



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

Date: June 10, 2014

Place: **Closed Session:** 4-5 p.m. West Wing Conference Room, Victor Valley Community College, 18422 Bear Valley Road, Victorville, CA 92395

**Board Policy Workshop:** 5-6 p.m. Board Room, Victor Valley Community College, 18422 Bear Valley Road, Victorville, CA 92395

**Open Session:** 6:00 p.m. Board Room, Victor Valley Community College, 18422 Bear Valley Road, Victorville, CA 92395

### OPEN SESSION REGULAR MEETING AGENDA ~ Board Room

*Board Room Victor Valley Community College  
This meeting will be electronically recorded and web cast live at  
<http://www.vvc.edu/offices/president/webcast.html>*

**PUBLIC COMMENTS:** *The complete written request to address the Board shall be submitted at the beginning of the open session portion of the meeting. Individuals may comment after being recognized by the Board President and before Board discussion of the particular item. (Board Policy 2350)*

1. **CALL TO ORDER** 4 p.m.  
**ROLL CALL**  
**PLEDGE OF ALLEGIANCE**  
**ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA**

### CLOSED SESSION ~ West Wing Conference Room

2. **CLOSED SESSION** 4-5 p.m.
  - 2.1 **ANNOUNCEMENT OF CLOSED SESSION ITEMS:**
    - a) **PUBLIC EMPLOYEE APPOINTMENT**  
Government Code Section 54957  
Superintendent/President
    - b) **CONFERENCE WITH LABOR NEGOTIATIONS –**  
Government Code Section 54957.6  
District Representative: Randy Erickson  
Employee Organization: CSEA, CTA, AFT Part-Time Faculty United

- c) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE  
Public Employee Number: 011851314  
Government Code Section 54957(b)(1)

## 2.2 PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS

**PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS**  
At this time, the Board of Trustees will listen to communication from the public on Closed Session 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)

## 2.3 ADJOURN TO CLOSED SESSION

### **BOARD POLICY WORKSHOP ~ Board Room**

Board Policy Workshop ~ Board Room

5-6 p.m.

### **OPEN SESSION REGULAR MEETING AGENDA ~ Board Room**

## 3. OPEN SESSION REGULAR MEETING

6 p.m.

3.1 Closed Session Report

## 4. SUPERINTENDENT/PRESIDENT'S REPORT

- Academic Senate

- Foundation

## 5. CONSENT AGENDA

All matters listed under Consent Agenda are considered by the Board of Trustees to be routine and has been approved by the Superintendent/President (Board Policy #2430). 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. Public comment on Consent items from anyone completing a card will be heard prior to the Board's vote on the Consent Agenda.

## 5.1 PUBLIC COMMENTS RELATED TO CONSENT AGENDA ITEMS:

**PUBLIC COMMENTS RELATED TO CONSENT AGENDA ITEMS**  
The complete written request to address the Board shall be submitted at the beginning of the open session portion of the meeting. This is the opportunity for the public to address the Board on any Consent 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)

## 5.2 APPROVAL OF CONSENT ITEMS

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

5.3 Approval of the minutes of the May 13, 2014 regular Board meeting.

- 5.4 Approval of Academic Equivalency Request – Kevork Kazanjian – Political Science  
Approval of the equivalency request for Kevork Kazanjian – Political Science. Fiscal Impact: None.
- 5.5 Memorandum of Understanding – Summer 2014 Work Week Schedule  
Ratification of the Memorandum of Understanding – Summer 2014 Work Week Schedule beginning June 2, 2014 and ending August 8, 2014. Fiscal Impact: None
- 5.6 Agreement – Town of Apple Valley  
Ratification of the agreement between Victor Valley Community College District and Town of Apple Valley for facility use. The period of this agreement is May 7-9, 2014. Fiscal Impact: \$920.00, budgeted item.
- 5.7 Agreement – CentralCreative  
Ratification of the agreement between Victor Valley Community College District and CentralCreative for the overall management of design and production process of the 2014-2015 course catalog. The period of this agreement begins upon estimate approval. Fiscal Impact: \$7,500.00, budgeted item.
- 5.8 Contract – Ebmeyer Charter & Tour  
Ratification of the contract between Victor Valley Community College District and Ebmeyer Charter & Tour to provide charter bus transportation for the Agriculture and Natural Resources Department. The period of this agreement is April 29, 2014, June 26, 2014 and July 10, 2014. Fiscal Impact: \$3,031.40, budgeted item, Prison Grant.
- 5.9 Clinical Facility Use Agreement – St. Bernardine Care Providers, Inc.  
Ratification of the contract between Victor Valley Community College District and St. Bernardine Care Providers, Inc. to provide clinical learning facilities for Medical Assisting and other health sciences programs of the District. The agreement begins April 1, 2014 and will continue until either party chooses to terminate the agreement with a 30-day written notice. Fiscal Impact: None
- 5.10 Memorandum of Understanding – Lewis Center for Educational Research  
Ratification of the contract between Victor Valley Community College District and Lewis Center for Educational Research providing a K-16 Bridge Program (services and general program logistics coordination) to VVC and its feeder K-12 schools. The period for this agreement is July 1, 2014 through June 30, 2015. Fiscal Impact: \$38,400.00.
- 5.11 Curriculum Changes  
Approval of the curriculum changes made on May 8, 2014, May 22, 2014, and May 29, 2014 and have been recommended by the College Curriculum Committee. Fiscal Impact: None
- 5.12 Contract – Pacific Floor Company  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Pacific Floor Company to recoat the gymnasium floor. The work will be completed by June 30, 2014. Fiscal Impact: \$5,687.00, budgeted item, Athletics.
- 5.13 Agreement – United Lerone II dba El Pollo Loco #3511  
Ratification of the agreement between Victor Valley Community College District and United Lerone II dba El Pollo Loco #3511 to provide catering services for the Distance Education Training Academy held April 25, 2014. Fiscal Impact: \$467.56, budgeted item.

- 5.14 Grant Acceptance – Healthcare Workforce Initiative (HWI)  
Acceptance of the Healthcare Workforce Initiative (HWI), Mini-Project Funding Contract 2013-2014. Program development and implementation will begin June 1, 2014 and end December 30, 2014. Fiscal Impact: **\$9,000.00 to the District** for the Nursing Program for FY 2013-2014.
- 5.15 Out of State Travel - Student  
Approval of out-of-state for staff member and Phi Theta Kappa officer to attend the Phi Theta Kappa Honors Institute in St. Louis, MO. The travel dates will be June 16-21, 2014. Fiscal Impact: \$4,000.00 – Phi Theta Kappa Chapter
- 5.16 Clinical Facility Use Agreement – Department of State Hospitals - Patton  
Ratification of the contract between Victor Valley Community College District and Department of State Hospitals - Patton to provide clinical learning facilities for Registered Nursing Program of the District. Fiscal Impact: None.
- 5.17 Agreement Renewal – Keenan & Associates Loss Control Services Agreement  
Ratification of the renewal agreement between Victor Valley Community College District and Keenan & Associates Loss Control Services Agreement to provide loss control services as needed for the 2014-2015 fiscal year. Fiscal Impact: Not to exceed \$20,000.00, budgeted item.
- 5.18 Agreement Renewal – Keenan & Associates Property/Casualty Claims Administration  
Ratification of the renewal agreement between Victor Valley Community College District and Keenan & Associates to provide property and casualty claims administration for the 2014-2015 fiscal year. Services include all currently open claims and any new accidents, incidents, or claims that may arise. Fiscal Impact: Not to exceed \$20,000.00, budgeted item.
- 5.19 Board of Trustees Budget Transfer Request Report  
Approval of the budget transfers as submitted. Fiscal Impact: None.
- 5.20 Authorized Electronic Signature Key Users – G.H. Javaheripour, Josanna Orta, Karen Hardy  
Approval to authorize G.H. Javaheripour, Josanna Orta, Karen Hardy as authorized signature key users for the period of July 1, 2014 through June 30, 2015. Fiscal Impact: None
- 5.21 Authorized Signatory – Trinda Best  
Approval of the signature of Trinda Best to represent the Board in the named matters for fiscal year 2014-2015 per Education Code 72282. Fiscal Impact: N/A
- 5.22 Authorized Signatories – GH. Javaheripour, Josanna Orta and Karen Hardy  
Approval to authorize G.H. Javaheripour, Josanna Orta, Karen Hardy to represent the Board in the named matters to conduct college business for fiscal year 2014-2015 per Education Code 72282. Fiscal Impact: None
- 5.23 Authorized Signatory – Karen Hardy  
Approval to authorize Karen Hardy to represent the Board to execute Revolving Cash Fund for fiscal year 2014-2015 per Education Code 72282. Fiscal Impact: None



