROVED BY:** Christopher O'Hearn



**Description/Background:**

The District wishes to renew its agreement with Diamond Environmental Services to provide portable restroom service for the 2011-2012 fiscal year.

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

**Need:**

This is an annual renewal that is needed for portable restroom services.

**Fiscal Impact:** \$850.56 – Budgeted Item

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Diamond Environmental Services in the amount of \$850.56.

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

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




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

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

**TOPIC:** AGREEMENT RENEWAL – THE LIQUIDATION COMPANY

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to renew its agreement The Liquidation Company to supply auctioneer services for the disposal of surplus equipment no longer of use or value to the college under Education Code 81450 for the 2011-2012 fiscal year.

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

**Need:**

This service is needed to supply auctioneer services for the disposal of surplus equipment no longer of use or value to the college under Education Code 81450.

**Fiscal Impact:**

Revenue to the District. Auctioneer is paid a percentage of the sales price.

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with The Liquidation Company.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO






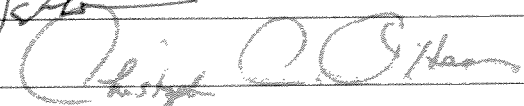
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** AGREEMENT RENEWAL – NORTH STATE ENVIRONMENTAL

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to renew its agreement with North State Environmental to provide hazardous waste management services for the 2011-2012 fiscal year.

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

**Need:**

This is an annual renewal that is needed to provide hazardous waste management services.

**Fiscal Impact:** \$24,000.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with North State Environmental in the amount of \$24,000.00.

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

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




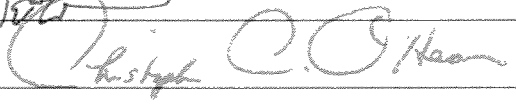
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** AGREEMENT RENEWAL – AMERICAN FIRE SAFETY, INC.

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to renew its agreement with American Fire Safety, Inc. to provide service to campus fire sprinklers for the 2011-2012 fiscal year.

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

**Need:**

This is an annual renewal that is needed to provide service to campus fire sprinklers.

**Fiscal Impact:** \$ 6,450.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with American Fire Safety, Inc. in the amount of \$6,450.00.

**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 RENEWAL – AMERICA'S XPRESS RENT-A-CAR

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to renew its agreement with America's Xpress Rent-A-Car to provide rental vans for student and staff transportation for the 2011-2012 fiscal year.

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

**Need:**

This is an annual renewal to rent vans for student and staff transportation to various events as needed.

**Fiscal Impact:** \$25,000 – Budgeted item.

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with America's Xpress Rent-A-Car in the amount of \$25,000.00.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO



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

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

**TOPIC:** AGREEMENT RENEWAL – M&D FIRE EQUIPMENT CO.

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

**RECOMMENDED BY:** G.H. Javaheripour



**APPROVED BY:** Christopher O'Hearn



**Description/Background:**

The District wishes to renew its agreement with M&D Fire Equipment Company to provide monthly service to campus fire extinguishers and to stock First Aid kits on campus for the 2011-2012 fiscal year.

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

**Need:**

This is an annual renewal that is needed to provide monthly service to campus fire extinguishers and to stock First Aid kits on campus.

**Fiscal Impact:** \$9,750.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with M&D Fire Equipment Company in the amount of \$9,750.00.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO





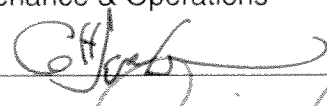
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** AGREEMENT RENEWAL – NOVA FACILITY MANAGEMENT SYSTEMS, INC.

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

**RECOMMENDED BY:** G.H. Javaheripour



**APPROVED BY:** Christopher O'Hearn



**Description/Background:**

The District wishes to renew its agreement with Nova Facility Management Systems, Inc. to provide energy management system parts and technical support for the 2011-2012 fiscal year.

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

**Need:**

This is an annual renewal that is needed for the college Energy Management System.

**Fiscal Impact:** \$2,700.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Nova Facility Management Systems, Inc. in the amount of \$2,700.00.

**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:** AGREEMENT RENEWAL – THYSSEN KRUPP ELEVATOR

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

**RECOMMENDED BY:** G.H. Javaheripour



**APPROVED BY:** Christopher O'Hearn

**Description/Background:**

The District wishes to renew its agreement with Thyssen Krupp Elevator to provide service to the elevators on campus as needed for the 2011-2012 fiscal year.

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

**Need:**

This is an annual renewal that is needed to provide elevator services to the campus.

**Fiscal Impact:** \$25,066.44 - Budgeted Item

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Thyssen Krupp in the amount of \$25,066.44.

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:** FOUNDATION DONATIONS

**SUBMITTED BY:** Ginger Ontiveros, Victor Valley College Foundation

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

Acceptance of donations as college property from the Victor Valley College District Foundation. The Foundation has made expenditures from cash contributions to specific college programs in the amount of \$41,821.22 and transferred \$13,297.10 in student scholarships for a total cash contribution of \$55,118.32. The Foundation has also received and is transferring ownership of inkind (non-cash) gifts valued at \$2,950. Total contributions from the Foundation for April 2011 are \$58,068.32 to the District.

**Need:** N/A

**Fiscal Impact:** \$58,068.32 to the District

**Recommended Action:**

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

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO

Gifts In Kind

April 2011

Date	Constituent	Fund	Gift Value	Reference
5/25/2010	Eugene Thoms	VVC-Adult Home Ec	\$2,000.00	Sunny Boy 2500 with display transformer
10/25/2010	Kelli Moore	FR-Library	\$350.00	Textbooks
3/16/2011	Dino Bozonelos	FR-Library	\$600.00	Textbooks
<b>Grand Total:</b>			<b>\$2,950.00</b>	

3 Gift(s) listed

**VVC FOUNDATION SUPPORT TO VVC**  
Expenditures Made From Cash Donations  
April 2011

Project Description	Post date	Trans. Amount	Account Description	Reference
Agriculture (Mojave Sustainability Project)	04/12/11	\$ 13,824.54	Salaries & Wages	Agriculture and Natural Resources
Agriculture (Mojave Sustainability Project)	04/12/11	\$ 15,639.34	Equipment / Supplies	Agriculture and Natural Resources
Agriculture (Mojave Sustainability Project)	04/12/11	\$ 400.00	Scholarships	Student workshop in sustainable building
<b>Agriculture Total:</b>		<b>\$ 29,863.88</b>		
Baseball Fund	04/06/11	\$ 482.00	Admission / Entry Fees	Mavs vs VVC Rams - 4/5/11
Baseball Fund	04/27/11	\$ 473.97	Equipment / Supplies	Baseball Gear
Women's Tennis	04/06/11	\$ 202.74	Equipment / Supplies	Credit Card Charges
<b>Athletics Total:</b>		<b>\$ 1,158.71</b>		
Fall - Even Nursing Class	04/12/11	\$ 16.29	Equipment / Supplies	Reimbursement for Yearbook Supplies
Fall - Even Nursing Class	04/12/11	\$ 70.58	Hospitality	Reimbursement for Nursing Graduation
Fall - Even Nursing Class	04/12/11	\$ 52.03	Equipment / Supplies	Reimbursement for Yearbook Supplies
<b>Nursing Total:</b>		<b>\$ 138.90</b>		
Fire Technology Program	04/12/11	\$ 1,000.00	Professional Services	Deposit for Photography for Fire Tech Graduation
Fire Technology Program	04/12/11	\$ 500.00	Contributions & Donations	Donation from VVC Fire Academy
<b>Fire Tech Total:</b>		<b>\$ 1,500.00</b>		
General Scholarship Clearing Fund	04/06/11	\$ 3,825.00	Scholarships	Scholarships Received thru 4/5/11
General Scholarship Clearing Fund	04/27/11	\$ 8,912.07	Scholarships	Scholarships Received thru 4/14/11
Hands Across California Endowment	04/12/11	\$ 128.33	Hospitality	Hands Across California Group Leaders Meeting
Hands Across California Endowment	04/06/11	\$ 61.70	Office Expense	Credit Card Charges
Hands Across California Endowment	04/06/11	\$ 370.00	Advertising	Hands Across California Remote Broadcasting
<b>Scholarships Total:</b>		<b>\$ 13,297.10</b>		
Grants - General	04/06/11	\$ 42.90	Travel	Credit Card Charges
Parachute Project	04/06/11	\$ 9,116.83	Salaries & Wages	Payroll and Benefits for Parachute Project
<b>Grants Total:</b>		<b>\$ 9,159.73</b>		
<b>GRAND TOTAL:</b>		<b>\$ 55,118.32</b>		






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

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

**TOPIC:** AGREEMENT – HIGHER ONE

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to enter into an agreement with Higher One to provide a debit card service for students' financial aid grant payments. This will take the place of the current process in which the District prints and mails thousands of grant checks each year. Once students have their debit cards, any future disbursements will be electronically transferred to the student's account. The initial term of the agreement will be for three years with an optional two-year extension.

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

**Need:**

The issuance of grant checks to students is an ongoing process. This will streamline the current process, resulting in the students having access to their funds sooner.

**Fiscal Impact:**

Costs to the District will be very limited, if any. The District would be charged for such things as making changes to a student's grant once it has been submitted to Higher One at a rate of \$5.00 each change. Budgeted Item, estimated at \$1,000.00 per year.

**Recommended Action:**

It is recommended that the Board of Trustees approve the agreement with Higher One per the terms of the agreement.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO





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

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

**TOPIC:** BOARD OF TRUSTEES BUDGET TRANSFER REQUEST REPORT

**SUBMITTED BY:** Deedee Orta, Administrative Services

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**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 REPORT  
 FROM 04/16/11 TO 05/19/11

05/20/11

Ref. No.	Fund	Program	Account	Amount		Description
				Increase	Decrease	
110162	01	6120 LIBRARY	580500 LICENSE FEES	4,497		LICENSE FEES
110162	01	6120 LIBRARY	631000 LIBRARY BOOKS		(4,497)	LICENSE FEES
110164	01	6412 CALWORKS COORDINATION	148000 ACADEMIC-NI/NR-COUNSELORS	935		TO COVER NEG BAL
110164	01	6412 CALWORKS COORDINATION	239000 CLASS-SHORT TERM/TEMP/NI		(6,700)	TO COVER NEG BAL
110164	01	6412 CALWORKS COORDINATION	248000 CLASS-I/NR-STUDENTS	901		TO COVER NEG BAL
110164	01	6412 CALWORKS COORDINATION	311000 STATE TCHRS RTMT SYSTEM	1,500		TO COVER NEG BAL
110164	01	6412 CALWORKS COORDINATION	331500 MEDICARE 1.45%	400		TO COVER NEG BAL
110164	01	6412 CALWORKS COORDINATION	335000 PUBLIC AGENCY RET SYSTEM	80		TO COVER NEG BAL
110164	01	6412 CALWORKS COORDINATION	341000 HEALTH AND WELFARE		(29,177)	TO COVER NEG BAL
110164	01	6412 CALWORKS COORDINATION	351000 STATE UNEMPLOYMENT INS	400		TO COVER NEG BAL
110164	01	6412 CALWORKS COORDINATION	361000 WORKERS COMPENSATION	1,000		TO COVER NEG BAL
110164	01	6412 CALWORKS COORDINATION	450000 OTHER SUPPLIES		(4,343)	TO COVER NEG BAL
110164	01	6412 CALWORKS COORDINATION	520000 TRAVEL/CONFERENCE-INSTRUC		(3,865)	TO COVER NEG BAL
110164	01	6412 CALWORKS COORDINATION	584000 CONTRACTED SERVICES	38,074		TO COVER NEG BAL
110164	01	6412 CALWORKS COORDINATION	640500 COMPUTERS	795		TO COVER NEG BAL
110165	72	6920 CHILD DEVELOPMENT CENTER	239400 CLASS SUBS/NI		(2,100)	TO COVER NEG BAL
110165	72	6920 CHILD DEVELOPMENT CENTER	335000 PUBLIC AGENCY RET SYSTEM	100		TO COVER NEG BAL
110165	72	6920 CHILD DEVELOPMENT CENTER	471000 FOOD	2,000		TO COVER NEG BAL
110166	01	0836 ATHLETICS DEPARTMENT	430000 INSTRUCTIONAL SUPPLIES		(500)	FLOOR RESURFACING
110166	01	0836 ATHLETICS DEPARTMENT	530000 DUES & MEMBERSHIPS		(375)	FLOOR RESURFACING
110166	01	0836 ATHLETICS DEPARTMENT	563000 CONTRACTS-RENTS & LEASES		(1,918)	FLOOR RESURFACING
110166	01	0836 ATHLETICS DEPARTMENT	564000 CONTRACTS-REPAIRS	2,793		FLOOR RESURFACING
110166	01	0836 ATHLETICS DEPARTMENT	564000 CONTRACTS-REPAIRS	1,092		FLOOR RESURFACING
110166	01	0836 ATHLETICS DEPARTMENT	564000 CONTRACTS-REPAIRS	1,802		FLOOR RESURFACING
110166	01	6670 VP-ADMINISTRATIVE SVCS	569100 PRIOR YEAR ROLLOVERS		(1,092)	FLOOR RESURFACING
110166	01	6670 VP-ADMINISTRATIVE SVCS	569100 PRIOR YEAR ROLLOVERS		(1,802)	FLOOR RESURFACING
110169	01	6350 STU SUPPORT SVCS-TITLE IV	341000 HEALTH AND WELFARE	2,813		TO COVER NEG BAL
110169	01	6350 STU SUPPORT SVCS-TITLE IV	569100 PRIOR YEAR ROLLOVERS		(2,813)	TO COVER NEG BAL
110170	01	6510 MAINTENANCE/OPERATIONS	450000 OTHER SUPPLIES	2,024		REVERSE BT
110170	01	6510 MAINTENANCE/OPERATIONS	520200 TRAVEL/CONFERENCE-ADMIN		(2,024)	REVERSE BT
110170	01	6550 GROUNDS OPERATIONS	450000 OTHER SUPPLIES	140		REVERSE BT
110170	01	6550 GROUNDS OPERATIONS	520200 TRAVEL/CONFERENCE-ADMIN		(140)	REVERSE BT
110172	01	6120 LIBRARY	580500 LICENSE FEES	904		LIBRARY-LICENSE FEES
110172	01	6120 LIBRARY	631000 LIBRARY BOOKS		(904)	LIBRARY-LICENSE FEES
110173	01	0400 BIOLOGICAL SCIENCES	135000 PERSONAL SERVICES	5,000		TO COVER NEG BAL
110173	01	0400 BIOLOGICAL SCIENCES	248000 CLASS-I/NR-STUDENTS		(13,000)	TO COVER NEG BAL
110173	01	0400 BIOLOGICAL SCIENCES	248000 CLASS-I/NR-STUDENTS	7,278		TO COVER NEG BAL
110173	01	0400 BIOLOGICAL SCIENCES	361000 WORKERS COMPENSATION	400		TO COVER NEG BAL
110173	01	0400 BIOLOGICAL SCIENCES	430000 INSTRUCTIONAL SUPPLIES	2,000		TO COVER NEG BAL
110173	01	0400 BIOLOGICAL SCIENCES	430000 INSTRUCTIONAL SUPPLIES		(34,771)	TO COVER NEG BAL
110173	01	0400 BIOLOGICAL SCIENCES	431000 INSTRUCTIONAL SOFTWARE	2,000		TO COVER NEG BAL
110173	01	0400 BIOLOGICAL SCIENCES	520000 TRAVEL/CONFERENCE-INSTRUC		(400)	TO COVER NEG BAL
110173	01	0400 BIOLOGICAL SCIENCES	520000 TRAVEL/CONFERENCE-INSTRUC	1,980		TO COVER NEG BAL
110173	01	0400 BIOLOGICAL SCIENCES	563000 CONTRACTS-RENTS & LEASES	9,000		TO COVER NEG BAL
110173	01	0400 BIOLOGICAL SCIENCES	563000 CONTRACTS-RENTS & LEASES		(233)	TO COVER NEG BAL
110173	01	0400 BIOLOGICAL SCIENCES	563000 CONTRACTS-RENTS & LEASES		(9,000)	TO COVER NEG BAL
110173	01	0400 BIOLOGICAL SCIENCES	640000 NEW EQUIPMENT		(5,777)	TO COVER NEG BAL
110173	01	0400 BIOLOGICAL SCIENCES	640500 COMPUTERS		(19,660)	TO COVER NEG BAL
110173	01	1701 MATHEMATICS	520000 TRAVEL/CONFERENCE-INSTRUC	1,888		TO COVER NEG BAL
110173	01	1701 MATHEMATICS	520000 TRAVEL/CONFERENCE-INSTRUC		(1,980)	TO COVER NEG BAL
110173	01	1900 PHYSICAL SCIENCES	430000 INSTRUCTIONAL SUPPLIES		(4,929)	TO COVER NEG BAL
110173	01	1905 CHEMISTRY	248000 CLASS-I/NR-STUDENTS	4,972		TO COVER NEG BAL
110173	01	6040 DEAN-STEM	129900 ACADEMIC RELEASE TIME	6,156		TO COVER NEG BAL
110173	01	6040 DEAN-STEM	135000 PERSONAL SERVICES	23,184		TO COVER NEG BAL
110173	01	6040 DEAN-STEM	218000 CLASSIFIED-NI/REG	22,618		TO COVER NEG BAL
110173	01	6040 DEAN-STEM	311000 STATE TCHRS RTMT SYSTEM	1,000		TO COVER NEG BAL
110173	01	6040 DEAN-STEM	331500 MEDICARE 1.45%	500		TO COVER NEG BAL
110173	01	6040 DEAN-STEM	351000 STATE UNEMPLOYMENT INS	200		TO COVER NEG BAL
110173	01	6040 DEAN-STEM	361000 WORKERS COMPENSATION	500		TO COVER NEG BAL
110173	01	6040 DEAN-STEM	430000 INSTRUCTIONAL SUPPLIES		(1,978)	TO COVER NEG BAL
110173	01	6040 DEAN-STEM	430000 INSTRUCTIONAL SUPPLIES	233		TO COVER NEG BAL
110173	01	6120 LIBRARY	580500 LICENSE FEES	2,819		TO COVER NEG BAL
110174	01	0400 BIOLOGICAL SCIENCES	135000 PERSONAL SERVICES		(5,000)	TO COVER NEG BAL