- 5.24 Designation of Newspaper for 2014-2015 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 2 through 9, 2014, and public hearing date as September 11, 2014. Fiscal Impact: None
- 5.25 Agreement – Cambridge West Partnership, LLC  
Ratification of the agreement between Victor Valley Community College District and Cambridge West Partnership, LLC to provide fiscal impact analysis for the proposed board policies 2515, 2520 and 2525. Fiscal Impact: Not to exceed \$16,000.00.
- 5.26 Agreement – Xerox Educational Services  
Ratification of the agreement between Victor Valley Community College District and Xerox Educational Services to fulfill the District's obligation to report student information to the Internal Revenue Service. Fiscal Impact: Not to exceed \$18,000.00, budgeted item.
- 5.27 Board of Trustees Payments Report  
Approval of the Board of Trustees Payments Reports. Fiscal Impact: None
- 5.28 Agreement Amendment/Correction – Perceptive Software  
Ratification of the amendment/correction agreement between Victor Valley Community College District and Perceptive Software to correct and amend the original agreement to streamline and co-terminus the annual renewal process. The Enterprise Content Management System provides support for document imaging and workflow management across the institution. Fiscal Impact: None
- 5.29 Agreement – Vector Resources, Inc.  
Ratification of the agreement between Victor Valley Community College District and Vector Resources, Inc. to purchase material and labor needed to provide outdoor wireless in direct support of academic instruction at the Regional Public Safety Training Center. (Item #I-21, on the Campus Technology Project list). Fiscal Impact: \$41,314.50, Fund 71.
- 5.30 Notice of Completion – Vector Resources dba Vector USA  
Ratification of the Notice of Completion for the Audio Visual Pricing for eleven (11) rooms located on the Victor Valley College Main Campus. The agreement was originally Board approved on February 11, 2014. Fiscal Impact: None
- 5.31 Agreement Renewal – Absolute Software, Inc.  
Ratification of the renewal agreement between Victor Valley Community College District and Absolute Software, Inc. for 25 Absolute Help licenses, previously known as Livetime. Term: 5/20/14-5/20/15. Fiscal Impact: \$7,975.00, budgeted item.
- 5.32 Agreement Renewal – Parlance  
Ratification of the renewal agreement between Victor Valley Community College District and Parlance for ES NameCorrector. The Telecommunication service provides an automated operator solution for call routing services using speech recognition technology. Term: 7/20/14-6/20/15. Fiscal Impact: \$6,350.40, budgeted item.
- 5.33 Agreement Renewal – Tricade Technologies  
Ratification of the renewal agreement between Victor Valley Community College District and Tricade Technologies to purchase Academic Basic support for VMware vSphere 5 Enterprise for four processors for the term indicated, pro-rated to co-term with other agreements in June 2015. This product allows us to virtualize our servers as well as maximize our hardware while saving energy. Term: 5/23/14-6/1/15. Fiscal Impact: \$1,463.68, budgeted item.

- 5.34 Agreement Renewal – Cal Building Systems  
Ratification of the renewal agreement between Victor Valley Community College District and Cal Building Systems to provide annual service to the Main Campus and Regional Public Safety Training Center fire sprinkler system and service to the kitchen fire suppression system in the Student Activities Center for the 2014-2015 fiscal year. Fiscal Impact: \$4,928.00, budgeted item.
- 5.35 Agreement Renewal – Diamond Environmental Services  
Ratification of the renewal agreement between Victor Valley Community College District and Diamond Environmental Services to provide portable restroom service for five (5) portables for the 2014-2015 fiscal year. Fiscal Impact: \$4,810.00, budgeted item.
- 5.36 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 rages for use on campus for the Fiscal Year 2014-2015. Fiscal Impact: \$13,000.00, budgeted item.
- 5.37 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 system on the Main Campus and at the Regional Public Safety Training Center for the 2014-2015 fiscal year. Fiscal Impact: \$7,176.00, budgeted item.
- 5.38 Agreement Renewal – Safety-Kleen  
Ratification of the agreement between Victor Valley Community College District and Safety-Kleen for the parts washers for the Maintenance & Operations vehicle repair and automotive areas for the 2014-2015 fiscal year. Fiscal Impact: \$860.00, budgeted item.
- 5.39 Agreement – San Bernardino & Riverside Counties Fire Equipment  
Ratification of the agreement between Victor Valley Community College District and San Bernardino & Riverside Counties Fire Equipment to provide monthly service to Main Campus and the Regional Public Safety Training Center fire extinguishers for the 2014-2015 fiscal year. Fiscal Impact: \$8,600.00, budgeted item.
- 5.40 Agreement Renewal – America's Xpress Rent-A-Car  
Ratification of the 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 2014-2015 fiscal year. Fiscal Impact: \$34,000.00, budgeted item.
- 5.41 Agreement Renewal – North State Environmental  
Ratification of the renewal agreement between Victor Valley Community College District and North State Environmental to provide hazardous waste management services for the 2014-2015 fiscal year. Fiscal Impact: \$25,000.00, budgeted item.
- 5.42 Agreement Renewal – H & H Elevator Services  
Ratification of the renewal agreement between Victor Valley Community College District and H & H Elevator Services to provide maintenance service to the elevators on campus as needed for the 2014-2015 fiscal year. Fiscal Impact: \$21,000.00, budgeted item.

- 5.43 Agreement Renewal – A & E Inspection Services  
Ratification of the renewal agreement between Victor Valley Community College District and A & E Inspection Services which was originally approved by the Board of Trustees on April 12, 2011 and is being renewed at the June 2014 meeting to provide Inspector of Record services needed during the alteration of the AT&T Cell Tower. This is required by the Division of State Architects for all District projects. Fiscal Impact: \$1,040.00, this expense will be reimbursed to the District 100% by AT&T.
- 5.44 Change Order – Webb Brothers Construction  
Ratification of the change orders with Webb Brothers Construction to complete the Music Modernization project. Fiscal Impact: \$6,082.47.
- 5.45 Agreement– Frick, Frick & Jette Architects, Inc.  
Ratification of the agreement between Victor Valley Community College District and Frick, Frick & Jette Architects, Inc. to provide construction documents to include the areas on the southwest edge of the lake adjacent to the Technology Center Building #21, the areas between the Art Building #22, and the Liberal Arts Building #30. Fiscal Impact: \$21,550.00, Fund 71.
- 5.46 Increase Contract Amount – California Construction Management, Inc.  
Ratification of the increase to the contract amount with California Construction Management, Inc. The agreement was originally ratified by the Board of Trustees at the October 9, 2012 meeting to assist in the process of certifying ten (10) projects with the Division of State Architects office (DSA). Eight (8) of these projects have been closed with certification; however, two (2) still require more work to obtain certification. Fiscal Impact: \$1,000.00, Fund 71.
- 5.47 Building Lease Agreement – Park University  
Ratification of the agreement between Victor Valley Community College District and Park University for educational instruction in accordance with California Education Code Sections 81430 to 81432. Fiscal Impact: \$2,400.00 monthly, \$28,800.00 annually, to increase by 3% annually – **Income to the District.**
- 5.48 Agreement – Professional Personnel Leasing, Inc. (PPL)  
Approval of the agreement between Victor Valley Community College District and Professional Personnel Leasing, Inc. (PPL) to conduct a workshop with the members of the Board of Trustees and the newly appointed Superintendent/President to provide opportunity for discussion and mutual agreement on selected areas and issues that will lead to successful leadership. Fiscal Impact: \$4,500.00, budgeted item.

## ACTION AGENDA

### PUBLIC COMMENTS RELATED TO ACTION ACTIONS

The complete written request to address the Board shall be submitted at the beginning of the open session portion of the meeting. Individuals who want to comment on action items may do so after being recognized by the Board President and before Board discussion of the particular item during the meeting. 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)

## 6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda

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

- 6.2 Trustees Excellence Program Required for Office YES \_\_\_ NO \_\_\_  
Approval of a resolution requiring the Board members to have substantially completed the Trustee Excellence Program before being elected to Board office. Fiscal Impact: None
- 6.3 Resolution #14-03 – SB 850 YES \_\_\_ NO \_\_\_  
Approval of the Resolution #14-03 supporting SB 850. Fiscal Impact: None.
- 7. SUPERINTENDENT/PRESIDENT**
- 7.1 Naming Recognition for Robert L. Feddersen – CIS Teaching Lab YES \_\_\_ NO \_\_\_  
Approval naming of AC5 as the Robert L. Feddersen CIS Teaching Lab for a period of 10 years beginning July 1, 2014. Fiscal Impact: Not to exceed \$200 for naming signage.
- 10. ADMINISTRATIVE SERVICES**
- 10.1 Award Contract Adaptive P.E. Floor Replacement – Donald M. Hoover Co. YES \_\_\_ NO \_\_\_  
Approval of the contract with Donald M. Hoover Co. in the amount of \$18,645.00 for the Adaptive P.E. Floor Replacement project. Fiscal Impact: \$18,645.00, Fund 71.
- 10.2 Contract Renewal - Statewide Association of Community Colleges YES \_\_\_ NO \_\_\_  
Approval to renew the contract between Victor Valley Community College District and Statewide Association of Community Colleges to provide liability and property coverage for Victor Valley College during fiscal year 2014-2015. Fiscal impact: \$317,869.00, budgeted item.
- 10.3 2014-2015 Tentative Budget YES \_\_\_ NO \_\_\_  
Approval of the Tentative Budget for 2014-2015. Fiscal Impact: 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.
- 10.4 Five-Year Facilities Construction Plan YES \_\_\_ NO \_\_\_  
Approval of the Five-Year Facilities Construction Plan as presented to the Chancellor's Office. Fiscal Impact: None
- 10.5 Agreement Renewal – Perceptive Software, LLC YES \_\_\_ NO \_\_\_  
Ratification of the renewal maintenance agreement between Victor Valley Community College District and Perceptive Software, LLC that provides support for document imaging, e-forms, and workflow management across the institution. Term: 6/17/12-6/16/15. Fiscal Impact: \$22,790.00, budgeted item.
- 10.6 Agreement Renewal – Ferrilli Information Group YES \_\_\_ NO \_\_\_  
Ratification of the renewal agreement between Victor Valley Community College District and Ferrilli Information Group to purchase Basic Core Foundation Services to monitor and optimize the District's Ellucian student information system. Term: 7/1/14-6/30/15. Fiscal Impact: Not to exceed \$25,000.00, budgeted item.

- 10.7 Agreement – Ferrilli Information Group YES \_\_\_ NO \_\_\_  
Ratification of the agreement between Victor Valley Community College District and Ferrilli Information Group to provide Datatel consulting services. Term: 7/1/14-6/30/15 (Item #IN-70 on the Campus Technology Project list). Fiscal Impact: Not to exceed \$60,000.00, budgeted item.

- 10.8 Agreement Renewal – Ferrilli Information Group YES \_\_\_ NO \_\_\_  
Ratification of the renewal agreement between Victor Valley Community College District and Ferrilli Information Group to purchase maintenance for Transport Management Interface (TMI). This five year agreement will be billed annually with an option to renew yearly for the term date beginning 7/1/14 through 6/30/19. Fiscal Impact: \$2,100.00, budgeted item, to be paid annually.

## 11. HUMAN RESOURCES

- 11.1 Employee Contract for Superintendent/President  
Approval of the appointment with Dr. Roger Wagner as Superintendent/President, beginning July 15, 2014 through June 30, 2017. Fiscal Impact: \$192,000/annually plus stipends and benefits. Budgeted item.

## 12. INFORMATION/DISCUSSION

- 12.1 Emeritus Status – Mary Sypkens  
Submitted as an informational item.
- 12.2 First Read – Board Policy #2370 – Invocations at Board of Trustees Meetings  
Submitted as an informational item.
- 12.3 First Read – Board Policy 2515 – Use of and Distribution of the Guaranteed Investment Contract Fund (“GIC”)  
Submitted as an informational item.
- 12.4 First Read – Board Policy #2525 – Percentage of Budget Committed to Classroom Instructional Employee Salary and Benefits  
Submitted as an informational item.
- 12.5 First Read – Board Policy #6220 – Percentage of Budget Committed to Salary and Benefits  
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 Employee Groups
- a) CTA
  - b) CSEA
  - c) AFT Part-Time Faculty United
  - d) Management

#### 14. 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)

#### 15. BOARD COMMUNICATION

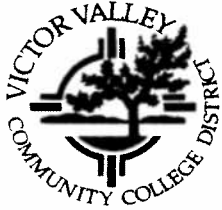
*At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.*

#### 16. ADJOURNMENT

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

It is the intention of Victor Valley Community College District to comply with the Americans with Disabilities Act in all respects. Any person with a disability may request that this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to Trinda Best, Victor Valley College, 18422 Bear Valley Road, Victorville, California 92395-5849, (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 13, 2014

Place: Closed Session: 4:30-6 p.m. West Wing Conference Room, Victor Valley Community College, 18422 Bear Valley Road, Victorville, CA 92395

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

### AGENDA ~ Board Room

*Board Room Victor Valley Community College*

**1. CALL TO ORDER 4:30 p.m.**

The Board of Trustees of Victor Valley Community College District met in Open Session on May 13, 2014 in the Board Room of the Administration Building. Board President Henderson called the meeting to order at 4:32 p.m.

**TRUSTEE ROLL CALL:** Dennis Henderson, President; Joseph W. Brady, Vice President; John Pinkerton, Clerk; Brandon Wood, Trustee; Lorrie Denson, Trustee, Evelyn Blanco, Student Trustee and Peter Allan

*Lorrie Denson, Trustee arrived at 4:35 p.m.*

**PLEDGE OF ALLEGIANCE**

Trinda Best led the Pledge of Allegiance to the Flag.

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

**ANNOUNCEMENT OF ITEMS TO BE CONSIDERED IN CLOSED SESSION**

**PUBLIC COMMENTS RELATED TO CLOSED SESSION AGENDA ITEMS:** None

### CLOSED SESSION ~ West Wing Conference Room

**2. CLOSED SESSION 4:30-6 p.m.**

**2.1 ANNOUNCEMENT OF CLOSED SESSION ITEMS:**

- a) PUBLIC EMPLOYEE APPOINTMENT  
Government Code Section 54957  
Superintendent/President



- b) CONFERENCE WITH LABOR NEGOTIATIONS –  
Government Code Section 54957.6  
District Representative: Randy Erickson  
Employee Organization: CSEA, CTA, AFT Part-Time Faculty United
- c) ED CODE SECTION 72122:  
Student Discipline: Permanent Expulsion (Case No. 2013-2014-001)
- d) PUBLIC EMPLOYEE DISCIPLINE/DISSMISSAL RELEASE  
Public Employee Number 202051314  
Government Code Section 54957(b)(1)
- e) PUBLIC EMPLOYEE DISCIPLINE/DISSMISSAL/RELEASE  
Public Employee Number: 011851314  
Government Code Section 54957(b)(1)

## 2.2 PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS:

At 4:34 p.m. Board President Henderson recessed to Closed Session

# REGULAR MEETING AGENDA

## Board Room

### 3. OPEN SESSION

- 3.1 Closed Session Report: Board President Henderson reconvened the meeting at 6:33 p.m. and Jeff Morris, Legal Counsel reported that on item a) an update was provided, no action was taken, item b) update to the Board and direction provided to the negotiator, c) it was MSC (Henderson/Brady, 4-1, Henderson, Yes, Brady, Yes, Denson, Yes, Pinkerton, Yes and Wood, No) to expel the student d) the employee requested that the matter be heard in public and will be placed on the June 10, 2014 agenda.

### 4. Superintendent/President's Report:

At the request of Interim President Allan, it was motioned by Trustee Brady and seconded by Trustee Wood (5-0) to move agenda item 8.1 under the Superintendent/President's report.

8.1 Contract Education – Hesperia High School

It was MSC (Brady/Denson, 5-0) to ratify the contract between Victor Valley Community College District and Hesperia High School to conduct eight for-credit classes to a cohort of Hesperia High School students. Fiscal Impact: **\$306,000.00, projected income to the District**

Derek King, Principal at Excelsior High School introduced Nicole Edlauer, who presented on the VVC Aviation class that she attends while simultaneously attending Excelsior High School.

Regina Weatherspoon-Bell founder of the Dreamers Visionary and Leaders project, thanked VVC staff and faculty for their support and partnership that has been extended to them.

Evelyn Blanco spoke on the 2014 Student Choice Awards recipients that were nominated by VVC students to honor to those that have gone above and beyond in helping students. Winners were

Bob Carlson (Math Faculty) Presented by Christina Perez

Jennifer Fowlie (Adjunct Faculty, Communication Studies – Facilitator Communication Center)

Presented by Timothy Tyler

Patty Golder (English Faculty) Charity Lindsey  
Lorena Ochoa (Transfer Counselor & ESL Instructor) Presented by Ha-Rry Kim  
Michael Butros (Faculty, Physics & Mathematics) Presented by Steve Sedgwick  
Donna Derryberry (Nursing Administrative Secretary) Presented by Cassandra Walters

Academic Senate: Tracy Davis spoke on the passing of Christine Cole, counselor at VVC since 1998. Christine died last week after a long illness. Christine first came to VVC as a counselor for the TRIO program, and became a general counselor several years ago. The Senate commended Evelyn Blanco was for her fantastic representation of the VVC ASB as well as Student Representative on the Board of Trustees this year and wished her well in her educational journey! The Academic Senate completed its election process for executive officers and area representatives for the 2014-2016 academic years on Friday, May 9, 2014. 96 faculty cast ballots in this election, which is the highest number in memory! 52 Adjunct faculty also voted for area representatives, which is also the highest number; current Academic Senate Adjunct Representatives Cheryl Elsmore and Glenn Akers will be serving for another two years. The ASET will be, for 2014-2016:

Tracy Davis, past president  
Claude Oliver, president  
Jessica Gibbs, vice president  
Leslie Huiner, secretary  
Stephen Toner, treasurer

This summer, the ASET will continue the revision process on new governing document. The governing documents will have a second reading in September, and will incorporate suggestions from all faculty as much as possible. The Academic Senate wishes to acknowledge the support of the Board of Trustees in recognizing Shared Governance in the case of the proposed BPs 2515, 2520 and 2525.