VICTOR VALLEY COLLEGE  
 BUDGET TRANSFER REPORT  
 FROM 04/16/11 TO 05/19/11

05/20/11

Ref. No.	Fund	Program	Account	Amount		Description
				Increase	Decrease	
110174	01	0400 BIOLOGICAL SCIENCES	430000 INSTRUCTIONAL SUPPLIES	35,000		TO COVER NEG BAL
110174	01	6040 DEAN-STEM	135000 PERSONAL SERVICES		(10,000)	TO COVER NEG BAL
110174	01	6040 DEAN-STEM	218000 CLASSIFIED-NI/REG		(20,000)	TO COVER NEG BAL
110175	01	1307 RESTAURANT MGMT	430000 INSTRUCTIONAL SUPPLIES	8,600		OB 6400->4300
110175	01	1307 RESTAURANT MGMT	640000 NEW EQUIPMENT		(8,600)	OB 6400->4300
110177	01	6780 MIS	450000 OTHER SUPPLIES		(2,645)	TO COVER BALANCES
110177	01	6780 MIS	520200 TRAVEL/CONFERENCE-ADMIN	2,645		TO COVER BALANCES
110177	01	6780 MIS	565000 CONTRACTS-MAINT AGRMTS	93,996		TO COVER BALANCES
110177	01	6780 MIS	565000 CONTRACTS-MAINT AGRMTS	45,000		TO COVER BALANCES
110177	01	6780 MIS	580500 LICENSE FEES		(93,996)	TO COVER BALANCES
110177	01	6780 MIS	584000 CONTRACTED SERVICES		(57,774)	TO COVER BALANCES
110177	01	6780 MIS	640500 COMPUTERS	12,774		TO COVER BALANCES
110181	01	6780 MIS	640500 COMPUTERS	2,000		COMPUTER PURCHASE
110181	01	6785 DATATEL	584000 CONTRACTED SERVICES		(2,000)	COMPUTER PURCHASE
110183	01	6825 COMMUNITY SVC CLASSES	245500 CLASS-FEE BASE INSTRUCTOR	11,173		ACCT CLEANUP
110183	01	6825 COMMUNITY SVC CLASSES	430000 INSTRUCTIONAL SUPPLIES	2,278		ACCT CLEANUP
110183	01	6825 COMMUNITY SVC CLASSES	450000 OTHER SUPPLIES	2,682		ACCT CLEANUP
110183	01	6825 COMMUNITY SVC CLASSES	542200 PROFESSIONAL LIABILITY	1,037		ACCT CLEANUP
110183	01	6825 COMMUNITY SVC CLASSES	581000 ADV-PUBLIC RELATIONS		(37,711)	ACCT CLEANUP
110183	01	6825 COMMUNITY SVC CLASSES	584000 CONTRACTED SERVICES	20,541		ACCT CLEANUP
110185	01	6350 STU SUPPORT SVCS-TITLE IV	239000 CLASS-SHORT TERM/TEMP/NI	11,000		5200/5840->2390
110185	01	6350 STU SUPPORT SVCS-TITLE IV	450000 OTHER SUPPLIES	3,000		5200/5840->2390
110185	01	6350 STU SUPPORT SVCS-TITLE IV	520000 TRAVEL/CONFERENCE-INSTRUC		(9,000)	5200/5840->2390
110185	01	6350 STU SUPPORT SVCS-TITLE IV	584000 CONTRACTED SERVICES		(5,000)	5200/5840->2390
110186	01	6350 STU SUPPORT SVCS-TITLE IV	128000 ACADEMIC-NI/REG-COUNSELORS		(3,073)	TO COVER NEG BAL
110186	01	6350 STU SUPPORT SVCS-TITLE IV	135000 PERSONAL SERVICES	1,743		TO COVER NEG BAL
110186	01	6350 STU SUPPORT SVCS-TITLE IV	218000 CLASSIFIED-NI/REG	10,533		TO COVER NEG BAL
110186	01	6350 STU SUPPORT SVCS-TITLE IV	311000 STATE TCHRS RTMT SYSTEM	400		TO COVER NEG BAL
110186	01	6350 STU SUPPORT SVCS-TITLE IV	321000 PUBLIC EMPLOYEES RET SYS	266		TO COVER NEG BAL
110186	01	6350 STU SUPPORT SVCS-TITLE IV	331000 OASDI	154		TO COVER NEG BAL
110186	01	6350 STU SUPPORT SVCS-TITLE IV	331500 MEDICARE 1.45%	400		TO COVER NEG BAL
110186	01	6350 STU SUPPORT SVCS-TITLE IV	331500 MEDICARE 1.45%	74		TO COVER NEG BAL
110186	01	6350 STU SUPPORT SVCS-TITLE IV	341000 HEALTH AND WELFARE	1,319		TO COVER NEG BAL
110186	01	6350 STU SUPPORT SVCS-TITLE IV	351000 STATE UNEMPLOYMENT INS	37		TO COVER NEG BAL
110186	01	6350 STU SUPPORT SVCS-TITLE IV	361000 WORKERS COMPENSATION	74		TO COVER NEG BAL
110186	01	6350 STU SUPPORT SVCS-TITLE IV	450000 OTHER SUPPLIES	530		TO COVER NEG BAL
110186	01	6350 STU SUPPORT SVCS-TITLE IV	530000 DUES & MEMBERSHIPS	150		TO COVER NEG BAL
110186	01	6350 STU SUPPORT SVCS-TITLE IV	584000 CONTRACTED SERVICES	41,410		TO COVER NEG BAL
110186	01	6350 STU SUPPORT SVCS-TITLE IV	590000 OTHER EXPENSE		(54,017)	TO COVER NEG BAL
110187	71	6595 REDEVEL PASSTHROUGH	450000 OTHER SUPPLIES	2,500		TO COVER NEG BAL
110187	71	6595 REDEVEL PASSTHROUGH	563000 CONTRACTS-RENTS & LEASES	2,000		TO COVER NEG BAL
110187	71	6595 REDEVEL PASSTHROUGH	564000 CONTRACTS-REPAIRS	15,588		TO COVER NEG BAL
110187	71	6595 REDEVEL PASSTHROUGH	612000 SITE IMPROVEMENTS		(20,088)	TO COVER NEG BAL
110189	01	6010 VP-STUDENT LEARNING	565000 CONTRACTS-MAINT AGRMTS	1,050		OB 6405->5650
110189	01	6010 VP-STUDENT LEARNING	640500 COMPUTERS		(1,050)	OB 6405->5650
110190	01	1207 RESPIRATORY THERAPY	244600 PROF EXPERT-CLASSIFIED	7,295		TO COVER NEG BAL
110190	01	1250 PARAMEDICS	244600 PROF EXPERT-CLASSIFIED	12,229		TO COVER NEG BAL
110190	01	5990 UNDISTRIBUTED ACCOUNTS	135000 PERSONAL SERVICES		(100,000)	TO COVER NEG BAL
110190	01	5990 UNDISTRIBUTED ACCOUNTS	244600 PROF EXPERT-CLASSIFIED		(19,524)	TO COVER NEG BAL
110190	01	6010 VP-STUDENT LEARNING	135000 PERSONAL SERVICES	100,000		TO COVER NEG BAL
110191	01	6670 VP-ADMINISTRATIVE SERVICES	520200 TRAVEL/CONFERENCE-ADMIN		(150)	MILEAGE EXP (FACILITIES)
110191	01	6680 FACILITIES CONSTRUCTION	520200 TRAVEL/CONFERENCE-ADMIN	150		MILEAGE EXP (FACILITIES)
110192	01	6455 DEAN OF STUDENT SERVICES	123000 ADMIN SALARY-OTHER	18,875		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	123000 ADMIN SALARY-OTHER	20,900		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	128000 ACA-NI/REG-COUNSELORS	41,783		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	128000 ACA-NI/REG-COUNSELORS	12,085		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	128300 COUNSELOR'S SUMMER SALARY	11,541		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	135000 PERSONAL SERVICES	3,750		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	135000 PERSONAL SERVICES	110		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	215000 CLASSIFIED-NI/REG/ADMIN	39,115		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	218000 CLASSIFIED-NI/REG		(21,099)	TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	218000 CLASSIFIED-NI/REG	33,428		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	249000 CLASS-SHORT TERM/TEMP/INST	4,100		TO COVER NEG BAL

VICTOR VALLEY COLLEGE  
 BUDGET TRANSFER REPORT  
 FROM 04/16/11 TO 05/19/11

05/20/11

Ref. No.	Fund	Program	Account	Amount		Description
				Increase	Decrease	
110192	01	6455 DEAN OF STUDENT SERVICES	311000 STATE TCHRS RTMT SYSTEM	504		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	311000 STATE TCHRS RTMT SYSTEM	9		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	321000 PUBLIC EMPLOYEES RET SYS		(504)	TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	321000 PUBLIC EMPLOYEES RET SYS	12,843		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	331000 OASDI	8,348		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	331500 MEDICARE 1.45%	2,013		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	335000 PUBLIC AGENCY RET SYSTEM	154		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	341000 HEALTH AND WELFARE	22,759		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	351000 STATE UNEMPLOYMENT INS	999		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	361000 WORKERS COMPENSATION	2,694		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	430000 INSTRUCTIONAL SUPPLIES		(50,000)	TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	430000 INSTRUCTIONAL SUPPLIES		(19,865)	TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	430000 INSTRUCTIONAL SUPPLIES		(52,554)	TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	520000 TRAVEL/CONFERENCE-INSTRUC	13,029		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	520000 TRAVEL/CONFERENCE-INSTRUC	9,550		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	542000 LIABILITY INSURANCE	269		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	584000 CONTRACTED SERVICES		(176,599)	TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	584000 CONTRACTED SERVICES		(118,466)	TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	584000 CONTRACTED SERVICES		(389,566)	TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	590000 OTHER EXPENSE	232,407		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	590000 OTHER EXPENSE	64,644		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	590000 OTHER EXPENSE	272,624		TO COVER NEG BAL
110192	01	6455 DEAN OF STUDENT SERVICES	762000 OTHER SERVICES - STU	120		TO COVER NEG BAL
110193	01	6010 VP-STUDENT LEARNING	135000 PERSONAL SERVICES		(4,495)	ACCRED-GLEBE
110193	01	6682 ACCREDITATION	135000 PERSONAL SERVICES	4,000		ACCRED-GLEBE
110193	01	6682 ACCREDITATION	311000 STATE TCHRS RTMT SYSTEM	330		ACCRED-GLEBE
110193	01	6682 ACCREDITATION	331500 MEDICARE 1.45%	58		ACCRED-GLEBE
110193	01	6682 ACCREDITATION	351000 STATE UNEMPLOYMENT INS	29		ACCRED-GLEBE
110193	01	6682 ACCREDITATION	361000 WORKERS COMPENSATION	78		ACCRED-GLEBE
110194	01	0934 ELECTRONICS & ELEC TECH	135000 PERSONAL SERVICES		(11,294)	TRANS PER DARRELL
110194	01	0934 ELECTRONICS & ELEC TECH	430000 INSTRUCTIONAL SUPPLIES	4,664		TRANS PER DARRELL
110194	01	0934 ELECTRONICS & ELEC TECH	580500 LICENSE FEES	1,115		TRANS PER DARRELL
110194	01	0934 ELECTRONICS & ELEC TECH	640000 NEW EQUIPMENT	2,515		TRANS PER DARRELL
110194	01	0934 ELECTRONICS & ELEC TECH	640500 COMPUTERS	3,000		TRANS PER DARRELL
110196	01	6460 FINANCIAL AID ADMIN	584000 CONTRACTED SERVICES	106,208		OB 7900->5840
110196	01	6460 FINANCIAL AID ADMIN	790000 RESERVE FOR CONTINGENCIES		(106,208)	OB 7900->5840
110197	01	0934 ELECTRONICS & ELEC TECH	135000 PERSONAL SERVICES		(3,482)	OB 1350->XXXX
110197	01	0934 ELECTRONICS & ELEC TECH	430000 INSTRUCTIONAL SUPPLIES		(849)	OB 1350->XXXX
110197	01	0934 ELECTRONICS & ELEC TECH	640000 NEW EQUIPMENT	3,391		OB 1350->XXXX
110197	01	0934 ELECTRONICS & ELEC TECH	640500 COMPUTERS	940		OB 1350->XXXX
110198	01	0934 ELECTRONICS & ELEC TECH	311000 STRS		(2,064)	OB 3110->4300
110198	01	0934 ELECTRONICS & ELEC TECH	430000 INSTRUCTIONAL SUPPLIES	2,064		OB 3110->4300
110199	01	1207 RESPIRATORY THERAPY	584000 CONTRACTED SERVICES	6,000		Mandatory Accred
110199	01	1250 PARAMEDICS	584000 CONTRACTED SERVICES	5,000		Mandatory Accred
110199	01	5990 UNDISTRIBUTED ACCOUNTS	790000 RESERVE FOR CONTINGENCIES		(11,000)	Mandatory Accred
110200	01	5990 UNDISTRIBUTED ACCOUNTS	790000 RESERVE FOR CONTINGENCIES		(4,000)	TYPESET COLG CATALOG
110200	01	6010 VP-STUDENT LEARNING	244600 PROF EXPERT-CLASSIFIED	4,000		TYPESET COLG CATALOG
110201	01	6610 PLANNING & POLICY MAKING	450000 OTHER SUPPLIES	13,300		COVER NEG BALANCES
110201	01	6610 PLANNING & POLICY MAKING	520200 TRAVEL/CONFERENCE-ADMIN	5,000		COVER NEG BALANCES
110201	01	6610 PLANNING & POLICY MAKING	584000 CONTRACTED SERVICES		(18,317)	COVER NEG BALANCES
110201	01	6610 PLANNING & POLICY MAKING	590000 OTHER EXPENSE	17		COVER NEG BALANCES
110202	01	6620 SUPT/PRESIDENTS OFFICE	450000 OTHER SUPPLIES	1,450		COVER NEG BALANCES
110202	01	6620 SUPT/PRESIDENTS OFFICE	520000 TRAVEL/CONFERENCE-INSTRUC	850		COVER NEG BALANCES
110202	01	6620 SUPT/PRESIDENTS OFFICE	520200 TRAVEL/CONFERENCE-ADMIN		(997)	COVER NEG BALANCES
110202	01	6620 SUPT/PRESIDENTS OFFICE	584000 CONTRACTED SERVICES		(2,000)	COVER NEG BALANCES
110202	01	6620 SUPT/PRESIDENTS OFFICE	640000 NEW EQUIPMENT	550		COVER NEG BALANCES
110202	01	6620 SUPT/PRESIDENTS OFFICE	640000 NEW EQUIPMENT	147		COVER NEG BALANCES
110203	01	6010 VP-STUDENT LEARNING	239400 CLASS SUBS/NI	500		SUBSTITUTE EXP.
110203	01	6010 VP-STUDENT LEARNING	450000 OTHER SUPPLIES		(500)	SUBSTITUTE EXP.
110205	01	0948 AUTOMOTIVE TECHNOLOGY	130600 TEACHERS SAL-UNIT OF PAY	22,176		TO COVER NEG BAL
110205	01	0948 AUTOMOTIVE TECHNOLOGY	135000 PERSONAL SERVICES	6,000		TO COVER NEG BAL
110205	01	0948 AUTOMOTIVE TECHNOLOGY	311000 STATE TCHRS RTMT SYSTEM	2,000		TO COVER NEG BAL
110205	01	0948 AUTOMOTIVE TECHNOLOGY	335000 PUBLIC AGENCY RET SYSTEM	600		TO COVER NEG BAL