Foundation: Don Brown spoke on the upcoming groundbreaking event for the new Dr. Prem Reddy Health and Sciences building.

Ginger Ontiveros acknowledged members of the Foundation present at the meeting and spoke on the accomplishments and the need of the approval of the MOU on the agenda.

3.2 **PUBLIC COMMENTS RELATED TO CONSENT AGENDA ITEMS:** Ed Berg 5.33, Paul Toning 5.37, Ed Burg 5.27,

## 5. **CONSENT AGENDA**

It was MSC (Brady/Pinkerton, 5-0) to approve the consent items in one action with agenda item 5.33 pulled by Trustee Wood and agenda item 3.37 pulled by Trustee Denson for separate discussion.

5.1 Approval of the minutes of the April 8, 2014 regular Board meeting.

5.2 Memorandum of Understanding – Grid Alternatives

Ratification of the Memorandum of Understanding between Victor Valley Community College District and Grid Alternatives to provide hands-on training of photovoltaic (PV) installations to VVC's staff, students and/or job trainees in the field of solar installations. The period of this agreement is March 1, 2014 through May 31, 2014.  
Fiscal Impact: \$3,000.00

- 5.3 Agreement – University Enterprises Corporation at CSUSB  
Ratification of the agreement between Victor Valley Community College District and University Enterprises Corporation at CSUSB to offer not-for-credit GED and computer skills classes for parolees as part of the re-entry initiative under contract to a cohort of students. The period of this agreement is January 1, 2014 through June 30, 2014. **Fiscal Impact: \$25,000 Income to the District.**
- 5.4 Agreement – Clubcorp Spring Valley Lake Country Club  
Ratification of the agreement between Victor Valley Community College District and Clubcorp Spring Valley Lake Country Club for facility use. The period of this agreement is April 16, 2014. Fiscal Impact: \$997.92, budgeted item.
- 5.5 Independent Contractor Agreement – Jose Tereso Gonazlez (Tati's Diamond Tours)  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Jose Tereso Gonazlez (Tati's Diamond Tours) to provide transportation for Puente Program students for travel to UC Davis, UC Berkeley, and UC Santa Cruz. The period of this agreement is April 6-9, 2014. Fiscal Impact: Not to exceed \$2,000 grant funded, budgeted item.
- 5.6 Agreement – CAE Healthcare, Inc.  
Ratification of the agreement between Victor Valley Community College District and CAE Healthcare, Inc. for premier plus maintenance support of the MetiMan simulation mannequin. This period of this agreement is May 1, 2014 through April 30, 2015. Fiscal Impact: \$4,752.00, budgeted item.
- 5.7 Contract Education – United States Forest Service  
Ratification of the contract between Victor Valley Community College District and United States Forest Service for on-site EMT recertification for USFS personnel under contract at the Danny Rhynes Regional Public Safety Center in San Bernardino, CA. The period of this agreement is from April 7, 2014 through April 9, 2014. Fiscal Impact: **\$1,500.00, Income to the District**
- 5.8 Contract Education – Mitsubishi Cement  
Ratification of the contract between Victor Valley Community College District and Mitsubishi Cement for delivery of Fire Technology training for Mitsubishi Cement personnel under contract at the VVCCD Regional Public Safety Center. The period of this agreement is April 7, 2014 through April 11, 2014. Fiscal Impact: \$5,247.00, **Income to the District.**
- 5.9 Updated and Revised Child Development Lab Classroom Family Handbook  
Approval of the Child Development Lab Classroom Family Handbook revised in April 2014. Fiscal Impact: None
- 5.10 Independent Contractor Agreement – Allan Barbish  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Allan Barbish to provide complete sound system (includes all mics and tech services) for the May 30, 2014 commencement ceremony being held in the gymnasium. Fiscal Impact: Not to exceed \$2,200.00, budgeted item.

- 5.11 Independent Contractor Agreement – Ebmeyer Charter  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Ebmeyer Charter to provide transportation for Upward Bound participants during the 2014/2015 academic year. The period of this agreement is July 1, 2014 through June 30, 2015. Fiscal Impact: Not to exceed \$16,000.00, grant funded, budgeted item.
- 5.12 Independent Contractor Agreement – Learn CPR 4 Life  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Learn CPR 4 Life to provide CPR and First Aid training to eight Upward Bound Summer Academy staff to meet grant objectives as required by the U.S. Department of Education. The service period is June 9, 2014 through June 13, 2014. Fiscal Impact: \$472.00, grant funded.
- 5.13 Agreement – Laerdal Medical  
Ratification of the agreement between Victor Valley Community College District and Laerdal Medical for support with the Nursing Program's low-fidelity simulation mannequin's electronic simulation pad. The term of this agreement is for two years from acceptance date of March 28, 2014. Fiscal Impact: \$865.00, budgeted item.
- 5.14 Contract CRPM-1109 Facilities Renovation and Repair, Contractor Certification Clauses (CCC-307) and Resolution Approval  
Approval of the CDE CRPM-1109 Facilities Renovation and Repair Contract, 2013-2014. Contractor Certification Clause CCC-307 and adopt the resolution certifying the approval of the Governing Board to enter in this transaction with the California Department of Education. Fiscal Impact: \$18,903.00, Fund 72, **Income to the District.**
- 5.15 Agreement – Hi Desert Communications  
Ratification of the agreement between Victor Valley Community College District and Hi Desert Communications to service and maintain the radio repeater for the VVCCD Police Department. Terms: April 1, 2014 through June 30, 2014 fiscal Impact: \$750.00 budgeted.
- 5.16 Agreement – Hi Desert Communications  
Ratification of the agreement between Victor Valley Community College District and Hi Desert Communications to service and maintain the radio repeater for the VVCCD Police Department. Terms: July 1, 2014 through June 30, 2015 fiscal Impact: \$3,000.00 budgeted.
- 5.17 Agreement – David B. Hart  
Ratification of the agreement between Victor Valley Community College District and David B. Hart for arbitration services on February 4-5, 2014. Fiscal Impact: \$4,046.00, budgeted item.
- 5.18 Amended Agreement – Vavrinek Trine, Day & Co., LLP.  
Ratification of the agreement between Victor Valley Community College District and Vavrinek, Trine, Day & Co., LLP. The original contract was approved by the Board of Trustees at the June 14, 2011 meeting to provide audit services for up to five fiscal years. It has been determined that an additional \$10,000 is needed to develop a comprehensive indirect cost plan. Fiscal Impact: Not to exceed \$10,000.00, budgeted item.

- 5.19 Board of Trustees Payments Reports  
Approval of the Board of Trustees Payments Reports as submitted. Fiscal Impact: None
- 5.20 Agreement – Galaxy Moving Company, LLC  
Ratification of the agreement between Victor Valley Community College District and Galaxy Moving Company, LLC to provide equipment and labor to move furnishings and equipment from the Humanities Center Complex back into the Music Building. Fiscal Impact: \$3,700.00, Local Bond Funded
- 5.21 Agreement – Southern California Edison Company  
Ratification of the agreement between Victor Valley Community College District and Southern California Edison Company to provide and install a Net Generation Output Meter to measure net energy output of the College's Solar Generating Facility. This is a one-time fee required by Southern California Edison. Fiscal Impact: \$14,500.00, Local Bond Funded.
- 5.22 Agreement Renewal – A&E Inspection Services  
Ratification of the agreement between Victor Valley Community College District and A&E Inspection Services to provide Inspector of Record services as required by the Division of State Architects for District projects as they arise. The benefit of a three year agreement is to lock in the hourly rates for required inspection services with no escalation fees. This company was selected by the District through the Request for Proposal (RFP) and interview process. Fiscal Impact: Will be determined and brought to the Board on a project basis as determined by the fee schedule.
- 5.23 Agreement – Bell Mountain Enterprise, Inc. dba Hi Desert Alarm  
Ratification of the agreement between Victor Valley Community College District and Bell Mountain Enterprise, Inc. dba Hi Desert Alarm to furnish and install a new alarm system in the Music Building #20. Funding for this work is part of the overall budgeted project cost approved for the Music project. Fiscal Impact: \$4,628.82, Local Bond Funded.
- 5.24 Agreement – Shipley Construction & Plumbing  
Ratification of the agreement between Victor Valley Community College District and Shipley Construction & Plumbing to install a hopper at the Regional Public Safety Training Center. Fiscal Impact: \$11,400.00, Fund 71.
- 5.25 Agreement – Golden State Labor Compliance, LLC  
Ratification of the agreement between Victor Valley Community College District and Golden State Labor Compliance, LLC to provide labor compliance services during the construction of the Dr. Prem Reddy Health Science Building, a local bond funded project. Fiscal Impact: \$37,889.00, bond funded.
- 5.26 Agreement Renewal – Package Products & Services, Inc.  
Ratification of the renewal agreement between Victor Valley Community College District and Package Products & Services, Inc. for Opra Software which is the work order system used by Maintenance and Operations for fiscal year 2014-2015. Fiscal Impact: \$5,384.92, budgeted item.

5.27 Agreement Renewal – B3 Backflow, Inc.

Ratification of the renewal agreement between Victor Valley Community College District and B3 Backflow, Inc. to provide annual testing of approximately 24 backflow preventers located throughout the main campus and at the Regional Public Safety Training Center for the 2014-2015 fiscal year. Fiscal Impact: \$1,800.00, budgeted item.

5.28 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 to the main campus for the 2014-2015 fiscal year. Fiscal Impact: \$6,000.00, budgeted item.

5.29 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 Regional Public Safety Training Center for the 2014-2015 fiscal year. Fiscal Impact: \$2100.00, budgeted item.

5.30 Agreement Renewal – The Liquidation Center

Ratification of the renewal agreement between Victor Valley Community College District and The Liquidation Center 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 2014-2015 fiscal year. Fiscal Impact: **Revenue to the District**

5.31 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 three (3) Raypak boilers and (2) Bryan boilers for 2014-2015 fiscal year. Fiscal Impact: \$6,630.00, budgeted item.

5.32 Agreement Renewal – ANA Septic

Ratification of the renewal agreement between Victor Valley Community College District and ANA Septic for pumping services and a once annual jetting of plumbing lines connected to the grease interceptor at the Student Activities Center for the 2014-2015 fiscal year. Fiscal Impact: \$2,030.00, budgeted item.

5.33 PULLED FOR SEPARATE DISCUSSION (see Agenda 6.1)

Agreement Renewal – Tricade

It was MSC (Brady/Pinkerton, 5-0) to ratify the renewal agreement between Victor Valley Community College District and Tricade to purchase VMware Horizon View 5 Bundle with one year support. This desktop virtualization solution delivers a wide array of features to end users while reducing IT cost and giving greater policy control. Term: 3/25/14-3/24/15 (Item #IN-68, on the Campus Technology Project list) Fiscal Impact: \$13,282.50, Fund 71

5.34 Agreement Renewal – Digicert

Ratification of the renewal agreement between Victor Valley Community College District and Digicert to purchase a three year WildCard Plus Certificate service, to encrypt communications on Victor Valley College District servers as needed. Term: 3/25/14-3/24/17 (Item #IN-67, on the Campus Technology Project list) Fiscal Impact: \$1,282.00, budgeted item.

- 5.35 Agreement Renewal – Comodo  
Ratification of the renewal agreement between Victor Valley Community College District and Comodo to purchase one year SSL (Secure Socket Layer) domain certificates to maintain the security of Victor Valley College systems internally and externally. Term: 6/14/14-6/13/15. Fiscal Impact: \$843.00, budgeted item.
- 5.36 Agreement Renewal – Dell, Inc.  
Ratification of the renewal agreement between Victor Valley Community College District and Dell, Inc. for KACE 1000 and 2000 Series. The KACE 1000 provides remote support, inventory control, and help desk support. The KACE 2000 includes disk imaging; Windows Network OS install and pre-post deployment automation. Term: 5/7/14-5/7/15. Fiscal Impact: \$15,000.00, budgeted item.
- 5.37 PULLED FOR SEPARATE DISCUSSION (see Agenda 6.1)  
Agreement – Quickstart  
It was MSC (Brady/Denson, 5.0) to ratify of the agreement between Victor Valley Community College District and Quickstart to purchase a pre-pay training program for 12 months of technical training. Term: 6/1/14-5/31/15. (Item #IN-66, on the Campus Technology Project list) Fiscal Impact: \$30,000.00, budgeted item.
- 5.38 Agreement Renewal – Visual Click Software, Inc.  
Ratification of the agreement between Victor Valley Community College District and Visual Click Software, Inc. for licensing, maintenance and support for the 1900 enabled user objects, which will allow VVC to monitor servers at Victor Valley College. Term: 6/2/14-6/1/15. Fiscal Impact: \$11,185.88, budgeted item.
- 5.39 Curriculum Changes  
Approval of the curriculum changes made on March 13, 2014, March 27, 2014, and April 24, 2014 and have been recommended by the College Curriculum Committee. Fiscal Impact: None
- 5.40 Amendment #1 to Sub-recipient Contract Agreement – Victor Valley Union High School District  
Approval of Amendment #1 to Sub-recipient Contract Agreement – Victor Valley Union High School District, originally approved at the June 11, 2013 Board of Trustees meeting, increasing the original allocation by \$50,000.00. The term of this agreement goes through July 14, 2014. Fiscal Impact: An increase of \$50,000.00, GEAR UP federally funded grant
- 5.41 Contract – Coast Lights and Sirens Inc.  
Ratification of the agreement between Victor Valley Community College District and West Coast Lights and Sirens Inc. to install lights and siren in the Chevrolet Impala. The agreement covers both the labor to install the equipment and the equipment. Fiscal Impact: \$3,595.00, budgeted item.
- 5.42 Agreement Amendment – Ferrilli Information Group  
Ratification of the amended agreement between Victor Valley Community College District and Ferrilli Information Group to purchase a 4-month prorated maintenance extension for Transport Management Interface (TMI). Term: 2/13/14-6/30/14. (Item #IN-69, on the Campus Technology Project list). Fiscal Impact: \$700.00, budgeted item.

5.43 Independent Contractor Agreement – Barbish Audio Systems

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Barbish Audio Systems to supply professional audio/sound for the Dr. Prem Reddy Health and Sciences Building Ground Breaking Ceremony May 16, 2014. Fiscal Impact: \$750.00.

5.44 Independent Contractor Agreement – Reflections Catering

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Reflections Catering to supply catering services for the Dr. Prem Reddy Health and Sciences Building Ground Breaking Ceremony May 16, 2014. Fiscal Impact: \$1,252.00.

5.45 Contract – Bear Valley Party Rentals

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Bear Valley Party Rentals to supply professional party equipment and set-up of such items for the Dr. Prem Reddy Health and Sciences Building Ground Breaking Ceremony May 16, 2014. Fiscal Impact: \$2,435.95.

## **ACTION AGENDA**

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

6.1 Separate approval of items pulled from consent agenda

5.33 PULLED FOR SEPARATE DISCUSSION (see Agenda 6.1)

Agreement Renewal – Tricade

It was MSC (Brady/Pinkerton, 5-0) to ratify the renewal agreement between Victor Valley Community College District and Tricade to purchase VMware Horizon View 5 Bundle with one year support. This desktop virtualization solution delivers a wide array of features to end users while reducing IT cost and giving greater policy control. Term: 3/25/14-3/24/15 (Item #IN-68, on the Campus Technology Project list) Fiscal Impact: \$13,282.50, Fund 71.

5.37 PULLED FOR SEPARATE DISCUSSION (see Agenda 6.1)

Agreement – Quickstart

It was MSC (Brady/Denson, 5-0) to ratify of the agreement between Victor Valley Community College District and Quickstart to purchase a pre-pay training program for 12 months of technical training. Term: 6/1/14-5/31/15. (Item #IN-66, on the Campus Technology Project list) Fiscal Impact: \$30,000.00, budgeted item.

### **8. INSTRUCTION**

It was MSC (Brady/Wood, 5-0) to move agenda item 8.1 to 4.0 (Superintendent/President's Report)

8.1 Contract Education – Hesperia High School

It was MSC (Brady/Denson, 5-0) to ratify the contract between Victor Valley Community College District and Hesperia High School to conduct eight for-credit classes to a cohort of Hesperia High School students. Fiscal Impact: **\$306,000.00, projected Income to the District**



**10. ADMINISTRATIVE SERVICES**

10.1 Renewal of MOU with Victor Valley College Foundation

Public Comments: Norm Hurst, 10.1, Tim Isbell, 10.1, Paul Tanning, 10.1

It was MSC (Brady/Wood, 5-0, as amended, with the end date corrected to read June 30, 2018) to approve the renewal of the Memorandum of Understanding with the Victor Valley College Foundation to continue resource development activities for the benefit of the District. This MOU shall be for a period of 42 months from January 1, 2015-June 30, 2017 after which it may be renewed for successive 3-year terms. The District retains the right to cancel the MOU with 60 days written notice. Fiscal Impact: None (any funds required to support this renewal will be offset by new revenue).

10.2 Purchase – Dell Inc.

It was MSC (Brady/Denson, 5-0) to approve to purchase computer equipment from Dell, Inc. The computers will replace aging equipment at various locations across campus. (Item #1-20 on the Campus Technology Project list). Fiscal Impact: \$79,478.48, Fund 71.