VICTOR VALLEY COLLEGE  
 BUDGET TRANSFER REPORT  
 FROM 04/16/11 TO 05/19/11

05/20/11

Ref. No.	Fund	Program	Account	Amount		Description
				Increase	Decrease	
110205	01	0948 AUTOMOTIVE TECHNOLOGY	351000 STATE UNEMPLOYMENT INS	100		TO COVER NEG BAL
110205	01	0948 AUTOMOTIVE TECHNOLOGY	520000 TRAVEL/CONFERENCE-INSTRUC	25		TO COVER NEG BAL
110205	01	0948 AUTOMOTIVE TECHNOLOGY	564000 CONTRACTS-REPAIRS	321		TO COVER NEG BAL
110205	01	0948 AUTOMOTIVE TECHNOLOGY	584000 CONTRACTED SERVICES	2,435		TO COVER NEG BAL
110205	01	0948 AUTOMOTIVE TECHNOLOGY	590000 OTHER EXPENSE		(35,800)	TO COVER NEG BAL
110205	01	0948 AUTOMOTIVE TECHNOLOGY	590000 OTHER EXPENSE		(2,120)	TO COVER NEG BAL
110205	01	0948 AUTOMOTIVE TECHNOLOGY	640000 NEW EQUIPMENT	4,263		TO COVER NEG BAL





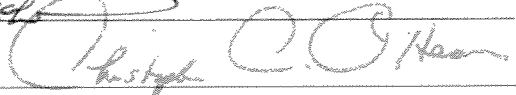
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** AUTHORIZED SIGNATORIES

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

For the 2011-2012 fiscal year, Christopher O'Hearn, G.H. Javaheripour, and Josanna Orta should be acknowledged as authorized representatives of the Board of Trustees to execute:

- |                              |                             |                             |
|------------------------------|-----------------------------|-----------------------------|
| Contracts and Agreements     | Batch Payments              | Employee Expense Claims     |
| Resolutions and Applications | Budget Transfers            | Payroll Prelists            |
| Receipts and Disbursements   | Certify/Attest Board Action | Purchase Orders             |
| County Treasurer Reports     | Revolving Cash Fund         | Payroll Revolving Cash Fund |
| Notices of Employment        | Workers Compensation Claims |                             |

**Need:**

In order to conduct college business, it is necessary to have authorized signatories of the district to sign various documents.

**Fiscal Impact:** None

**Recommended Action:**

It is recommended that the Board of Trustees approve the signatures of Christopher O'Hearn, G.H. Javaheripour, and Josanna Orta to represent the board in the above-named matters for fiscal year 2011-2012 per Education Code 72282.

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

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




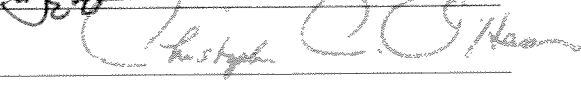
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** AUTHORIZED ELECTRONIC SIGNATURE KEY USERS

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

In accordance with Education Code Section 81655, we are requesting authorization of electronic signature key use for G.H. Javaheripour and Josanna Orta, from July 1, 2011, through June 30, 2012.

**Need:**

The electronic signature keys are used to release accounts payable batches.

**Fiscal Impact:** None

**Recommended Action:**

It is recommended that the Board of Trustees approve G.H. Javaheripour and Josanna Orta as authorized signature key users for the period of July 1, 2011, through June 30, 2012.

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

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



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

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

**TOPIC:** AUTHORIZED SIGNATORY

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

**RECOMMENDED BY:** G.H. Javaheripour



**APPROVED BY:** Christopher O'Hearn

**Description/Background:**

For the 2011-2012 fiscal year the following positions should be acknowledged as authorized representatives of the Board of Trustees to execute:

Fusako Yokotobi	Vice President, Human Resources	<ul style="list-style-type: none"> <li>• Certificated and Classified Contracts</li> <li>• Contracts and Agreements</li> <li>• Notices of Employment</li> <li>• Workers Compensation Claims</li> </ul>
Josanna Orta	Budget Analyst	<ul style="list-style-type: none"> <li>• Budget Transfers</li> <li>• Journal Entries</li> <li>• Interfund Transfers</li> <li>• Batch Payments</li> <li>• Certify/Attest Board Action</li> <li>• Payroll Prelists</li> <li>• Purchase Orders</li> </ul>

**Need:**

In order to conduct college business, it is necessary to have authorized signatories of the District to sign various documents.

**Fiscal Impact:** N/A

**Recommended Action:**

It is recommended that the Board of Trustees approve the signature of Fusako Yokotobi and Josanna Orta to represent the Board in the above-named matters for fiscal year 2011-2012 per Education Code 72282.

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

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





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

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

**TOPIC:** DESIGNATION OF NEWSPAPER FOR 2011-2012  
DISTRICT BUDGET PUBLIC HEARING

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

In accordance with the Education Code, the County Superintendent is required to publish notice of public hearings on school and community college district budgets. This code section specifically mandates the notice of "...the public hearing on the proposed budget shall be published by the County Superintendent of Schools in a newspaper of general circulation in the district, or if there is no such newspaper, then in any newspaper of general circulation in the county, at least three days prior to the availability of the proposed budget for public inspection."

The 2011-2012 district budget calendar sets September 7 through 13, 2011, as the period the proposed budget will be available for public inspection, and September 13, 2011, as the Proposed Budget Public Hearing date.

**Need:** N/A

**Fiscal Impact:** None

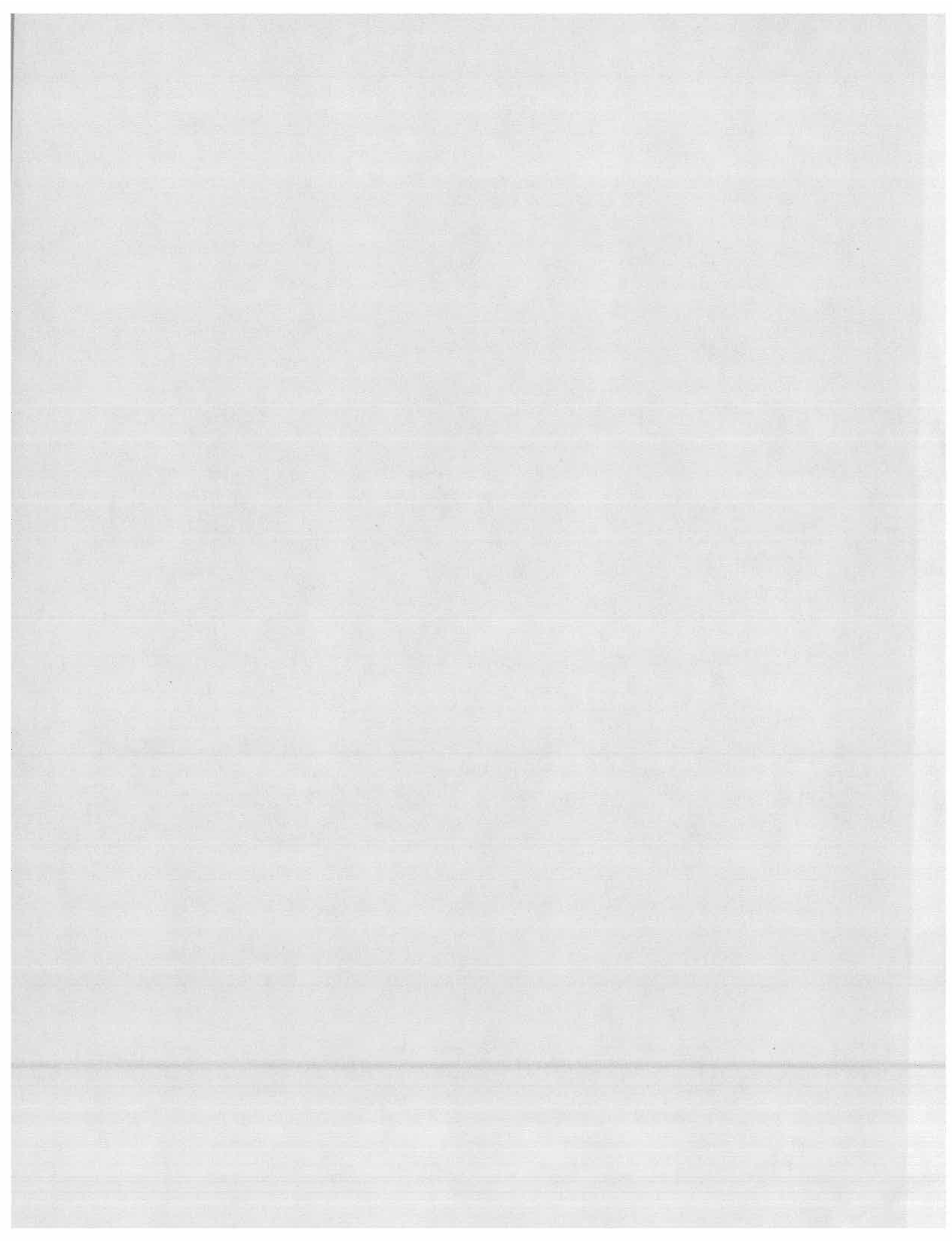
**Recommended Action:**

It is recommended the Board of Trustees designate the Victor Valley Daily Press as the newspaper in which to publish the proposed budget inspection dates as September 7 through 13, 2011, and public hearing date as September 13, 2011.

**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 – RESPONSE TO REQUEST FOR PROPOSALS FOR  
AUDIT SERVICES

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

**RECOMMENDED BY:** G.H. Javaheripour



**APPROVED BY:** Christopher O'Hearn



**Description/Background:**

Responses to the Districts Request for Proposals (RFP) for contract audit services were opened April 20, 2011. The District received responses from:

- Christy White Accounting Corporation
- Perry-Smith LLP
- Vavrinek, Trine, Day & Co., LLP
- Vicenti Lloyd Stutzman LLP

The District wishes to award the contract to Vavrinek, Trine, Day & Co., LLP per the terms of the RFP for five years, based on satisfactory performance on a year-to-year basis.

**Need:**

The annual financial and compliance audit is required under Education Code Section 84040 – Fiscal Accountability.

**Fiscal Impact:**

Budgeted item from Fund 01, not to exceed \$38,200.00 for the Annual Audit, and not to exceed \$8,800.00 for the Proposition 39 (Bond) Financial & Performance Audit.

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Vavrinek, Trine, Day & Co., LLP to provide audit services for fiscal year 2010-11, with an option to renew for four additional years. The contract for 2010-11 is not to exceed \$38,200.00 for the Annual Audit and \$8,800.00 for the Proposition 39 (Bond) Financial & Performance Audit.

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

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



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

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

**TOPIC:** AGREEMENT RENEWAL – SIXTEN & ASSOCIATES

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to renew its agreement with SixTen and Associates for State Mandate Claim Preparation for the 2011 – 2012 fiscal year. The term of the agreement is from July 1, 2011 – June 30, 2012.

The State of California is required to reimburse districts for the cost of implementing programs mandated by the state, such as Collective Bargaining. These programs are not directly funded, but, instead require the district to submit claims annually to the State Controller.

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

**Need:**

The complexity of these annual claims requires special skills and experience, and the number of claims and the seasonal nature of the work to prepare and submit the claims would impact other duties of the Fiscal Services personnel. Government Code Section 53060 grants the district the authority to contract with and employ persons for the furnishing to the district of special services if such persons are specially trained, experienced, and competent to perform the services needed.

**Fiscal Impact:**

Budgeted item – Not to exceed \$13,000.00

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with SixTen and Associates in the amount not to exceed \$13,000.00 for the 2011-12 fiscal year.

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

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




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

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

**TOPIC:** BOARD OF TRUSTEES PAYMENTS REPORT

**SUBMITTED BY:** Renee Garcia, Fiscal Services

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**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.

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

**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  \_\_\_



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

TOPIC: AGREEMENT – MESSAGING ARCHITECTS (LICENSES)  
SUBMITTED BY: Frank Smith, Technology & Information Resources  
RECOMMENDED BY: Frank Smith   
APPROVED BY: Christopher O'Hearn 

**Description/Background:**

The District wishes to enter into an agreement with Messaging Architects to purchase 100 additional licenses for mail migration and archiving product to complete the campus Microsoft migration.

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

**Need:**

Additional licenses are needed to allow completing the campus Microsoft migration, the original request for migration licenses were insufficient to cover the number for email accounts in current system.

**Fiscal Impact:** \$700. – 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 Messaging Architects, Corp. in the amount of \$700.

**Legal Review:** YES X NOT APPLICABLE    

**Reference for Agenda:** YES     NO X






VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

TOPIC: AGREEMENT – VECTOR RESOURCES (10 ADD'L ACCESS POINTS)

SUBMITTED BY: Frank Smith, Technology & Information Resources

RECOMMENDED BY: Frank Smith 

APPROVED BY: Christopher O'Hearn 

**Description/Background:**

The District wishes to enter into an agreement with Vector Resources to purchase ten (10) additional access points, needed for VVC campus. Vector Resources will provide and install equipment.

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

**Need:**

These additional access points are used to extend the coverage of the VVC wireless network; this network serves students, faculty and staff in a variety of ways that furthers the educational mission.

**Fiscal Impact:** \$ 16,079.43 – 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 Vector Resources in the amount of \$16,079.43.



**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 - SYMPOSIUM LIVE SOFTWARE  
SUBMITTED BY: Deanna Turnbeau, Management Information System  
RECOMMENDED BY: Deanna Turnbeau   
APPROVED BY: Christopher O'Hearn 

**Description/Background:**

The District wishes to enter into an agreement with SymposiumLIVE Software to purchase high impact multimedia functionality into the Blackboard Academic Suite.

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

**Need:**

It allows for self serves for faculty members as it relates to course content in Blackboard.

**Fiscal Impact:** \$9,500 – 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 SymposiumLIVE Software in the amount of \$9,500.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO



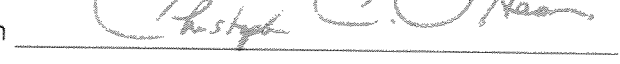
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

TOPIC: AGREEMENT – CUSTOM FAQs SOLUTIONS LTD. (RENEWAL)

SUBMITTED BY: Frank Smith, Technology & Information Resources

RECOMMENDED BY: Frank Smith 

APPROVED BY: Christopher O'Hearn 

**Description/Background:**

The District wishes to renewal its annual agreement with Custom FAQs Solutions Ltd. for web-based application that offers on-line customer service allowing question search or permitting questions to be asked by students, alumni or community around any topic to quickly and thoroughly respond back and to serve their support needs promptly while improving the quality of service and allowing consistency in communication. Term date: 7/1/2011 – 8/31/2012

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

**Need:**

This is required to allow students to be able to find answers to their questions regarding Victor Valley College, programs and services 24/7 and provide the district a way to track our effectiveness in delivering this information to students.

**Fiscal Impact:** \$17,500 – 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 Custom FAQs Solutions Ltd. in the amount of \$17,500.

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

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



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

TOPIC: RENEW AGREEMENT – ROC SOFTWARE SYSTEM, INC.

SUBMITTED BY: Deanna Turnbeau, Management Information Systems

RECOMMENDED BY: Deanna Turnbeau Deanna Turnbeau

APPROVED BY: Christopher O'Hearn Christopher O'Hearn

**Description/Background:**

The District wishes to renewal its agreement with ROC Software System, Inc. to continue using EasySpooler software. EasySpooler is an advanced print spooler that will help spend less time managing printer and output issues, while improving the reliability of your entire output environment.

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

**Need:**

It's needed to continue with the ability to automate and monitor processes based on reusable calendars, events, cross-platform dependencies and reporting within Datatel.