**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 Employee Groups

- a) CTA – Lisa Ellis
- b) CSEA – Justin Gatewood
- c) AFT Part-Time Faculty United – Lynne Glickstein
- d) Management – Kelley Johnson

*Trustee Pinkerton left at 8:15*

*Break: 8:15 p.m.*

*Reconvene: 8:17*

**14. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:** Larry Hoover, Marshall Kagan, Claude Oliver, DeAnn Hudgens, Ed Burg, Donald Katona

**15. BOARD COMMUNICATION**

Trustee Brady: spoke on the CCLC conference he recently attended. He pointed out that some Boards are requiring the completion of certification. Unless you are certified as an effective trustee you cannot serve as a trustee.

Trustee Denson: spoke on the upcoming graduations and would like to see Board representation at every graduation. Would like bot representation at every graduation. Attended the fire academy graduation with many more coming up. She recently attended the CCLC conference and attended various informative workshops.

Trustee Pinkerton: spoke on the excellence produced at VVC with students and staff.

Trustee Wood: spoke on CCLC conference he recently attended and discovered that Senate Bill 850 encourages the opportunity of a Bachelor's degree program on campus. He pointed out that it was important to him that he becomes certified as an effective Trustee which will demonstrate his commitment as a Trustee.

Student Trustee Blanco: Reported on previous events and congratulated the nursing students on their achievements. ASB elections were held Amanda Monroy will be the incoming ASB President and Student Trustee. She thanked for the education she received at VVC and the time spent with the Board of Trustees and is happy to announce that she will be attending UC Berkeley.

**15. ADJOURNMENT**

It was MSC (Brady/Denson, 5-0) to adjourn the meeting at 9:15 p.m.

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John Pinkerton, Clerk

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Date Approved



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

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

**TOPIC:** APPROVAL OF ACADEMIC EQUIVALENCY REQUEST

**SUBMITTED BY:** Equivalency Committee—Debra Blanchard, Chairperson

**RECOMMENDED BY:** Trinda Best *Trinda Best*

**APPROVED BY:** Peter Allan *Peter Allan*

**Description/Background:**

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

Kevork Kazanjian  
Political Science

**EQUIVALENCY**

Meets the requirements under course work, Victor Valley equivalency policy. Coursework that clearly parallels and/or is closely related to the discipline which is specifically listed on the minimum qualifications list.

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

**TOPIC:** MEMORANDUM OF UNDERSTANDING  
SUMMER 2014 WORK WEEK SCHEDULE

**SUBMITTED BY:** Trinda Best

**RECOMMENDED BY:** Trinda Best *Trinda Best*

**APPROVED BY:** Peter Allan *P. Allan*

**Description/Background:**

Pursuant to Article 5.11 of the CSEA Agreement dated July 1, 2010, through June 30, 2013, the District has determined that the College will not be open on Fridays for the summer 2014 term starting on June 2, 2014, and ending August 8, 2014.

The summer work week will be Monday through Thursday, nine hours and twenty-two minutes per day for full-time employees.

Also in accordance with the CSEA Agreement, the following departments, or portions of these departments, may continue to operate under the normal five-day work week:

- Child Development Center
- Maintenance & Operations
- Biological Sciences
- PAC
- IT, MIS, IMS, Telecom
- Campus Police
- Bookstore Employees, the week of 6/16/14 only
- Aviation

**Need:** Board approval is needed to incorporate the new summer work schedule.

**Fiscal Impact:** None

**Recommended Action:** The district requests that the Board of Trustees ratify this Memorandum of Understanding as presented.

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

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



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

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

**TOPIC:** AGREEMENT— Town of Apple Valley

**SUBMITTED BY:** Trinda Best

**RECOMMENDED BY:** Trinda Best *Trinda Best*

**APPROVED BY:** Peter Allan *P. Allan*

**Description/Background:**

The District desires to ratify an agreement between Victor Valley Community College District and the Town of Apple Valley for facility use. The period of this agreement is May 7-9, 2014

A copy of the original agreement is available for review in the office of the superintendent/president.

**Need:**

Facility for Superintendent/President interviews.

**Fiscal Impact:**

\$920.00 – Budgeted item

**Recommended Action:**

It is recommended that the Board of Trustees ratify the agreement with Town of Apple Valley for facility use. The period of this agreement is May 7 – 9, 2014.

**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 -CENTRALCREATIVE

**SUBMITTED BY:** Peter Maphumulo, Executive Vice President, Instruction & Student Services

**RECOMMENDED BY:** Peter Maphumulo 

**APPROVED BY:** Peter W. Allan 

**Description/Background:**

The district wishes to ratify an agreement between Victor Valley Community College District and CentralCreative for the overall management of design and production process of the 2014-15 course catalog. The period of this agreement begins upon estimate approval.

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

**Need:**

The course catalog will be provided to students electronically with updated information about transfer degrees and SB 1456, the Student Success Act. An electronic catalog can be updated as changes occur.

**Fiscal Impact:**

\$7,500 – Budgeted Item

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify an agreement between Victor Valley Community College District and CentralCreative for the overall management of design and production process of the 2014-15 course catalog. The period of this agreement begins upon estimate approval.

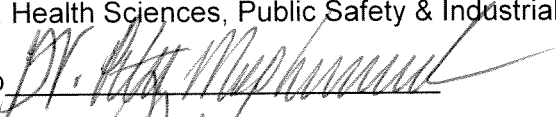
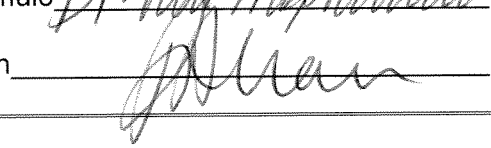
**Legal Review:** YES  NOT APPLICABLE

**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 - Ebmeyer Charter & Tour  
**SUBMITTED BY:** Pat Luther, Dean, Health Sciences, Public Safety & Industrial Technology  
**RECOMMENDED BY:** Peter Maphumulo   
**APPROVED BY:** Peter W. Allan 

**Description/Background:**

The District desires to ratify a contract between Victor Valley College District and Ebmeyer Charter and Tour to provide charter bus transportation for the Agriculture and Natural Resources Department. The period of this agreement is April 29, 2014, June 26, 2014 and July 10, 2014.

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

**Need:**

To provide chartered bus transportation for Agriculture & Natural Resources class(s) field trips.

**Fiscal Impact:**

Budgeted. \$3031.40 – Prison grant

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees ratify a contract between Victor Valley College and Ebmeyer Charter and Tour to provide charter bus transportation for the Agriculture and Natural Resources Department. The period of this agreement is April 29, 2014, June 26, 2014 and July 10, 2014.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO



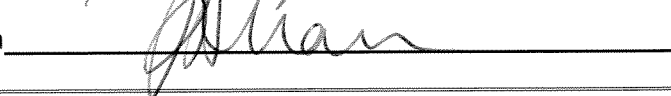
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** CLINICAL FACILITY USE AGREEMENT – ST. BERNARDINE CARE PROVIDERS INC.

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

**RECOMMENDED BY:** Peter Maphumulo 

**APPROVED BY:** Peter W. Allan 

**Description/Background:**

The District wishes to ratify an agreement between Victor Valley Community College District and St. Bernardine Care Providers Inc. The agreement begins April 1, 2014 and will continue until either party chooses to terminate the agreement with a 30-day written notice no earlier than the end of the District term that is in session at that time.

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

**Need:**

To provide clinical learning facilities for Medical Assisting and other health sciences programs of the district.

**Fiscal Impact:**

None

**Recommended Action:**

It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Victor Valley Community College District and St. Bernardine Care Providers. The agreement begins April 1, 2014 and will continue until either party chooses to terminate the agreement with a 30-day written notice no earlier than the end of the District term that is in session at that time.

**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:** MEMORANDUM OF UNDERSTANDING – K-16 Bridge Program

**SUBMITTED BY:** Arthur Lopez, Dean, Student Services

**RECOMMENDED BY:** Peter Maphumulo  \_\_\_\_\_

**APPROVED BY:** Peter W. Allan  \_\_\_\_\_

**Description/Background:**

The District wishes to approve an MOU between Victor Valley Community College District and the Lewis Center for Educational Research providing a K-16 Bridge Program (services and general program logistics coordination) to VVC and its feeder K-12 schools. The period for this agreement is July 1, 2014 through June 30, 2015.

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

**Need:**

To continue to strengthen our relationship with our local high school districts.

**Fiscal Impact:**

Budgeted - \$38,400.00

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve the Memorandum of Understanding between Victor Valley Community College District and the Lewis Center for Educational Research providing a K-16 Bridge Program (services and general program logistics coordination) to VVC and its feeder K-12 schools. The period for this agreement is July 1, 2014 through June 30, 2015.

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

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



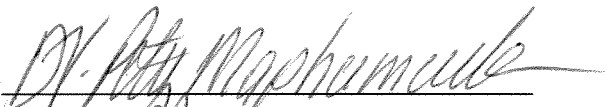


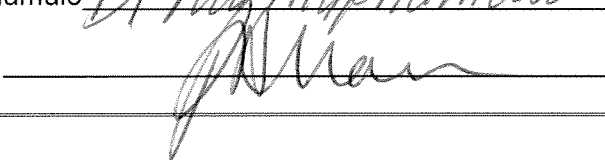
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

**TOPIC:** CURRICULUM CHANGES

**SUBMITTED BY:** Peter Maphumulo, Executive Vice-President of Instruction & Student Services

**RECOMMENDED BY:** Peter Maphumulo 

**APPROVED BY:** Peter Allan 

**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 May 8, 2014, May 22, 2014, and May 29, 2014, and are listed on the attached sheet.

A copy of the college curriculum changes is available in the President's Office for review.

**Fiscal Impact:**

None.

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve the curriculum changes made on May 8, 2014, May 22, 2014, and May 29, 2014 and have been recommended by the College Curriculum Committee.

**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:** CONTRACT – PACIFIC FLOOR COMPANY

**SUBMITTED BY:** Jaye Tashima, Athletics

**RECOMMENDED BY:** Peter Maphumulo 

**APPROVED BY:** Peter W. Allan 

**Description/Background:**

The District desires to ratify a contract between Victor Valley Community College District and Pacific Floor Company. The work will be completed by June 30, 2014.

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

**Need:**

Gymnasium Floor Recoat - Wet scrub, dry screen and apply (2) 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 ratify a contract between Victor Valley Community College District and Pacific Floor Company to recoat the gymnasium floor. The work will be completed by June 30, 2014.

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

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

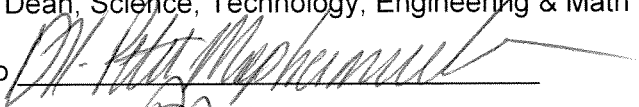


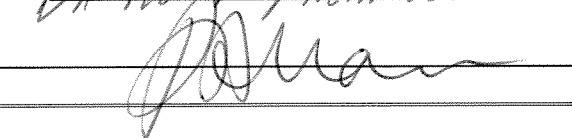
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** AGREEMENT - UNITED LERONE II DBA EL POLLO LOCO #3511

**SUBMITTED BY:** Rolando Regino, Dean, Science, Technology, Engineering & Math

**RECOMMENDED BY:** Peter Maphumulo 

**APPROVED BY:** Peter W. Allan 

**Description/Background:**

The District desires to ratify an agreement between Victor Valley Community College District and United Lerone II, dba El Pollo Loco #3511 for providing catering services for the Distance Education Training Academy held April 25, 2014.

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

**Need:**

In compliance with AP 6330

**Fiscal Impact:**

Budgeted item - \$467.56

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Victor Valley Community College District and United Lerone II, dba El Pollo Loco #3511 for providing catering services for the Distance Education Training Academy held April 25, 2014.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO

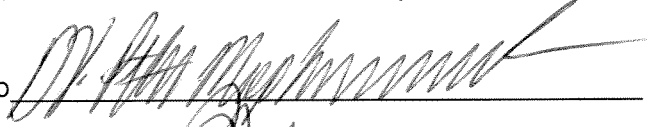


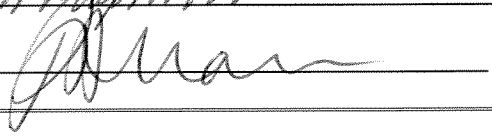
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** GRANT ACCEPTANCE: HEALTHCARE WORKFORCE INITIATIVE (HWI) – MINI-PROJECT FUNDING CONTRACT 2013-2014 – TRANSITION TO PRACTICE PILOT PROJECT

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

**RECOMMENDED BY:** Peter Maphumulo 

**APPROVED BY:** Peter W. Allan 

**Description/Background:**

The district is seeking grant acceptance of the Healthcare Workforce Initiative (HWI), Mini-Project Funding Contract 2013-2014 – Transition to Practice Pilot Project – Improving Industry Engagement, Faculty/Teacher Collaboration & Employment Outcomes for nursing program graduates. Program development and implementation will begin June 1, 2014 and end December 30, 2014.

**Need:**

The purpose of the RN Transition Program is to improve the employability of unemployed newly licensed RN graduates by providing a clinical experience through Victor Valley College. The target population will be those VVC graduates who have been out of school for 12 months or less. Desert Valley Medical Center has agreed to participate in the RN Transition Program by providing qualified preceptors for the clinical experience, resources, and/or tools to support the training and advancement of new registered nurses.

**Fiscal Impact:**

\$9,000 to the district for the Nursing Program for FY 2013-2014

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees accept the Healthcare Workforce Initiative (HWI), Mini-Project Funding Contract 2013-2014. Program development and implementation will begin June 1, 2014 and end December 30, 2014.

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

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





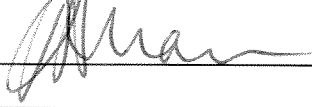
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

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

**SUBMITTED BY:** Robert Sewell, Associate Student Body

**RECOMMENDED BY:** Peter Maphumulo 

**APPROVED BY:** Peter W. Allan 

**Description/Background:**

Approval is requested for the following staff member and Phi Theta Kappa officer to attend the Phi Theta Kappa Honors Institute in St. Louis, Missouri. The travel dates will be June 16 - 21, 2014:

Patricia Wagner, PTK Academic Advisor  
Jazmin Gailey, PTK Honors Topic Coordinator

**Need:**

The conference is designed to broaden the participants understanding of the Honors Study Topic and helps build a network of resources and relationships. The information will then be disseminated to the PTK membership.

**Fiscal Impact:**

Budgeted - \$4,000 - Phi Theta Kappa Chapter

**Recommended Action:**

It is recommended that the Board of Trustees approve out of state travel for the staff/student listed above to attend the Phi Theta Kappa Honors Institute in St. Louis, Missouri. The travel dates will be June 16 - 21, 2014:

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

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



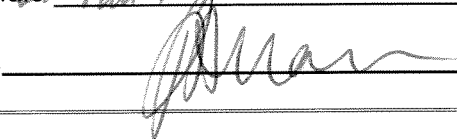
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

**TOPIC:** CLINICAL FACILITY USE AGREEMENT – DEPARTMENT OF STATE HOSPITALS- PATTON

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

**RECOMMENDED BY:** Peter Maphumulo 

**APPROVED BY:** Peter W. Allan 

**Description/Background:**

The District wishes to ratify an agreement between Victor Valley Community College District and Department of State Hospitals-Patton. The term of this agreement is September 1, 2014 through August 31, 2017.

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

**Need:**

To provide clinical learning facilities for the Registered Nursing Program of the district.

**Fiscal Impact:**

None

**Recommended Action:**

It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Victor Valley Community College District and Department of State Hospitals-Patton. The term of this agreement is September 1, 2014 through August 31, 2017.

**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 – KEENAN & ASSOCIATES  
LOSS CONTROL SERVICES AGREEMENT

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

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to renew its agreement with Keenan & Associates to provide loss control services as needed for the 2014-2015 fiscal year. These services are intended to promote safety awareness, assist in the identification of conditions which may pose a risk of bodily injury and/or property damage, and offer recommendations to help mitigate the District's risk of loss.

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 loss control services for the District. There will only be a cost to the District if training services are provided.

**Fiscal Impact:** Not to exceed \$20,000.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Keenan and Associates for Victor Valley College during fiscal year 2014-15.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO

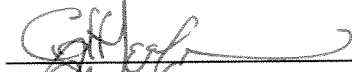


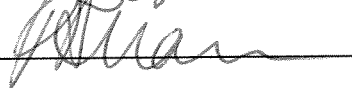
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** AGREEMENT RENEWAL – KEENAN & ASSOCIATES  
PROPERTY/CASUALTY CLAIMS ADMINISTRATION

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

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to renew its agreement with Keenan & Associates to provide property and casualty claims administration for the 2014–2015 fiscal year. Services include all currently open claims and any new accidents, incidents, or claims that may arise.

The agreement may be renewed for two (2) additional one-year terms.

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 property and casualty claims administration for the district.

**Fiscal Impact:** Not to exceed \$20,000 – Budgeted Item

**Recommended Action:**

It is recommended that the Board of Trustees approve to renew the agreement with Keenan and Associates for Property and Casualty Claims Administration Services for Victor Valley College during fiscal year 2014-15.

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

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






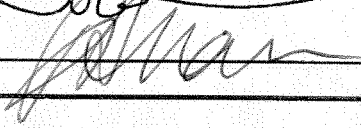
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

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

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

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

**APPROVED BY:** Peter Allan 

**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).

A copy of the original budget transfer 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 budget transfers as submitted.

**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:** AUTHORIZED ELECTRONIC SIGNATURE KEY USERS

**SUBMITTED BY:** G.H. Javaheripour, Administrative Services

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

In accordance with Education Code Section 81655, we are requesting authorization of electronic signature key use for G.H. Javaheripour, Josanna Orta and Karen Hardy, from July 1, 2014, through June 30, 2015.

**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, Josanna Orta and Karen Hardy as authorized signature key users for the period of July 1, 2014 through June 30, 2015.