**Fiscal Impact:** \$ 1528.33 – 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 ROC Software System, Inc. in the amount of \$1528.33.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO





VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

TOPIC: RENEWAL AGREEMENT – DATALINK NETWORKS

SUBMITTED BY: Frank Smith, Technology & Information Resources

RECOMMENDED BY: Frank Smith



APPROVED BY: Christopher O'Hearn



**Description/Background:**

The District wishes to renew its agreement with Datalink Networks/FortiAnalyzer this is a comprehensive suite of easily-customized reports, to filter and review records, including traffic, event, virus, attack, Web content, and email data, mining the data to determine your security stance and assure regulatory compliance. FortiAnalyzer provides advanced security management functions such as quarantined file archiving, event correlation, vulnerability assessments, traffic analysis, and archiving of email, Web access, instant messaging and file transfer content.

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

**Need:**

This product is needed to analyze traffic through the firewall and provide reports for security and information integrity for the campus network, students, faculty and staff.

**Fiscal Impact:** \$ 1,649.25 – 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 Datalink Networks in the amount of \$1,649.25.

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

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




VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

TOPIC: OUT OF STATE TRAVEL – STUDENT TRAVEL

SUBMITTED BY: Robert A. Sewell, Auxiliary Services

RECOMMENDED BY: Mark J. Zacovic 

APPROVED BY: Christopher C. O'Hearn 

**Description/Background:**

The District is requesting approval to allow the Associated Student Body representatives to travel to Park City, Utah to attend the National Student Government Advisor and Leadership Team Training Conference June 15, 2011, through June 18, 2011. Students participating in the field trip are registered at Victor Valley Community College and will be accompanied by ASB Advisor, Robert Sewell.

Students:  
Christopher Dustin  
Jeremiah Brosowske

**Need:**

This conference is designed to provide general sessions, keynote speakers, workshops and forums designed to educate the student leaders and advisors on the major issues that are critical to community college students

**Fiscal Impact:**

None to the District, ASB Budgeted item.

**Recommended Action:**

It is recommended by the Superintendent/President that Board of Trustees approve the Associated Student Body representatives to travel to Park City, Utah to attend the National Student Government Advisor and Leadership Team Training Conference June 15, 2011, through June 18, 2011. Students participating in the field trip are registered at Victor Valley Community College and will be accompanied by ASB Advisor, Robert Sewell.

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 – MERRELL-JOHNSON ENGINEERING, INC.

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to enter into an agreement with Merrell-Johnson Engineering, Inc. for laboratory and on site testing services during the Campus-Wide Roadway and Parking Lot Improvement project. The fiscal impact listed below is an estimate based on the total overall amount of materials projected to be used; however the final fiscal impact will ultimately be based on the actual number of tests necessary as determined by the inspector to complete the project. Therefore, the fiscal impact may decrease or increase depending on the actual number of tests performed to complete the project.

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

**Need:**

The Campus-Wide Roadway and Parking Lot Improvement is a local bond funded project approved by the voters in the November 2008 election. The above services are required for all construction of State facilities.

**Fiscal Impact:** Estimated at: \$14,190.00 – Local Bond Funded

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Merrell-Johnson Engineering, Inc. in the amount of \$14,190.00 for laboratory and on site testing for the Campus-Wide Roadway and Parking Lot Improvement project.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO




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

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

**TOPIC:** AGREEMENT RENEWAL – SAFETY-KLEEN

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to renew its agreement with Safety-Kleen for the parts washers for the Maintenance & Operations vehicle repair and automotive areas for 2011-2012 fiscal year.

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

**Need:**

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

**Fiscal Impact:** \$2,000.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Safety-Kleen in the amount of \$2,000.00.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO






VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

TOPIC: APPROVAL OF ACADEMIC EQUIVALENCY REQUEST

SUBMITTED BY: Equivalency Committee—Debra Blanchard, Chairperson

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Christopher O'Hearn 

**Description/Background:**

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

Marjorie Morgan  
Restaurant Management

EQUIVALENCY

Meets requirements under course work/work experience combination -- vocational areas, Victor Valley equivalency policy. A minimum of twelve (12) years of work experience in the field and fifteen (15) semester units is required.

**Need:**

To establish that the minimum standards for equivalency have been met.

**Fiscal Impact:**

None

**Recommended Action:**

It is recommended that the Board of Trustees approve the equivalency as listed.

Legal Review: YES  NOT APPLICABLE

Reference for Agenda: YES  NO



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

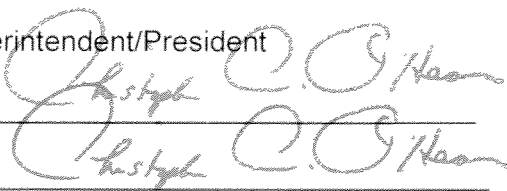
BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

TOPIC: INDEPENDENT CONTRACTOR AGREEMENT – CINDRA SMITH

SUBMITTED BY: Christopher C. O'Hearn, Superintendent/President

RECOMMENDED BY: Christopher C. O'Hearn

APPROVED BY: Christopher C. O'Hearn



**Description/Background:**

The District desires to ratify an agreement between Victor Valley Community College District and Cindra Smith. The period of this agreement begins on May 16, 2011 and shall be completed on or before May 25, 2011.

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

**Need:**

To prepare for, facilitate and provide a follow-up report for the board of trustees workshop on May 21, 2011.

**Fiscal Impact:**

Budgeted. Not to exceed \$3000.00

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Victor Valley Community College District and Cindra Smith. The date of this agreement begins on May 16, 2011 and shall be completed on or before May 25, 2011.

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:** FURNITURE, FIXTURES & EQUIPMENT (FF&E) PURCHASE – TIFFIN METAL PRODUCTS

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to purchase needed equipment from Tiffin Metal Products for the Eastside Public Safety Training Center, a voter approved local bond funded project. Funding for this equipment is part of the overall budgeted project cost approved for the Eastside Public Safety Training Center through the Furniture, Fixtures, and Equipment (FF&E) budget.

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

**Need:**

The Eastside Public Safety Training Center will open at the end of the year. The Center must be furnished and equipped to meet the needs of students, faculty, staff and the community.

**Fiscal Impact:**

\$4,755.00 includes applicable freight – Local Bond Funded.

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the FF&E purchase with Tiffin Metal Products to supply five weapon lockers for the Eastside Public Safety Training Center, a local bond funded project, in the amount of \$4,755.00.

**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:** FURNITURE, FIXTURES & EQUIPMENT (FF&E) PURCHASE – HELLER

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to purchase needed furnishings from Heller for the Eastside Public Safety Training Center, a voter approved local bond funded project. Funding for these furnishings is part of the overall budgeted project cost approved for the Eastside Public Safety Training Center through the Furniture, Fixtures, and Equipment (FF&E) budget.

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

**Need:**

The Eastside Public Safety Training Center will open at the end of the year. The Center must be furnished and equipped to meet the needs of students, faculty, staff and the community.

**Fiscal Impact:**

\$22,744.38 includes applicable tax, freight and installation – Local Bond Funded.

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the FF&E purchase with Heller to supply user specific outdoor chairs, benches and furnishings for the Eastside Public Safety Training Center, a local bond funded project, in the amount of \$22,744.38.

**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:** FURNITURE, FIXTURES & EQUIPMENT (FF&E) PURCHASE – TANGRAM

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to purchase needed furnishings from Tangram for the Eastside Public Safety Training Center, a voter approved local bond funded project. Funding for these furnishings is part of the overall budgeted project cost approved for the Eastside Public Safety Training Center through the Furniture, Fixtures, and Equipment (FF&E) budget.

Quote #336741	\$2,877.14
Quote #333501	\$44,659.83
<b>TOTAL</b>	<b>\$47,536.97</b>

A copy of the original furniture purchase quotations are available for review in the Superintendent/President's office.

**Need:**

The Eastside Public Safety Training Center will open at the end of the year. The Center must be furnished and equipped to meet the needs of students, faculty, staff and the community.

**Fiscal Impact:**

\$47,536.97 includes applicable tax, freight and installation – Local Bond Funded.

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the FF&E purchase with Tangram to supply and install user specific chairs, tables and furnishings for the Eastside Public Safety Training Center, a local bond funded project, in the amount of \$47,536.97.

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

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



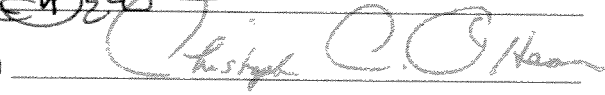
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** FURNITURE, FIXTURES & EQUIPMENT (FF&E) PURCHASE – CONTINENTAL GIABAU WEST

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to purchase needed equipment from Continental Giabau West for the Eastside Public Safety Training Center, a voter approved local bond funded project. Funding for these furnishings is part of the overall budgeted project cost approved for the Eastside Public Safety Training Center through the Furniture, Fixtures, and Equipment (FF&E) budget.

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

**Need:**

The Eastside Public Safety Training Center will open at the end of the year. The Center must be furnished and equipped to meet the needs of students, faculty, staff and the community.

**Fiscal Impact:**

\$19,893.66 includes applicable tax, freight and installation – Local Bond Funded.

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the FF&E purchase with Continental Giabau West to supply and install user specific industrial equipment for the Eastside Public Safety Training Center, a local bond funded project, in the amount of \$19,893.66.

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

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



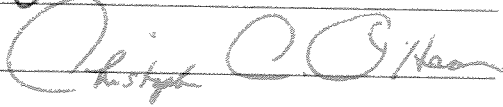
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** FURNITURE, FIXTURES & EQUIPMENT (FF&E) PURCHASE –  
COMPUTER COMFORTS, INC.

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to purchase needed furnishings from Computer Comforts, Inc. for the Eastside Public Safety Training Center, a voter approved local bond funded project. Funding for these furnishings is part of the overall budgeted project cost approved for the Eastside Public Safety Training Center through the Furniture, Fixtures, and Equipment (FF&E) budget.

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

**Need:**

The Eastside Public Safety Training Center will open at the end of the year. The Center must be furnished and equipped to meet the needs of students, faculty, staff and the community.

**Fiscal Impact:**

\$51,863.16 includes applicable tax, freight and installation – Local Bond Funded.

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the FF&E purchase with Computer Comforts, Inc. to supply and install user specific computer tables and furnishings for the Eastside Public Safety Training Center, a local bond funded project, in the amount of \$51,863.16.

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

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





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

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

**TOPIC:** FURNITURE, FIXTURES & EQUIPMENT (FF&E) PURCHASE – CORPORATE BUSINESS INTERIORS

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to purchase needed furnishings from Corporate Business Interiors for the Eastside Public Safety Training Center, a voter approved local bond funded project. Funding for this equipment is part of the overall budgeted project cost approved for the Eastside Public Safety Training Center through the Furniture, Fixtures, and Equipment (FF&E) budget.

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

**Need:**

The Eastside Public Safety Training Center will open at the end of the year. The Center must be furnished and equipped to meet the needs of students, faculty, staff and the community.

**Fiscal Impact:**

\$17,851.32 includes applicable tax, freight and installation – Local Bond Funded.

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the FF&E purchase with Corporate Business Interiors to supply and install user specific cable channeling and furnishings for the Eastside Public Safety Training Center, a local bond funded project, in the amount of \$17,851.32.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO



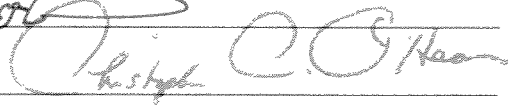
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** FURNITURE, FIXTURES & EQUIPMENT (FF&E) PURCHASE – EQUIPTO CONSOLIDATED STORAGE COMPANIES, INC.

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to purchase needed furnishings from Equipto Consolidated Storage Companies, Inc. for the Eastside Public Safety Training Center, a voter approved local bond funded project. Funding for these furnishings is part of the overall budgeted project cost approved for the Eastside Public Safety Training Center through the Furniture, Fixtures, and Equipment (FF&E) budget.

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

**Need:**

The Eastside Public Safety Training Center will open at the end of the year. The Center must be furnished and equipped to meet the needs of students, faculty, staff and the community.

**Fiscal Impact:**

\$59,168.10 includes applicable tax, freight and installation – Local Bond Funded.

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the FF&E purchase with Equipto Consolidated Storage Companies, Inc. to supply and install user specific shelving and furnishings for the Eastside Public Safety Training Center, a local bond funded project, in the amount of \$59,168.10.

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

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



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

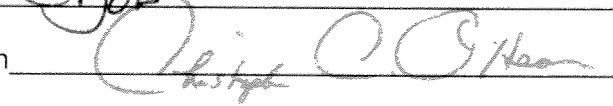
TOPIC: AGREEMENT – TRANE BUILDING SERVICES

SUBMITTED BY: Chris Hylton, Maintenance & Operations

RECOMMENDED BY: G.H. Javaheripour



APPROVED BY: Christopher O'Hearn



**Description/Background:**

The District wishes to enter into an agreement with Trane Building Services to provide additional repair services for one of the 750 ton chillers located in the Central Plant building. This unit provides 50% of the air conditioning capacity for the buildings on the chill water loop. The unit is currently offline due to electrical damage caused by a power surge.

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

**Need:**

When initial repairs were performed on this unit, additional damage was discovered. The unit continues to be non-operational, which puts 100% of the load on the other chiller. The units also do not lead/lag which causes the operating chiller to accumulate more operating hours than the downed unit.

**Fiscal Impact:**

\$4,991.27 – Fund 71 expenditure

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Trane Building Services in the amount of \$4,991.27.

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

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



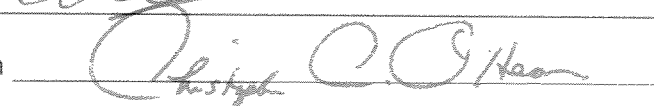
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

TOPIC: AGREEMENT RENEWAL – NOVELL, INC.

SUBMITTED BY: Frank Smith, Technology and Information Resources

RECOMMENDED BY: Frank Smith 

APPROVED BY: Christopher O'Hearn 

**Description/Background:**

The District wishes to renew its agreement with Novell, Inc. to renewal software and site licensing through June 30, 2012.

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

**Need:**

It is necessary to continue licensing Novell File and E-mail systems for one more year to ensure the migration has occurred successfully. As we are still reliant on Novell Zenworks for workstation deployment and imaging we need to continue running until a replacement is funded

**Fiscal Impact:** \$51,150. – 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 Novell, Inc. in the amount of \$51,150.

**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:** CAPITAL OUTLAY PROJECT LIST

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to submit for approval a list of projects recommended by shared governance committees and presented to the Board of Trustees at the May 10, 2011, VVC Facilities Master Plan 2011 Status Report workshop. The sequencing and construction of projects listed below will be based on operational and instructional calendars.

- Health Science Building Expansion
- Campus Energy Projects
- Various Roadway and Parking Improvements
- Vocational Complex Expansion / Renovations
- One Stop Center Building 50 & 52
- Music Building Modernization
- Campus / I.T. Infrastructure
- Potential Secondary Effect projects

A copy of the VVC Facilities Master Plan 2011 Status Report workshop presentation is available for review in the Superintendent/President's office. This list of projects is intended to be a "living document" subject to change in the future and "designed to enable the college to edit sections based on future conditions".

**Need:**

Data gathered from the 2007-2017 Facilities Master Plan, 2011 Room Use Analysis, 2010 Five Year Plan, 2010 Space Inventory, Facilities Condition Index, 2011 Praise Reports, Accreditation Report – Standard III B Physical Resources, and ongoing meetings of the Facilities and Budget committees, guided the selection and submission of the projects listed above, as well as the secondary effects that may be associated with each project.

**Fiscal Impact:**

Local Bond Funded and Fund 71 – Not to Exceed \$35,250,000.00

**Recommended Action:**

It is recommended that the Board of Trustees approve the list of projects as submitted.

**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:** 2011 - 2012 TENTATIVE BUDGET

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

**RECOMMENDED BY:** G.H. Javaheripour



**APPROVED BY:** Christopher O'Hearn



**Description/Background:**

Based upon the Governor's Budget and the May Revise, a Tentative General Operating Budget has been prepared which includes estimated revenues and expenditures for 2011-2012.

**Need:** N/A

**Fiscal Impact:**

Revenues and expenditures are projected based on current information and will probably change by the time of final budget adoption in September. The philosophy of the budget development process includes input through the shared governance process, developing a balanced budget and meeting required unfunded liabilities.

**Recommended Action:**

The District recommends that the Board of Trustees approve the Tentative General Operating Budget for 2011-2012.

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

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

**Victor Valley Community College District  
Tentative Budget  
Unrestricted General Fund 2011/12  
Board of Trustees Meeting - June 14, 2011**

	Actual Budget Year 2009-2010	Current Budget Year 2010-2011	Estimated Budget Year 2011-2012
Target FTES	10,001	10,020	9,078
Full-Time Equivalent Students (Funded)	9,489	9,670	9,078
Full-Time Equivalent Students (Unfunded)	561	350	-
Full-Time Equivalent Students (Rolled)	551	100	-
<b>Total FTES</b>	<b>10,601</b>	<b>10,120</b>	<b>9,078</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$9,293,779</b>	<b>\$9,202,648</b>	<b>\$7,469,748</b>
<b><u>CATEGORY</u></b>			
<b><u>ESTIMATED REVENUES</u></b>			
State (Apportionment Only)	\$38,629,102	\$37,275,970	\$34,890,560
State (All Other)	\$394,556	\$235,643	\$235,643
Local (Property Tax included)	\$14,192,320	\$11,105,459	\$11,733,459
One-Time Revenue	\$0	\$1,228,472	\$866,000
Transfers In: Reserve	\$5,650,000	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$58,865,978</b>	<b>\$49,845,544</b>	<b>\$47,725,662</b>
<b><u>ESTIMATED EXPENDITURES</u></b>			
Academic Salaries	\$23,077,070	\$23,325,865	\$22,724,247
Classified Salaries	\$10,707,023	\$11,112,199	\$10,755,771
Employee Benefits	\$7,948,221	\$8,546,994	\$8,829,221
Fund OPEB Trust	\$6,500,000	\$0	\$0
Payoff SERP #1 and #2	\$2,418,268	\$0	\$0
Cost to Maintain FTES (10,000)	\$0	\$465,552	\$0
Supplies, Software, Subscriptions	\$572,231	\$697,030	\$697,030
Services and Operations	\$6,576,236	\$6,514,544	\$6,564,150
Capital Outlay	\$1,156,861	\$616,260	\$616,260
Debt Svc., Transfers, Reserves	\$1,200	\$300,000	\$300,000
<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$58,957,110</b>	<b>\$51,578,444</b>	<b>\$50,486,679</b>
<b>FUND BALANCE</b>	<b>\$3,202,648</b>	<b>\$2,669,748</b>	<b>\$2,508,731</b>
<b>BRIDGE BALANCE</b>	<b>\$6,000,000</b>	<b>\$4,800,000</b>	<b>\$2,200,000</b>
<b>ENDING FUND BALANCE</b>	<b>\$9,202,648</b>	<b>\$7,469,748</b>	<b>\$4,708,731</b>
<i>Budget Deficit</i>			
<b>ENDING FUND BALANCE</b>			

NOTE: All Calculations are based on current information as of 06/08/11 and the Governor's Proposed Budget.



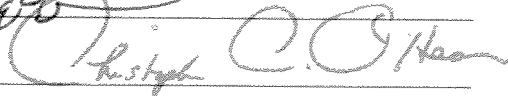
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

TOPIC: AWARD CONTRACT – CAMPUS-WIDE ROADWAY AND PARKING LOT REPLACEMENT

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

**Description/Background:**

Bids for F-160, Campus-Wide Roadway and Parking Lot Replacement were opened on June 3, 2011. Nine (9) bids were received as follows:

Vance Corporation	\$2,880,345.00
Sully-Miller Contracting Company	\$2,841,232.00
Hillcrest Contracting	\$2,762,803.45
Ben's Asphalt, Inc.	\$2,542,069.00
Ace Engineering, Inc.	\$2,437,395.00
Lee & Stires, Inc.	\$2,394,245.00
C.A. Rasmussen, Inc.	\$2,220,000.00
Cooley Construction, Inc.	\$2,188,870.00
<b>Griffith Company</b>	<b>\$2,177,060.00</b>

Griffith Company was the lowest responsible bidder. The bids have been thoroughly reviewed by the Vice President of Administrative Services, the Director of Facilities Construction, and the project architects and engineers. Griffith Company is licensed in California and their bonding company is authorized to do business in California.

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

**Need:**

Bond Measure JJ provides the District the ability to fund various projects, which include improvements to the main campus. The scope of this project was designed to correct safety concerns and poor conditions of streets, parking lots and paths of travel throughout campus. This work includes:

1. Redesign of the entrance at Jacaranda
2. Removal and replacement of parking lots 1,2,and 3 and the maintenance yard
3. Redesign of the corner at Fish Hatchery Road and Jacaranda Avenue on lower campus
4. Complete removal and replacement of Jacaranda Avenue from Fish Hatchery Road at the Vocational Education Complex to the main entrance at Jacaranda Avenue
5. Widening and repaving of Francesca Road
6. Removal and replacement of West Campus Drive
7. Addition of a new parking lot on upper campus next to Lot #12
8. Slurry seal or rehydration of lots #14 and # 16 on lower campus

**Fiscal Impact:**

\$2,177,060.00 – Locally Bond Funded.

**Recommended Action:**

It is recommended that the Board of Trustees award the contract to Griffith Company in the amount of \$2,177,060.00.

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

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



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

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

**TOPIC:** FURNITURE, FIXTURES & EQUIPMENT (FF&E) PURCHASE – G/M BUSINESS INTERIORS

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to purchase needed furnishings from G/M Business Interiors for the Eastside Public Safety Training Center, a voter approved local bond funded project by piggybacking off the San Bernardino County's Freestanding Furniture Contract. The District's governing board has the authority to "piggyback" on another public agency's bid, per Public Contract Code Section 20118 and 20652 when it is determined in the "best interest of the District". It is advantageous for the District to utilize piggyback bids when contract items are identical to the District's specification, as using piggyback contracts saves the District time and money and often provide lower prices than a single jurisdiction would be able to obtain. Accordingly, G/M Business Interiors has pricing that is considered fair and reasonable and no further competitive procurement actions are required. Funding for these furnishings is part of the overall budgeted project cost approved for the Eastside Public Safety Training Center through the Furniture, Fixtures, and Equipment (FF&E) budget.

Copies of the original furniture purchase quote and San Bernardino County Agreement are available for review in the Superintendent/President's office.

**Need:**

The Eastside Public Safety Training Center will open at the end of the year. The Center must be furnished and equipped to meet the needs of students, faculty, staff and the community.

**Fiscal Impact:**

\$140,752.44 includes applicable tax, freight and installation – Local Bond Funded.

**Recommended Action:**

It is recommended that the Board of Trustees approve the FF&E purchase with G/M Business Interiors to supply and install tables, chairs and user specific furnishings for the Eastside Public Safety Training Center, a local bond funded project, in the amount of \$140,752.44.

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

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



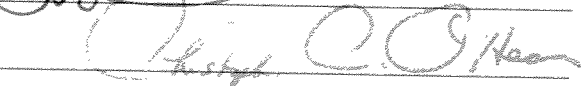
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

TOPIC: FURNITURE, FIXTURES & EQUIPMENT (FF&E) PURCHASE – VECTOR RESOURCES, INC.

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District wishes to purchase needed equipment from Vector Resources, Inc. for the Eastside Public Safety Training Center, a voter approved local bond funded project. The pricing for this purchase conforms to California Multiple Award Schedule (CMAS) #3-10-70-0876AF and 3-08-70-0876Y. The state awards CMAS contracts based on consideration of cost as well as other qualitative factors such as supplier experience, qualifications, and performance history. Pursuant to California Public Contract Code Sections 10298 and 10299, the state makes CMAS supplier contract agreements and pricing available to public agencies. Accordingly, Vector Resources, Inc. has pricing that is considered fair and reasonable and no further competitive procurement actions are required. Funding for this equipment is part of the overall budgeted project cost approved for the Eastside Public Safety Training Center through the Furniture, Fixtures, and Equipment (FF&E) budget.

Video Surveillance	\$94,275.55
I.T. Wireless Network	\$69,138.07
Cisco Phone System	\$51,540.28
Uninterruptable Power Supply	\$4,973.13
Digital Signage	\$43,429.50
<b>TOTAL</b>	<b>\$263,356.53</b>

Copies of the original equipment purchase proposals and California Multiple Award Schedules (CMAS) #3-10-70-0876AF and 3-08-70-0876Y are available for review in the Superintendent/President's office.

Need:

The Eastside Public Safety Training Center will open at the end of the year. The Center must be furnished and equipped to meet the needs of students, faculty, staff and the community.

Fiscal Impact:

\$263,356.53 includes tax – Local Bond Funded.

Recommended Action:

It is recommended that the Board of Trustees approve the FF&E purchase with Vector Resources, Inc. to supply and install I.T., surveillance, and related equipment for the Eastside Public Safety Training Center, a local bond funded project, in the amount of \$263,356.53.

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

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



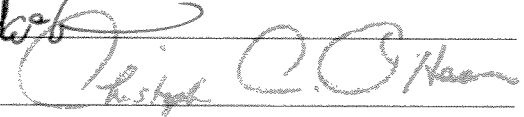
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** FURNITURE, FIXTURES & EQUIPMENT (FF&E) PURCHASE –  
CORPORATE BUSINESS INTERIORS

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to purchase needed furnishings from Corporate Business Interiors for the Eastside Public Safety Training Center, a voter approved local bond funded project. The pricing for this purchase conforms to California Multiple Award Schedule (CMAS) #4-09-71-0087A. The state awards CMAS contracts based on consideration of cost as well as other qualitative factors such as supplier experience, qualifications, and performance history. Pursuant to California Public Contract Code Sections 10298 and 10299, the state makes CMAS supplier contract agreements and pricing available to public agencies. Accordingly, Corporate Business Interiors has pricing that is considered fair and reasonable and no further competitive procurement actions are required. Funding for these furnishings is part of the overall budgeted project cost approved for the Eastside Public Safety Training Center through the Furniture, Fixtures, and Equipment (FF&E) budget.

Copies of the original furniture purchase proposal and California Multiple Award Schedule (CMAS) #4-09-71-0087A are available for review in the Superintendent/President's office.

**Need:**

The Eastside Public Safety Training Center will open at the end of the year. The Center must be furnished and equipped to meet the needs of students, faculty, staff and the community.

**Fiscal Impact:**

\$186,847.72 includes applicable tax, freight and installation – Local Bond Funded.

**Recommended Action:**

It is recommended that the Board of Trustees approve the FF&E purchase with Corporate Business Interiors to supply and install tables, chairs and user specific furnishings for the Eastside Public Safety Training Center, a local bond funded project, in the amount of \$186,847.72.

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

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




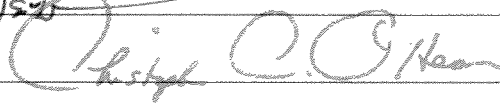
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** FURNITURE, FIXTURES & EQUIPMENT (FF&E) PURCHASE – TOTAL PLAN BUSINESS INTERIORS, INC.

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to purchase needed furnishings from Total Plan Business Interiors, Inc. for the Eastside Public Safety Training Center, a voter approved local bond funded project. The pricing for this purchase conforms to the Foundation for California Community Colleges ("Foundation") Administrative Services Agreement RFP #09-002. This Administrative Agreement provides that any school district may purchase products at the prices stated in the agreement. Accordingly, Total Plan Business Interiors, Inc. has pricing that is considered fair and reasonable and no further competitive procurement actions are required. Funding for these furnishings is part of the overall budgeted project cost approved for the Eastside Public Safety Training Center through the Furniture, Fixtures, and Equipment (FF&E) budget.

Copies of the original furniture purchase proposal and Foundation for California Community Colleges Administrative Services RFP #09-002 Agreement are available for review in the Superintendent/President's office.

**Need:**

The Eastside Public Safety Training Center will open at the end of the year. The Center must be furnished and equipped to meet the needs of students, faculty, staff and the community.

**Fiscal Impact:**

\$141,213.17 includes applicable tax, freight and installation – Local Bond Funded.

**Recommended Action:**

It is recommended that the Board of Trustees approve the FF&E purchase with Total Plan Business Interiors, Inc. to supply tables, chairs and user specific furnishings for the Eastside Public Safety Training Center, a local bond funded project, in the amount of \$141,213.17.

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

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





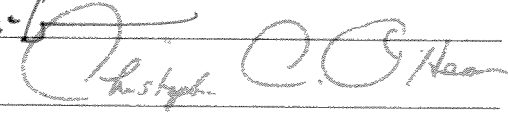
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

TOPIC: FURNITURE, FIXTURES & EQUIPMENT (FF&E) PURCHASE – FISHER SAFETY

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

**Description/Background:**

The District wishes to purchase needed equipment from Fisher Safety for the Eastside Public Safety Training Center, a voter approved local bond funded project. The pricing for this purchase is based upon Western States Contracting Alliance (WSCA) contract #SBPO01337. Pursuant to California Public Contract Code Sections 10298 and 10299, the state makes WSCA supplier contract agreements and pricing available to public agencies. Accordingly, Fisher Safety has pricing that is considered fair and reasonable and no further competitive procurement actions are required. Funding for these furnishings is part of the overall budgeted project cost approved for the Eastside Public Safety Training Center through the Furniture, Fixtures, and Equipment (FF&E) budget.

Copies of the original furniture purchase quote and Western States Contracting Alliance (WSCA) contract #SBPO01337 are available for review in the Superintendent/President's office.

**Need:**

The Eastside Public Safety Training Center will open at the end of the year. The Center must be furnished and equipped to meet the needs of students, faculty, staff and the community.

**Fiscal Impact:**

\$244,838.46 includes applicable tax and freight – Local Bond Funded.

**Recommended Action:**

It is recommended that the Board of Trustees approve the FF&E purchase with Corporate Business Interiors to supply shop and lab equipment for the Eastside Public Safety Training Center, a local bond funded project, in the amount of \$244,838.46.

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

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



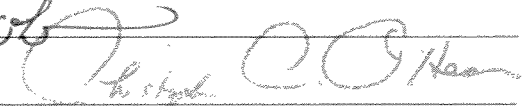
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** FURNITURE, FIXTURES & EQUIPMENT (FF&E) PURCHASE – IES INTERACTIVE TRAINING USA

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

**RECOMMENDED BY:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

The District wishes to purchase needed equipment from IES Interactive Training USA for the Eastside Public Safety Training Center, a voter approved local bond funded project. Funding for this equipment is part of the overall budgeted project cost approved for the Eastside Public Safety Training Center through the Furniture, Fixtures, and Equipment (FF&E) budget.

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

**Need:**

The Eastside Public Safety Training Center will open at the end of the year. The Center must be furnished and equipped to meet the needs of students, faculty, staff and the community.

**Fiscal Impact:**

\$78,251.07 includes applicable tax, installation and training – Local Bond Funded.

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the FF&E purchase with IES Interactive Training USA to supply, install and provide training for Milo Range and related equipment for the Administration of Justice Program at the Eastside Public Safety Training Center, a local bond funded project, in the amount of \$78,251.07 plus applicable tax.

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

TOPIC: Extension of Management Appointment, Interim Director of Evening Operations, Instructional Support Programs

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Christopher O'Hearn 

**Description/Background:**

Rolando Regino has been recommended to continue to fill the position of Interim Director of Evening Operations, Instructional Support Programs effective July 1, 2011 and ending no later than June 30, 2012.

**Need:**

Interim position is needed to fill the existing vacancy for the position of Director of Evening Operations, Instructional Support Programs.

**Fiscal Impact:** Range 18 Step C on the Management Salary Schedule, \$8,017/month plus benefits. Budgeted.

**Recommended Action:**

It is recommended that the Board of Trustees approve the appointment as listed

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

EMPLOYMENT AGREEMENT

This agreement is entered into between the Victor Valley Community College District, hereinafter referred to as "District," and Rolando Regino, hereinafter referred to as "Interim Director of Evening Operations, Instructional Support Programs."

1. Term of Agreement

The District hereby employs the Interim Director of Evening Operations, Instructional Support Programs for the period beginning July 1, 2011 and ending no later than June 30, 2012.

2. Salary

The salary of the Interim Director of Evening Operations, Instructional Support Programs, shall be eight thousand and seventeen (\$8,017) per month, fulfilling 100% assignment. In addition, the Interim Director of Evening Operations, Instructional Support Programs shall receive a monthly stipend of \$250 for earned Doctorate.

3. Duties and Responsibilities

The position, as established by the District, is to serve in the capacity of Interim Director of Evening Operations, Instructional Support Programs, and to fulfill the duties and responsibilities of Interim Director of Evening Operations, Instructional Support Programs, as defined in the attached job description.

4. Fringe Benefits

The Interim Director of Evening Operations, Instructional Support Programs will be provided 1.83 days per month district-paid vacation leave, one day per month district-paid sick leave, and all paid holidays granted to certificated administrators of the district. Health and welfare benefits will be provided, prorated for the period beginning July 1, 2011 and ending no later than June 30, 2012.

Commencing July 1, 2011, this agreement may be altered, amended, or terminated at any time by the mutual written agreement of the Interim Director of Evening Operations, Instructional Support Programs and the Board of Trustees. Either party may terminate this agreement with thirty (30) days written notice to the other party. The thirty (30) day notice may be reduced by mutual agreement of the parties.

IN WITNESS WHEREOF, the parties to this agreement have signed on the day and date first written above.

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Christopher O'Hearn, Ph.D.  
Superintendent/President

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Rolando Regino

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: Director of Evening Operations, Instructional Support Programs**

#### **BASIC FUNCTION:**

Under the direction of an area administrator, supervise the evening operations of the college campus including the daily operations of instructional services such as tutoring, supplemental instruction, and lab activities at the Advanced Technology Center. Ensure appropriate services are provided in the labs; supervise all evening personnel assigned to the technology mall area; report and document incidents or problems to the appropriate area supervisor; provide appropriate training to tutors and staff; ensure that equipment is functioning and students are able to utilize computing resources to perform classroom assignments; maintain the records for tutoring; oversee tutorial activities; perform employee evaluations; devise procedural protocols for tutoring, usage of the technology building and employees; develop and maintain staff schedules; maintain and monitor the tutoring center budget; evaluate the effectiveness of instructional support services; conduct program review/evaluation; and perform related duties as assigned.

#### **REPRESENTATIVE DUTIES:**

Maintain the effective operations of the technology mall. *E*

Serve as primary contact for the evening operations. *E*

Supervise and evaluate employees in the technology mall area. *E*

Assist the appropriate manager during the first week of instruction in the coordination of normal first week activities; i.e., room changes, last minute instructor no-shows, aiding students, etc. *E*

Utilizing appropriate and current curriculum, provide tutor and staff training. *E*

Conduct on-going professional development for all area staff. *E*

Develop and review employee schedules. *E*

Conduct planning meetings involving personnel from across disciplines and other departments. *E*

Notify the appropriate manager of any room conflicts or problems that may occur in the evening. *E*

Report personnel absences to the appropriate manager. *E*

Participate in the informal resolution of conflicts. *E*

Train students and support staff in policies and procedures. *E*

Read, understand, interpret and implement federal and state regulations and guidelines governing instruction, student services, health, and safety. *E*

Provide long-range planning for District Tutoring Center programs, analyzing, evaluating existing programs and modifying and/or revising them, and coordinating training for tutors as necessary. *E*

Assist in the coordination of academic learning support programs to better enhance student retention and success. *E*

Maintain direct budget oversight of the District Tutoring Center; analyze and interpret legislative mandates and allocations as they impact Tutoring Center program budgets. *E*

Work with counselors, instructors, and administrators to provide optimal tutorial services. *E*

Assist in the coordination of emergency procedures in the event of a natural disaster during assigned hours. *E*

Perform related duties as assigned. *E*

#### **KNOWLEDGE AND ABILITIES:**

##### KNOWLEDGE OF:

Classified and Certificated contracts.

Applicable federal and state regulations and policies, including but not limited to State Education Code and Title V.

State guidelines regarding tutoring.

Principles of supervising, training and providing work direction.

Pedagogical concepts and strategies

Electronic data processing procedure and applications.

District organization, operations, policies, and objectives.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of office machines, a computer terminal, data entry techniques and applicable software.

Telephone techniques and etiquette.

##### ABILITY TO:

Plan, develop, organize, direct and coordinate the functions of tutoring and other related programs.

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

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

Assist and relate to individuals from diverse cultural backgrounds.

Train, direct, supervise, coordinate, and evaluate the work of assigned personnel.



Establish and maintain cooperative and effective working relationships with students, faculty, socioeconomic, cultural, and ethnic and disability backgrounds.  
Communicate effectively both orally and in writing.  
Develop and assess student learning outcomes.  
Meet schedules and timelines.  
Work confidentially with discretion.  
Answer telephones and greet the public courteously.  
Prepare and deliver oral presentations.

**EDUCATION AND EXPERIENCE:**

Master's degree in education, english, counseling or library science, and two years of leadership experience including supervision and evaluation of academic or student services programs, budget management and employees.

**WORKING CONDITIONS:**

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


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





VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

TOPIC: Management Appointment, Dean of Student Services

SUBMITTED BY: Fusako Yokotobi 

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Christopher O'Hearn 

**Description/Background:**

Timothy Johnston has been recommended to fill the position of Dean of Student Services beginning July 1, 2011 through June 30, 2013.

**Need:**

Position is needed to fill the existing vacancy for the position of Dean of Student Services.

**Fiscal Impact:** Range 20 Step C on the Management Salary Schedule, \$9,766/month plus benefits. Budgeted.

**Recommended Action:**

It is recommended that the Board of Trustees approve the appointment as listed

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

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

BOARD OF TRUSTEES OF THE  
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CONTRACT OF EMPLOYMENT**  
Administrative Positions  
(California Education Code Section 72411)

Date of Offer: June 15, 2011

The Board of Trustees of the Victor Valley Community College District offers you employment in the position of Dean, Student Services for the period commencing 7/1/2011 and ending on 6/30/2013. This offer of employment is valid for ten (10) calendar days from the date of offer specified above. Your failure to accept this offer and to enter into this contract within the ten-day period will result either in the offer expiring, or, if you are employed, will result in your employment as an administrator being at-will at the pleasure of the Board of Trustees, pursuant to Section 72411.5 of the Education Code.

This contract expires on 6/30/2013. Pursuant to Education Code Section 72411, you are to be provided six months notice before the expiration of this contract of non-renewal. Otherwise, the contract will renew for the same duration and terms as described in subsection (c) of Education Code Section 72411.

This contract of employment is subject to all the rules and regulations of the Board of Trustees and all the laws of the State of California in effect during the period of employment. The terms and conditions of your employment may be changed by the District during the period of time covered by the agreement. Your compensation shall be on Range 20 of the Victor Valley College management salary schedule. In addition, you shall receive a monthly stipend of \$300 for use of personal vehicles to conduct college business. Any earned, unused vacation remaining on the last day of employment with the District, up to a maximum accrual of 44 days, will be paid on the next available payroll.

Pursuant to Education Code Section 72411.5, if you do not have tenure in the District as a faculty member, you may be dismissed, suspended, or demoted for cause, including but not limited to unsatisfactory performance, unprofessional conduct, unfitness for service, and insubordination. If you do have tenure as a faculty member, the imposition of dismissal or other penalties, for cause shall be in accordance with the provisions of the Education Code applicable to faculty members. In addition, employment is contingent upon availability of funds.

Pursuant to Government Code Section 53260, if this contract is terminated, the maximum cash settlement that you may receive is to be an amount equal to your monthly salary multiplied by the number of months left on the unexpired term of the contract. The parties agree that regardless of Government Code Section 53260, the maximum cash settlement you will receive will be your monthly salary multiplied by six (6) to reflect a total of six (6) months' salary as a total and complete severance.

If you desire to accept this contract, please sign and return to:

Victor Valley Community College District  
Office of Human Resources  
18422 Bear Valley Road  
Victorville, CA 92395

BOARD OF TRUSTEES OF THE VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

By \_\_\_\_\_  
Christopher O'Hearn, Ph.D., Superintendent/President

I accept the offer of employment set forth above subject to the terms and conditions therein

\_\_\_\_\_  
Timothy Johnston

Date \_\_\_\_\_

## VICTOR CALLEY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: DEAN OF STUDENT SERVICES

#### BASIC FUNCTION:

Under the direction of the Vice President of Instruction and Student Services, plan, organize, administer, develop and evaluate the programs, projects and activities of assigned student services operations; provide leadership for faculty and staff in offering quality education and student support services of College students; train, supervise and evaluate assigned personnel.

#### REPRESENTATIVE DUTIES:

Provide leadership for program development and work directly with faculty, classified staff, and management staff to plan for activities in areas, including but not limited to Counseling, Outreach and Recruitment, EOPS, DSP&S, Admissions and Records, Assessment, Financial Aid, Athletics; set priorities for resource needs; provide program analysis and participate in strategic and long-range instructional and student support planning for the District. *E*

Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new programs and services. *E*

Determine and fulfill needs for other college sites and centers regarding student services programs and services; provide for proper staffing of functions; coordinate activities with site management personnel. *E*

Confer with Instructional Deans, Department Chairs and faculty regarding ideas for program improvement; identify resources for development through grants and special project as applicable. *E*

Recommend and participate in development of policy as necessary for the District to properly implement, evaluate, augment and change programs and services. *E*

Serve as the District's matriculation coordinator; develop, implement, maintain, and update the District's matriculation plan in concert with administration, counseling, advisors, faculty and staff as it relates to assigned functions. *E*

Develop the division budget and manage financial resources consistent with District policy and sound financial management principles; allocate and re-allocate scarce resources among competing requests for funds. *E*

Facilitate partnerships with instructional division personnel, feeder high schools and four-year transfer institutions; assure maximum course articulation for students. *E*

Analyze requests for staff to meet short and long-term needs and make recommendations to the Vice President; assist in development of job descriptions for new positions. *E*

Train, supervise, evaluate and direct faculty and classified staff in accordance with proper management practice and in accordance with collective bargaining agreements. *E*

Organize and participate in committees for the hiring process and assure compliance with District personnel policies, procedures and practices for the employment of faculty, classified staff, student workers and short-term, temporary and substitute employees. *E*

Make presentations as necessary to various groups within the District, community and State. *E*

Communicate with subordinate managers and staff by holding regular meetings to facilitate planning and decision-making and to keep staff informed about issues and projects for the overall College student and safety regulations. *E*

Assure proper use and security of assigned facilities, equipment maintenance and compliance with health and safety regulations. *E*

Support, implement and promote compliance with the District's Staff Diversity and Equal Employment Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, programs and services. *E*

Maintain current knowledge of new developments and innovative student services programs in community colleges and higher education in general; recommend changes to maintain relevance of programs and services and to meet student and community needs. *E*

Organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff in idea generation, goal setting and decision-making. *E*

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

Higher education in community colleges, including the mission of the California

Community Colleges.

Steps in student matriculation.

Program review.

Accreditation.

Student Discipline.

Associated Student Body.

College calendar.

Federally funded grant programs.

Budget preparation and control.  
Principles and practices of administration, supervision and training.  
Interpersonal skills using tact, patience and courtesy.

**DEAN OF STUDENT SERVICES – continued**

3

District organization, operations, policies and objectives.  
Oral and written communication skills.  
Policies and objectives of assigned program and activities.  
Information technology systems and solutions.

**ABILITY TO:**

Plan, organize, develop and evaluate the programs and activities assigned student services divisions.  
Utilize information technology in support of the development and delivery of student services.  
Communicate effectively with students, faculty, and staff from multi-cultural backgrounds and promote access and equity.  
Train, supervise and evaluate personnel.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Maintain current knowledge of program rules, regulations, requirements and restrictions.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Plan and organize work.  
Work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.  
Understand the needs of the Division in the context of the overall student services and instructional program and participate with the management team to set goals and priorities for the College as a whole.  
Organize multiple projects and carry out required project details throughout the year.  
Evaluate and support recommendations for program improvements and new program efforts.  
Develop grant or special projects applications.

**EDUCATION AND EXPERIENCE:**

Master's degree and one year of leadership experience including supervision and evaluation of student services personnel and budget management.

*Desired Qualifications: Three years of leadership experience managing student services.*

**WORKING CONDITIONS:**

Office environment.

Position requires hearing and speaking to communicate and exchange information.





VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

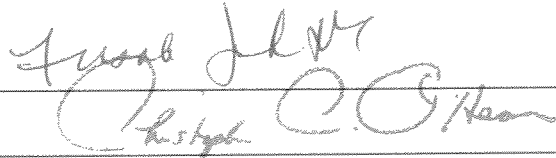
BOARD CONSENT \_\_\_ BOARD ACTION X BOARD INFORMATION (no action required) \_\_\_

TOPIC: Classified Request for Leave of Absence

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi

APPROVED BY: Christopher O'Hearn



**Description/Background:**

According to the current contract with CSEA, Article 12.8.1 states

The District may grant, in addition to the leaves set forth herein above, such additional leaves of absences for such purposes and periods of time as it deems advisable.

**Need:**

Christina Moreno, Senior Systems Analyst, has requested unpaid leave of absence for 60-90 days.

**Fiscal Impact:**

Expenditure: None

**Recommended Action:**

It is recommended that the Board of Trustees approve unpaid leave of absence for Christina Moreno effective June 15, 2011, through September 15, 2011.

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

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



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

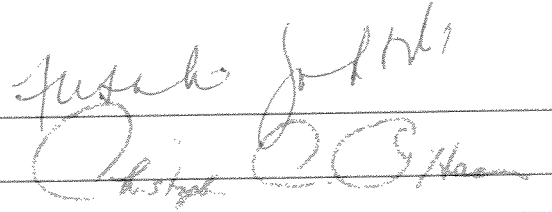
BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

TOPIC: LAYOFF RESOLUTION – CLASSIFIED

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi

APPROVED BY: Christopher O'Hearn



**Description/Background:**

Consider adoption of the resolution to layoff for lack of funds and authorize and direct the Vice President, Human Resources, to give notice of layoff to employees in the following classifications:

CLASSIFICATION (Number of Positions)	FTE	DEPARTMENT
Office Assistant (1)	1.0	Math/Science, Title V
Office Assistant (1)	1.0	Humanities, Arts, Social Sciences

The order of layoff shall be in reverse order of seniority within a class, to be determined by the length of service within the class.

**Need:** Approval of this item is needed to begin the layoff process due to lack of categorical funds.

**Fiscal Impact:** None, grant funded program

**Recommended Action:** It is recommended the Board of Trustees adopt the resolution to layoff for lack of funds and authorize and direct the Vice President, Human Resources, to give notice of layoff to employees in the classifications listed.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
RESOLUTION OF INTENTION TO LAYOFF FOR LACK OF CATEGORICAL FUNDS

WHEREAS the Title V Grant Program has been eliminated due to lack of funds. As a result, certain classified positions will be eliminated due to lack of funds

WHEREAS the Board of Trustees finds that due to the elimination of the Title V Grant Program because of lack of funds, it is necessary to lay off classified staff.

WHEREAS there is one (1) classified employee, categorically funded, currently serving in the following classification, for whom there will be no funds to pay their salaries, effective September 30, 2011:

<u>CLASSIFICATION (Number of Positions)</u>	<u>FTE</u>	<u>DEPARTMENT</u>
Office Assistant (1)	1.0	Math/Science

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Victor Valley Community College District that classified staff will be laid off under Education Code section 88017 as follows:

Effective September 30, 2011, classified employees currently serving in the aforementioned classifications shall be laid off for lack of funds. Effective October 1, 2011, the aforementioned classifications, currently assigned to the above described departments, shall be eliminated for lack of funds.

BE IT FURTHER RESOLVED THAT:

The vice president, Human Resources, is directed to provide proper notice as required by the law to the proper number of classified employees serving in those classifications described herein that they will be laid off for lack of funds, effective at the close of the business day, September 30, 2011. The affected employees shall be given notice of layoff not less than forty-five (45) days prior to the effective date of layoff. They shall be informed of their reemployment rights, if any, per applicable Education Code sections. As to employees who exercise displacement rights, notice shall be given to the proper number of employees subject to displacement that they will be laid off for lack of work effective the same day:

<u>CLASSIFICATION (Number of Positions)</u>	<u>FTE</u>	<u>DEPARTMENT</u>
Office Assistant (1)	1.0	HASS

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
RESOLUTION OF INTENTION TO LAYOFF FOR LACK OF CATEGORICAL FUNDS

This Resolution was PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Victor Valley Community College District held on June 14, 2011.

	Yes	No	Abstain
JOE RANGE:	_____	_____	_____
	_____ Signature		
DENNIS HENDERSON:	_____	_____	_____
	_____ Signature		
LORRIE DENSON:	_____	_____	_____
	_____ Signature		
MICHAEL KRAUSE:	_____	_____	_____
	_____ Signature		
JOSEPH W. BRADY:	_____	_____	_____
	_____ Signature		





**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:** G.H. Javaheripour 

**APPROVED BY:** Christopher O'Hearn 

**Description/Background:**

Financial reports are being presented for the period ending April 30, 2011, for the General Fund (01), Debt Service Payment Fund (29), Bond Fund (42), 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.

A copy of the original monthly financial report is available in the Superintendent/President's office.

**Need:** N/A

**Fiscal Impact:** None

**Recommended Action:**

This is an information only item.

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

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

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2010-2011 Financial Statements**  
**GENERAL FUND - FUND 01**  
**As of 4/30/11**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/10</b>	\$ 16,980,585			
<b><u>Revenues</u></b>				
Federal	\$ 5,482,561	\$ 2,657,560	\$ 2,825,001	51.53%
State	41,901,124	28,626,343	13,274,781	31.68%
Local	13,790,443	9,824,283	3,966,160	28.76%
Transfers In	40,000	0	40,000	100.00%
<b>Total Revenues</b>	<b>\$ 61,214,128</b>	<b>\$ 41,108,186</b>	<b>\$ 20,105,942</b>	<b>32.85%</b>
<b><u>Expenditures</u></b>				
Academic Salaries	\$ 26,009,613	\$ 19,011,402	\$ 6,998,211	26.91%
Classified Salaries	13,449,531	10,834,828	2,614,703	19.44%
Benefits	9,706,927	7,833,557	1,873,370	19.30%
Supplies	1,597,281	932,981	664,300	41.59%
Operating Expenses	12,792,493	5,586,700	7,205,793	56.33%
Capital Outlay	1,073,710	863,746	209,964	19.56%
Transfers, Grants	672,246	379,405	292,841	43.56%
Contingency	409,216	0	409,216	100.00%
Debt Service Retirement/Interest	0	0	0	
<b>Total Expenditures</b>	<b>\$ 65,711,017</b>	<b>\$ 45,442,619</b>	<b>\$ 20,268,398</b>	
Excess Revenues/(Expenditures)	\$ (4,496,889)	\$ (4,334,433)		
<b>Month Ending Fund Balance 4/30/11</b>		<b>\$ 12,646,152</b>		
<b>Projected Ending Fund Balance</b>	<b>\$ 12,483,696</b>			



**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2010-2011 Financial Statements**  
**DEBT SERVICE PAYMENT - FUND 29**  
**As of 4/30/11**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/10</b>	\$ 21,598,768			
<b><u>Revenues</u></b>				
Local Revenues	\$ 1,502,000	\$ 1,124,777	\$ 377,223	25.11%
Transfers In		\$ -	\$ -	
<b><u>Total Revenues</u></b>	<u>\$ 1,502,000</u>	<u>\$ 1,124,777</u>	<u>\$ 377,223</u>	25.11%
<b><u>Expenditures</u></b>				
Debt Service Payments	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
<b><u>Total Expenditures</u></b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Net Change in Fund Balance	\$ 1,502,000	\$ 1,124,777		
<b>Month Ending Fund Balance 4/30/11</b>		\$ 22,723,545		
<b>Projected Ending Fund Balance</b>	\$ 23,100,768			

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2010-2011 Financial Statements**  
**BOND PROJECTS FUND - FUND 42**  
**As of 4/30/11**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/10</b>	\$ 64,818,325			
<b><u>Revenues</u></b>				
Interest Income	\$ 750,000	\$ 493,412	\$ 256,588	34.21%
Miscellaneous Income		\$ 5,000	\$ (5,000)	
Proceeds from Bonds	\$ -	\$ -	\$ -	
<b>Total Revenues</b>	<b>\$ 750,000</b>	<b>\$ 498,412</b>	<b>\$ 251,588</b>	<b>33.55%</b>
<b><u>Expenditures</u></b>				
Supplies	\$ 91	\$ 91	\$ -	0.00%
Legal Expense	40,000	10,517	29,483	73.71%
License Fees	17,547	17,546	1	0.01%
Contracted Services	516,433	444,378	72,055	13.95%
Capital Outlay	26,056,631	10,794,449	15,262,182	58.57%
<b>Total Expenditures</b>	<b>\$ 26,630,702</b>	<b>\$ 11,266,981</b>	<b>\$ 15,363,721</b>	
 Net Change in Fund Balance	 \$ (25,880,702)	 \$ (10,768,569)		
<b>Month Ending Fund Balance 4/30/11</b>		<b>\$ 54,049,756</b>		
<b>Projected Ending Fund Balance</b>	<b>\$ 38,937,623</b>			

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2010-2011 Financial Statements**  
**CAPITAL OUTLAY PROJECTS - FUND 71**  
**As of 4/30/11**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/10</b>	\$ 3,865,112			
<b><u>Revenues</u></b>				
Interest Income	\$25,000	\$30,307	-\$5,307	-21.23%
Redevelopment	696,000	880,795	-184,795	-26.55%
Miscellaneous Income	0	8,360	-8,360	
Transfers In	0	0	0	
<b><u>Total Revenues</u></b>	<b>\$ 721,000</b>	<b>\$ 919,462</b>	<b>\$ (198,462)</b>	<b>-27.53%</b>
<b><u>Expenditures</u></b>				
Supplies	\$ 23,900	\$ 22,001	\$ 1,899	7.95%
Operating Expenses	1,611,307	313,432	1,297,875	80.55%
Site Improvements	1,370,995	663,734	707,261	51.59%
Buildings-New & Remodel	62,698	53,536	9,162	14.61%
Equipment	119,000	75,104	43,896	36.89%
Replacement Equipment	5,500	1,210	4,290	78.00%
Transportation Equipment	32,600	23,482	9,118	27.97%
Transfers/Grants/Contingency	0	0	0	
<b><u>Total Expenditures</u></b>	<b>\$ 3,226,000</b>	<b>\$ 1,152,499</b>	<b>\$ 2,073,501</b>	
 Net Change in Fund Balance	 \$ (2,505,000)	 \$ (233,037)		
 <b>Month Ending Fund Balance 4/30/11</b>		 \$ 3,632,075		
 <b>Projected Ending Funding Balance</b>	 \$ 1,360,112			

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2010-2011 Financial Statements**  
**CHILD DEVELOPMENT CENTER - FUND 72**  
**As of 4/30/11**

	Annual Budget	YTD Actual	Budget Remaining	Percentage Remaining
<b>Beginning Fund Balance 7/1/10</b>	\$ 91,780			
<b><u>Revenues</u></b>				
State Income	\$197,200	\$126,831	\$70,369	35.68%
Rents & Leases	156,289	114,151	42,138	26.96%
Interest Income	200	619	-419	-209.50%
Miscellaneous Income	0	2,226	-2,226	
<b><u>Total Revenues</u></b>	<b>\$ 353,689</b>	<b>\$ 243,827</b>	<b>\$ 109,862</b>	<b>31.06%</b>
<b><u>Expenditures</u></b>				
Academic Salaries	\$ 144,497	\$ 111,439	\$ 33,058	22.88%
Classified Salaries	96,533	73,699	22,834	23.65%
Benefits	85,018	66,518	18,500	21.76%
Instructional Supplies	8,895	3,780	5,115	57.50%
Operating Expenses	7,800	-316	8,116	104.05%
Equipment	15,603	15,582	21	0.13%
Transfers Out	40,000	0	40,000	100.00%
Reserve/Contingencies	0	0	0	
<b><u>Total Expenditures</u></b>	<b>\$ 398,346</b>	<b>\$ 270,702</b>	<b>\$ 127,644</b>	
Net Change in Fund Balance	\$ (44,657)	\$ (26,875)		
<b>Month Ending Fund Balance 4/30/11</b>		<b>\$ 64,905</b>		

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2010-2011 Financial Statements**  
**STUDENT CENTER FEE - FUND 73**  
**As of 4/30/11**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/10</b>	\$ 7,728			
<b><u>Revenues</u></b>	\$ 104,000	\$ 104,134	\$ (134)	-0.13%
<b><u>Expenditures</u></b>				
Transfers Out	\$ 104,000	\$ 103,888	\$ 112	0.11%
Net Change in Fund Balance	\$ -	\$ 246		
<b>Month Ending Fund Balance 4/30/11</b>		\$ 7,974		

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2010-2011 Financial Statements**  
**HEALTH TRUST FUND - FUND 75**  
**As of 4/30/11**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/10</b>	\$ 31,261			
<b><u>Revenues</u></b>				
Interest Income	\$ 300	\$ 247	\$ 53	17.67%
Miscellaneous Income			\$ -	
Transfers In	7,000	0	7,000	0.00%
<b><u>Total Revenues</u></b>	<b>\$ 7,300</b>	<b>\$ 247</b>	<b>\$ 7,053</b>	<b>96.62%</b>
<b><u>Expenditures</u></b>				
Reserve For Contingencies	\$ -	\$ -	\$ -	
Outgoing Transfers	0	0	0	
<b><u>Total Expenditures</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
 Net Change in Fund Balance	 \$ 7,300	 \$ 247		
<b>Month Ending Fund Balance 4/30/11</b>		<b>\$ 31,508</b>		
 <b>Projected Ending Fund Balance</b>	 \$ 38,561			

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2010-2011 Financial Statements**  
**SELF INSURANCE TRUST - FUND 78**  
**As of 4/30/11**

	Budget	Actual	Budget Remaining	Percentage Remaining
<b>Beginning Fund Balance 7/1/10</b>	\$ 65,737			
<b><u>Revenues</u></b>				
Interest Income	\$ 1,080	\$ 332	\$ 748	69.26%
Miscellaneous Income	0	0	0	
Transfers In	0		0	
<b><u>Total Revenues</u></b>	<b>\$ 1,080</b>	<b>\$ 332</b>	<b>\$ 748</b>	<b>69.07%</b>
<b><u>Expenditures</u></b>				
Supplies	\$ 14,000	\$ 3,246	\$ 10,754	76.81%
Contracted Services	30,200	9,340	20,860	69.07%
New Furniture/Equipment	6,500	0	6,500	0.00%
Reserve for Contingencies	0	0	0	
<b><u>Total Expenditures</u></b>	<b>\$ 50,700</b>	<b>\$ 12,586</b>	<b>\$ 38,114</b>	<b>75.18%</b>
 Net Change in Fund Balance	 \$ (49,620)	 \$ (12,254)		
<b>Month Ending Fund Balance 4/30/11</b>		<b>\$ 53,483</b>		
<b>Projected Ending Fund Balance</b>	<b>\$ 16,117</b>			

**VICTOR VALLEY COMMUNITY COLLEGE**  
**2010-2011 Financial Statements**  
**RAMS BOOKSTORE**  
**As of 4/30/11**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/10</b>	\$ 1,170,105			
<b><u>Revenues</u></b>	\$ 3,544,000	\$ 2,789,723	\$ 754,277	21.3%
Less: Cost of Goods Sold	2,552,000	2,075,960	\$ 476,040	18.7%
Gross Margin from Local Revenues	\$ 992,000	\$ 713,763	\$ 278,237	
Total Other Income		16,520	(16,520)	
<b><u>Total Revenues</u></b>	\$ 992,000	\$ 730,283	\$ 261,717	
<b><u>Expenditures</u></b>	\$ 992,000	\$ 704,761	\$ 287,239	
Estimated labor to be invoiced		0		
<b><u>Total Expenditures</u></b>	\$ 992,000	\$ 704,761	\$ 287,239	29.0%
Revenues/(Expenditures)	\$ -	\$ 25,522		
<b>Month Ending Fund Balance 4/30/11</b>		\$ 1,195,627		
<b>Projected Ending Fund Balance</b>	\$ 1,170,105			



**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2010-2011 Financial Statements**  
**AUXILIARY SERVICES**  
**As of 4/30/11**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/10</b>	\$ 304,744			
<b><u>Revenues</u></b>	\$ 689,250	\$ 578,312	\$ 51,030	7.40%
Estimated "Due From" District		<u>59,908</u>		
<b><u>Total Revenues</u></b>		\$ 638,220		
<b><u>Expenditures</u></b>				
District	\$ 890,000	\$ 597,614	\$ 292,386	32.85%
		<u>0</u>		
<b><u>Total Expenditures</u></b>		\$ 597,614		
Revenues/(Expenditures)	\$ (200,750)	\$ 40,606		
<b>Month Ending Fund Balance 4/30/11</b>		\$ 345,350		
<b>Projected Ending Fund Balance</b>	\$ 103,994			

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2010-2011 Financial Statements**  
**ASB FUND**  
**As of 4/30/11**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/10</b>	\$ 203,042			
<b><u>Revenues</u></b>	\$165,000	\$144,260	\$20,740	12.57%
Estimated amount "Due From" District		1,963		
<b><u>Total Revenues</u></b>		<u>\$146,223</u>		
<b><u>Expenditures</u></b>	\$165,000	\$96,331	\$68,669	41.62%
<b><u>Total Expenditures</u></b>				
Revenues/(Expenditures)	\$ -	\$ 49,892		
<b>Month Ending Fund Balance 4/30/11</b>		\$ 252,934		
<b>Projected Ending Fund Balance</b>	\$ 203,042			

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2010-2011 Financial Statements**  
**FEDERAL/STATE GRANT FUNDS**  
**As of 4/30/11**

	Budget	Actual	Budget Remaining	Percentage Remaining
<b>Beginning Fund Balance 7/1/10</b>	\$ 16,578			
<b><u>Revenues</u></b>				
PELL	\$ 13,450,331	\$ 12,529,806	\$ 920,525	
SEOG	297,265	355,735	-58,470	
Direct Loan	7,447,270	7,356,672	90,598	
Cal Grant	917,016	857,817	59,199	
CARE	60,000	121,000	-61,000	
TRIO	50,650	0	50,650	
EOPS	0	0	0	
ACG	32,725	6,075	26,650	
<b>Total Revenues</b>	<b>\$ 22,255,257</b>	<b>\$ 21,227,105</b>	<b>\$ 1,028,152</b>	
<b><u>Expenditures</u></b>				
PELL	\$ 13,450,331	\$ 12,530,033	\$ 920,298	
SEOG	297,265	352,000	-54,735	
Direct Loan	7,447,270	7,361,399	85,871	
Cal Grant	917,016	870,388	46,628	
CARE	60,000	89,541	-29,541	
TRIO	50,650	0	50,650	
EOPS	0	0	0	
ACG	32,725	6,075	26,650	
Bank Charges	0	0	0	
Origination Fee	0	0	0	
<b>Total Expenditures</b>	<b>\$ 22,255,257</b>	<b>\$ 21,209,436</b>	<b>\$ 1,045,821</b>	
 Net Change in Fund Balance	 \$ -	 \$ 17,669		
 <b>Month Ending Fund Balance 4/30/11</b>		 \$ 34,247		
 <b>Projected Ending Fund Balance</b>	 \$ 16,578			



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

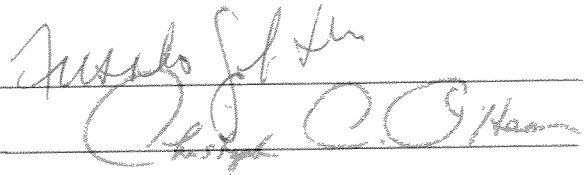
BOARD CONSENT \_\_\_ BOARD ACTION \_\_\_ BOARD INFORMATION (no action required) X

TOPIC: SUNSHINE ITEMS WITH THE DISTRICT AND CSEA

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi

APPROVED BY: Christopher O'Hearn



**Description/Background:**

The District and CSEA have a joint interest to reopen Article 5 – Hours and Overtime and Article 9 – Health and Welfare Benefits.

A public hearing will be held at the July 12, 2011 Board Meeting to receive comments.

**Need:**

The district wishes to sunshine the articles listed above.

**Fiscal Impact:** Cost neutral or savings dependent on negotiations between the District and CSEA

**Recommended Action:**

Submitted as an information item.

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

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



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

TOPIC: EMERITUS STATUS

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi

APPROVED BY: Christopher O'Hearn



**Description/Background:**

Emeritus status has been requested and approved for the following academic retirees. The appropriate departments have been notified to take the necessary actions to provide the emeritus status benefits.

Theresa Mirci-Smith  
Rebecca Palmer

**Need:**

**Fiscal Impact:**

None

**Recommended Action:**

Emeritus status is presented as an informational item; no board action is necessary

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:** CHILD DEVELOPMENT CDE ANNUAL REPORT

**SUBMITTED BY:** Kelley Johnson, Director, Child Development Center

**RECOMMENDED BY:** Mark J. Zacovic Mark J. Zacovic

**APPROVED BY:** Christopher C. O'Hearn Christopher C. O'Hearn

**Description/Background:**

The California Department of Education, Child Development Division, is now requiring that the Annual Report (CD 4000) form is presented to the Board of Trustees for review, not just the Trustee assigned as a representative.

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

**Need:**

Please review the Annual Report, which include the Child Development Lab Classroom's self-evaluation for fiscal year 2010-2011.

**Fiscal Impact:**

None

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees review the Annual Report, which includes the Child Development Lab Classroom's self-evaluation for fiscal year 2010-2011.

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

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

**Fiscal Year 2010–11 Program Self-Evaluation  
Forms and Instructions**

**All Forms Due:  
Wednesday, June 1, 2011, 5 p.m.**

**Child Development Division  
California Department of Education**

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**Agency Annual Report**

<b>Agency's Legal Name</b>		VICTOR VALLEY COLLEGE CHILD DEVELOPMENT CENTER	
<b>Vendor Number</b> 6792	<b>Contract Type</b>		<b>CDS Code</b>
	<input checked="" type="checkbox"/> CSPP <input type="checkbox"/> CCTR <input type="checkbox"/> CFCC <input type="checkbox"/> CHAN <input type="checkbox"/> CMIG		<input type="checkbox"/> Cal-SAFE
<b>Person Authorized to Sign Report</b>		KELLEY JOHNSON - DIRECTOR	
<b>Telephone Number</b>		760.245.4271 EXT. 2754	
<b>Cal-SAFE Coordinator</b>		N/A	
<b>Telephone Number</b>			
<b>Date Program Self-Evaluation Completed</b>		5/20/11	
<b>Number of Classrooms Reviewed</b>	1	<b>Number of Families Reviewed</b>	43

**Describe the Annual Report Process**

This Annual Report includes a summary and documentation from three assessment instruments: 1) The Desired Results Parent Survey, 2) The Desired Results Developmental Profile-PS (2010), and 3) The Early Childhood Environment Rating Scale-Revised.

An assessment of the program was made by the parents using the Desired Results Parent Survey as defined in the subsection 18023 (a) (2). The surveys were completed and the results were documented on the Desired Results Parent Survey Summary Overview Chart in the Fall 2010 and in Spring 2011. The results from the Fall survey conducted on 11-23-10, reflected that parents were not completely satisfied with some of the information they received; the Sections and percentages are as follows: Section G-15%-"How to find other services in the community", Section H-10%-"Where to report health or safety concerns and complaints", and Section I-10%-"Experience and training of program staff." Upon completion of the Spring survey which was distributed on 5-13-11, the results showed a significant increase in parent satisfaction on all three previous concerns: Section G-6%, Section H-4%, and Section I-4%. Anonymous surveys were placed in a secured box in the front lobby. The results were compiled and shared with staff and an Action Plan was written and pursued.

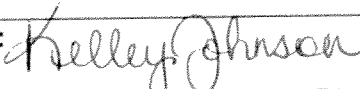
An analysis of the Desired Results Developmental Profiles and the Early Childhood Environment Rating Scales-Revised was completed in the Fall and again in the Spring and the results were shared with staff during scheduled staff meetings.

The Desired Results Developmental Profile-PS (2010) was completed by each Associate Teacher and Permit Teacher at 60 days and also six months after. A portfolio with evidence and documentation on each DRDP measure was compiled for each child and was shared with the parents at the parent conference in the Fall and then was sent home with the parents at the parent conference in the Spring. The new On-site Supervisor participated in a DRDP-PS (2010) training to further her knowledge of the DRDP system; the Permit Teacher and the Associate Teacher in the lab attended a training last school year. The Program Director, Site Supervisor,

Permit Teacher, and Associate Teacher reviewed the Fall Group Data Summary to reflect on what each measure collectively revealed and to set curriculum goals and objectives that focused on increasing each child's developmental level in all domains.

The Early Childhood Environment Rating Scale-Revised was administered by qualified persons in the Fall and in the Spring. The Program Director met with the staff after the Fall assessment was completed to discuss the results and to set goals and objectives that are aligned with the expectations presented in the scales. Support, guidance, and on-going training were provided by the Program Director, Victor Valley College Child Development Professors and the VVC Instructional Mentor.

A copy of the Program Self-Evaluation will be presented to the Agency Board on June 14, 2011.

<b>Statement of Completion</b> I certify that a Program Self-Evaluation was completed.	<b>Signature:</b>  <b>Name and Title:</b> Kelley Johnson, Director	<b>Date</b> 5/27/11
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### Instructions for Completing the Agency Annual Report

Prepare one Agency Annual Report (CD 4000) form for each of the center-based contract types and/or Cal-SAFE as follows:

**CSPP:** California State Preschool Program  
**CCTR:** General Child Care  
**CFCC:** Family Child Care Home Education Network  
**CHAN:** Severely Handicapped  
**CMIG:** Migrant  
**Cal-SAFE:** California School-Age Families Education Program

- Insert the Agency's legal name.
- Insert the Vendor Number for center-based contracts **or** for Cal-SAFE programs enter the CDS Code.
- Check the contract type or Cal-SAFE.
- Insert the name of the person authorized to complete and sign the Annual Report.
- Insert the telephone number of the person signing the Annual Report.
- Insert the name of the Cal-SAFE Coordinator, if applicable.
- Insert the telephone number of the Cal-SAFE Coordinator, if applicable.
- Insert the date the Program Self-Evaluation was completed.
- Insert the number of classrooms reviewed.
- Insert the number of Family Child Care homes reviewed, if applicable.
- Describe the Annual Report Process:
  - Use this space to describe the process; specify the role of parents, staff, and board members in the Program Self-Evaluation process; and include the start and completion date.
- Insert the date the Program Self-Evaluation will be/or has been presented to the Agency Board.
- Complete the Statement of Completion with a signature and date.

**Environment Rating Scale Summary of Findings**

<b>Contractor/Center:</b> VICTOR VALLEY COMMUNITY COLLEGE CHILD DEVELOPMENT CENTER	
<b>Contract Type and/or Cal-SAFE:</b> CSPP	<b>Planning Date:</b> 5/26/11
<b>Planner's Name and Position:</b> Kelley Johnson, Director	<b>Follow-up Date:</b> FALL 2011
<b>Planner's Name and Position:</b> Kimberly Day, On-Site Supervisor	<b>Planner's Name and Position:</b>

Use as many sheets as necessary to address key findings for all subscale averages below "5".

Sub-Scale Average	Key Findings from Environment Rating Scale	Action Steps (Include materials, training needs, any changes to schedules, space, and supervision.)	Expected Completion Date and Persons Responsible	Follow-Up (Changes made, date completed, and time extended.)
#30/4	5.3: Quote from the observer, "Teachers maintained control primarily in their area." The expectation in 5.3 states, "Staff shows awareness of the whole group even when working with one child or a small group."	Training on supervision strategies will be provided by the Program Director and the Site Supervisor. The Program Director will observe the staff weekly indoors and outdoors and document the findings. The findings will be shared at the scheduled staff meetings and continued support will be given.	Fall 2011 Program Director, Site Supervisor, Permit Teacher, and Associate Teacher	

### Instructions for Completing the Environment Rating Scale Summary of Findings

#### At the Contractor Level

- Average the ERS sub-scale scores for all of the classrooms/family child care homes. If the contractor has multiple sites, first average sub-scale scores by site and then average those scores by contract.
- Complete a contractor-level ERS Summary of Findings for each contract. Fill out the information at the top of the page.

#### Item or Sub-Scale Average

- List all sub-scale names and scores for averages below "5."

#### Key Findings

- Summarize the descriptions of the reasons why the items received a score below "5," focusing on the most frequent issues.
- Develop and write at least two action steps that can be implemented program wide for each sub-scale average score below "5."

**Note: If the ERS Profile has no subscale averages below "5," select two items common to most of the classrooms/homes and develop action steps for improving program quality in these areas.**

#### Action Steps

- Develop and write attainable action steps to improve the score to at least a "5."
- Include materials and training needed schedule, space, and supervision changes.

#### Expected Completion Date and Follow-up

- Write the date when the action steps are expected to be completed. List the name of the person(s) responsible for completing the steps.



**Desired Results Program Action Plan**

<b>Contractor/Center:</b> VICTOR VALLEY COMMUNITY COLLEGE CHILD DEVELOPMENT CENTER			
<b>Contract Type and/or Cal-SAFE:</b> CSPP		<b>Planning Date:</b> 5/26/11	
<b>Planner's Name and Position:</b> Kelley Johnson, Director		<b>Follow-up Date:</b> FALL 2011	
<b>Planner's Name and Position:</b> Kimberly Day, On-Site Supervisor		<b>Planner's Name and Position:</b>	
<b>Program Findings (What you identified as needing improvement)</b> 1. Language and literacy development: Measures 13-22 2. Cognitive Development: Measure 31			
<b>Program Goal (What you want to accomplish.)</b>	<b>Objectives (How you will accomplish the goal.)</b>	<b>Expected Completion Date and Persons Responsible</b>	<b>Follow-Up (Changes made, date completed.)</b>
To increase the percentages at the Building and Integrating levels.	To increase language and literacy opportunities through curriculum development with a focus on letter/sound recognition.	Fall 2011 Site Supervisor, Permit Teacher, and Associate Teacher.	
To increase the percentage at the Integrating level.	To provide opportunities that promote multi-step activities throughout the daily routine.	Fall 2011 Site Supervisor, Permit Teacher, and Associate Teacher.	

### **Instructions for Completing the Desired Results Program Action Plan**

The comprehensive Desired Results Program Action Plan (CD 4003) form guides a program by examining all components of the program operations, determining program strengths and areas for improvement, and establishing program goals for the coming year.

- Look for trends, patterns, or interrelationships among the findings of your completed Desired Results Developmental Profile Summary of Findings, Desired Results Parent Survey Summary of Findings available on the Desired Results for Children and Families Web page at <http://www.wested.org/desiredresults/training/forms.htm> (Outside Source) and Environment Rating Scale Summary of Findings (CD 4002) form.
- Define at least one program goal that addresses important issues regarding the educational needs of children identified in one or more of the three summaries. Consider educational outcomes for children in creating the goal(s).
- Develop a set of objectives for meeting the program's educational goal(s). Consider including pedagogical approaches, professional development, curriculum, materials required, staff or program schedules, child-staff interactions, program or classroom use of space, parent education, or community outreach. Action plans may also address how parents will be involved in reaching the program goal.
- Use additional pages as needed.
- Identify the expected time frame, the person who will take leadership, and any follow-up needed to measure whether you have achieved the goal(s).

**Personnel Roster**

(Note: Family Day Care Home Education Networks—Complete the first five boxes only.)  
 (Copy this page as needed) (Tables expand as needed)

<b>Contractor Name</b> VICTOR VALLEY COLLEGE CHILD DEVELOPMENT CENTER		<b>Vendor Number and/or CDS Code</b> 6792	
<b>Program Director's Name</b> KELLEY JOHNSON	<b>Permit Number</b> 070155589 <b>Permit Type</b> PROGRAM DIRECTOR	<b>Permit Expiration Date</b> 11/1/2011	
<b>Site Name</b> VICTOR VALLEY COLLEGE CHILD DEVELOPMENT CENTER			
<b>Site Supervisor's Name</b> KIMBERLY DAY		<b>Site Supervisor's Name</b> KIMBERLY DAY	<b>Site Supervisor's Name</b> KIMBERLY DAY
<b>Contract Type and/or Cal-SAFE</b> CSPP	<b>Contract Type and/or Cal-SAFE</b> CSPP	<b>Contract Type and/or Cal-SAFE</b> CSPP	<b>Contract Type and/or Cal-SAFE</b> CSPP
<b>Column A Classroom</b>	<b>Column B Lead Teacher's Name</b>	<b>Column C Permit Number and Type</b>	<b>Column D Expiration Date</b>
LAB CLASS	KIMBERLY DAY	110004062 PROGRAM DIRECTOR	3/1/16
<b>Site Name</b>			
<b>Site Supervisor's Name</b>		<b>Permit Number</b> <b>Permit Type</b>	<b>Permit Expiration Date</b>
<b>Contract Type and/or Cal-SAFE</b>	Site ___ of ___	<b>Number of Classrooms</b>	<b>Hours of Operation</b>
<b>Column A Classroom</b>	<b>Column B Lead Teacher's Name</b>	<b>Column C Permit Number and Type</b>	<b>Column D Expiration Date</b>

### Instructions for Completing the Personnel Roster

The Personnel Roster (CD 3701) form must be completed for each classroom. The following information must be included on the CD 3701 form:

- Contractor Name: State the legal name of the contractor.
- Vendor Number and/or CDS Code: Enter the four-digit Vendor Number and/or the CDS Code.
- Program Director's Name: State the name of the person who performs the duties of the Program Director; state the name **exactly** as it appears on the qualifying permit/credential. **Note:** If the Program Director qualifies for the position using alternative qualifications or has a waiver, state the document numbers and expiration dates of the alternative qualifications or waiver.
- Permit Number and Permit Type: State the document number printed on the permit/credential and the type of permit held for the Program Director.
- Permit Expiration Date: State the expiration date printed on the permit/credential for the Program Director.

All contractors, except Family Day Care Home Education Network contractors, must include the following information on the CD 3701 form:

- Site Name: State the name of the site.
- Site Supervisor's Name: State the name of the person who performs the duties of Site Supervisor; state the name **exactly** as it appears on the qualifying permit/credential. **Note:** If the Site Supervisor qualifies for the position using alternative qualifications or has a waiver, state the document numbers and expiration dates of the alternative qualifications or waiver.
- Permit Number and Permit Type: State the document number printed on the permit/credential and the type of permit held for the Site Supervisor.
- Permit Expiration Date: State the expiration date printed on the permit/credential for the Site Supervisor.
- Type and/or Cal-SAFE: State the center-based contract program type and/or Cal-SAFE. Use a separate CD 3701 form for each contract type and/or Cal-SAFE.
- Site \_ of \_: Indicate which site of the total sites per contract type and/or Cal-SAFE the agency operates.
- Number of Classrooms: State the number of classrooms served at site for the CDE contract.

- Hours of Operation: State the opening time and closing time, e.g., 7 a.m.– 6 p.m.
- Column A Classroom: Enter the room number (if any) or other room identification.
- Column B Lead Teacher's Name: State the name of the qualifying person who has this position and state the name exactly as it appears on the qualifying permit/credential. List only the staff person your agency considers the lead in each classroom. There is no need to list assistants, aides, or volunteers.
- Column C Permit Number and Type: State the document number and type (Site Supervisor, Master Teacher, Teacher, and Associate Teacher) printed on the permit/credential for the Lead Teacher.
- Column D Expiration Date: State the expiration date given on the permit/credential for the Lead Teacher.

**Below is an Example of a Personnel Roster**

<b>Contractor Name</b> California Child Care		<b>Vendor Number and/or CDS Code</b> T344	
<b>Program Director's Name</b> Georgia Young		<b>Permit Number #####</b> <b>Permit Type</b> Program Director	<b>Permit Expiration Date</b> 2/26/2015
<b>Site Name</b> Nor Cal Child Care			
<b>Site Supervisor's Name</b> Nancy Drew		<b>Permit Number #####</b> <b>Permit Type</b> Site Supervisor	<b>Permit Expiration Date</b> 12/01/2012
<b>Contract Type and/or Cal-SAFE</b> CSPP	<b>Site</b> 1 of 3	<b>Number of Classrooms</b> 4	<b>Hours of Operation</b> 7:30 a.m.–6 p.m.
<b>Column A Classroom</b>	<b>Column B Lead Teacher's Name</b>	<b>Column C Permit Number and Type</b>	<b>Column D Expiration Date</b>
Bluebirds	Mary Smith	#####, Associate Teacher	1/1/2012
Hummingbirds	Yesenia Sanchez	#####, Master Teacher	3/1/2013

**Attestation of Qualified Staff and Ratio Requirements**

<b>Contractor Name</b> VICTOR VALLEY COMMUNITY COLLEGE CHILD DEVELOPMENT CENTER			
<b>Vendor Number and/or CDS Code</b>	6792	<b>Contract Type and/or Cal-SAFE</b>	CSPP

The following documentation will be kept in the contractor's files, updated as necessary, and made available to CDD staff upon request:

- Current Personnel Roster (CD 3701) form attached to a current, comprehensive list of **all** personnel assigned to each classroom
- Copies of current permits, credentials, or temporary county certificates
- Copies of waivers, if applicable, for the Program Director or Site Supervisor(s)


(California *Education Code (EC)* sections 8203[g], 8208[v][aa][af], 8244, 8264.5, 8264.7, 8360-8361, 8463[l][m], *California Code of Regulations*, Title 5 (5 *CCR*), sections 18203, 18205-18207, and 18295)

The above named contractor maintains at least the following minimum ratios at all sites and these ratios shall be determined based on actual attendance.

Age Group	Adult:Child	Teacher:Child
Infants (Birth to 18 months)	1:3	1:18
Toddlers (18+ up to 36 months)	1:4	1:16
Preschool (36+ up to Kindergarten)	1:8	1:24
School-Age (Kindergarten and above)	1:14	1:28

(*EC* sections 8203, and 8264.7-8264.8; 5 *CCR*, sections 18013[d], 18135, and 18290)

I attest under **penalty of perjury** that all applicable staff-child ratios are met for each age group and classroom and that all program staff is qualified for the position held.

<b>Signature of Authorized Representative authorized to sign Annual Report</b>		<b>Date</b> 05/27/11
<b>Printed name and title of Authorized Representative</b>	Title: Kelley Johnson, Director	<b>Phone Number</b> 760.245.4271 ext. 2754