**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) \_\_\_**

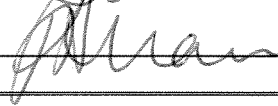
**TOPIC:** AUTHORIZED SIGNATORY

**SUBMITTED BY:** G.H. Javaheripour, Administrative Services

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



**APPROVED BY:** Peter Allan



**Description/Background:**

For the 2014-2015 fiscal year Trinda Best should be acknowledged as authorized representative of the Board of Trustees to execute:

Certificated and Classified Contracts  
Workers Compensation

Contracts and Agreements  
Claims

Notices of Employment

**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 Trinda Best to represent the board in the above-named matters for fiscal year 2014-2015 per Education Code 72282.


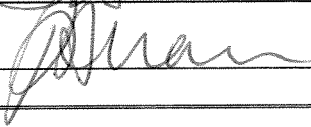
**Legal Review:** YES \_\_\_ NOT APPLICABLE X

**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 SIGNATORIES  
**SUBMITTED BY:** G.H. Javaheripour, Administrative Services  
**RECOMMENDED BY:** G.H. Javaheripour   
**APPROVED BY:** Peter Allan 

**Description/Background:**

For the 2014-2015 fiscal year, G.H. Javaheripour, Josanna Orta and Karen Hardy 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 | Journal Entries             |
| Inter-Fund Transfers         |                             |                             |

**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 G.H. Javaheripour, Josanna Orta and Karen Hardy to represent the board in the above-named matters for fiscal year 2014-2015 per Education Code 72282.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO






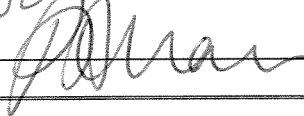
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** AUTHORIZED SIGNATORIES

**SUBMITTED BY:** G.H. Javaheripour, Administrative Services

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

For the 2014-2015 fiscal year, Karen Hardy should be acknowledged as an authorized representative of the Board of Trustees to execute:

Revolving Cash Fund

**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 signature of Karen Hardy to represent the board in the above-named matters for fiscal year 2014-2015 per Education Code 72282.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO

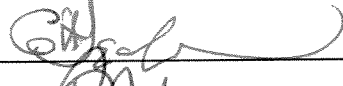


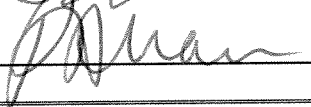
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** DESIGNATION OF NEWSPAPER FOR 2014-2015  
DISTRICT BUDGET PUBLIC HEARING

**SUBMITTED BY:** Karen Hardy, Fiscal Services

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

**APPROVED BY:** Peter Allan 

**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 2014-2015 District budget calendar sets September 2 through 9, 2014, as the period the proposed budget will be available for public inspection, and September 9, 2014, 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 2 through 9, 2014, and public hearing date as September 11, 2014.

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

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

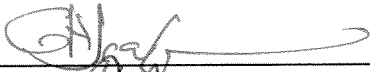


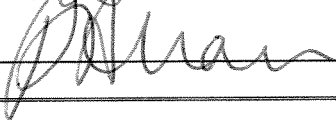
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** AGREEMENT – CAMBRIDGE WEST PARTNERSHIP, LLC

**SUBMITTED BY:** G.H. Javaheripour, Administrative Services

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to enter into an agreement with Cambridge West Partnership, LLC to provide fiscal impact analysis for the proposed board policies, 2515, 2520 and 2525, based on the Board President's direction to the Interim Superintendent/President. The scope of work includes: interviews with the shared governance and constituency groups and related district employees; analysis of the proposed policies; providing information regarding the fiscal impacts of the policies in a Board Workshop, and responding questions from the Campus Community.

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

**Need:**

Other analysis provides data for the Board of Trustees, College employees, and constituency groups in order to legislate policies that best serve the District and its employees.

**Fiscal Impact:**

Not to exceed \$16,000.00.

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Cambridge West partnership, LLC in the amount of \$16,000.00.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO




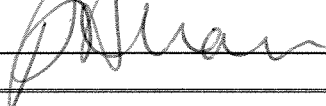
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** AGREEMENT –XEROX EDUCATIONAL SERVICES

**SUBMITTED BY:** Karen Hardy, Fiscal Services

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to enter into an agreement with Xerox Educational Services (formally known as ACS) to fulfill the District’s obligation to report student information to the Internal Revenue Service. Reporting includes:

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

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

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

**Need:**

This service fulfills the legal requirement to report student information to the Internal Revenue Service.

**Fiscal Impact:**

Not to exceed \$18,000.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended the Board of Trustees ratify the agreement with Xerox Educational System to provide 1098-T requirements for Tax Year 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:** BOARD OF TRUSTEES PAYMENTS REPORTS

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

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

**APPROVED BY:** Peter Allan 

**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 Payment Reports.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO




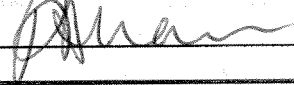
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** AGREEMENT AMENDMENT/CORRECTION – PERCEPTIVE SOFTWARE, LLC. (IMAGE NOW)

**SUBMITTED BY:** Sergio Oklander, Management Information System

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to submit a correction and amendment to the Perceptive Software, LLC. agreement for Enterprise Content Management System (ImageNow), to include the purchase of additional licenses and to co-terminus with existing agreement and annual renewal. The original agreement went to the Board of Trustees on June 12, 2012, (Item #10.5) term 6/17/12 - 6/16/2015.

- Board item to purchase an additional 25 licenses was submitted to and approved by the Board of Trustees at the September 10, 2013 meeting, (Item #5.13).

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

**Need:**

The need to correct and amend the original agreement is to streamline and co-terminus the annual renewal process. The Enterprise Content Management System provides support for document imaging and workflow management across the institution.

**Fiscal Impact:** None

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the amendment/correction agreement with Perceptive Software, LLC as submitted.

**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 – VECTOR RESOURCES, INC.

**SUBMITTED BY:** Frank Smith, Technology & Information Resources

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to enter into an agreement with Vector Resources, Inc. to purchase material and labor needed to provide outdoor wireless in direct support of academic instruction at the Regional Public Safety Training Center (RPSTC). (Item # I-21, on the Campus Technology Project list)

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

**Need:**

The outdoor wireless for the RPSTC will support various instructional video streaming scenario environments displayed for EMS, Fire, Administration of Justice and Paramedic departments.

**Fiscal Impact:**

\$41,314.50 – Fund 71

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Vector Resources, Inc. in the amount of \$41,314.50

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO



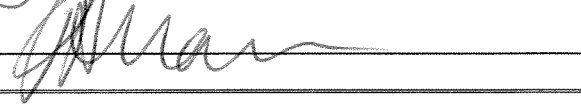
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** NOTICE OF COMPLETION-VECTOR RESOURCES DBA VECTORUSA

**SUBMITTED BY:** Frank Smith, Technology & Information Resources

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to submit for approval a Notice of Completion for Vector Resources for the CMAS Audio Visual Pricing for eleven (11) rooms located on the Victor Valley College Main Campus. The agreement was originally Board approved on February 11, 2014, Item 10.1.

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

**Need:**

A Notice of Completion must be filed with the office of the county recorder for each contractor within 10 days of acceptance by the Board.

**Fiscal Impact:** No fiscal impact.

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the Notice of Completion as submitted.

**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 - ABSOLUTE SOFTWARE, INC.

**SUBMITTED BY:** Frank Smith, Technology & Information Resource

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to renew its annual maintenance agreement with Absolute Software, Inc. for 25 Absolute Help licenses, previously known as Livetime. Term 5/20/2014 – 5/20/2015.

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

**Need:**

The Absolute Help system is a modern help desk trouble ticket system that directs each request to the appropriate technician based on the team, work load and problem type to enhance efficient support for the users of District technology. These licenses are required for each technician on campus.

**Fiscal Impact:**

\$7,975.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement renewal with Absolute Software, Inc. in the amount of \$7,975.00.

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

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




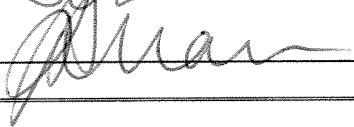
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** AGREEMENT RENEWAL – PARLANCE

**SUBMITTED BY:** Frank Smith, Technology & Information Resources

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to renew its annual agreement with Parlance for ES NameCorrector. The Telecommunication service provides an automated operator solution for call routing services using speech recognition technology. Term: 7/20/14 – 6/20/15.

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

**Need:**

This provides multiple options for callers to campus personnel. Also, it allows for voice recognition of names, dialing by extension or phone number.

**Fiscal Impact:**

\$ 6,350.40 – Budgeted Item

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement renewal with Parlance in the amount of \$6,350.40.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO




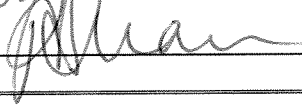
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** AGREEMENT RENEWAL – TRICADE TECHNOLOGIES

**SUBMITTED BY:** Frank Smith, Technology & Information Resources

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to renew its agreement with Tricade Technologies to purchase Academic Basic support for VMware vSphere 5 Enterprise for four processors for the term indicated, pro-rated to co-term with other agreements in June 2015. This product allows us to virtualize our servers as well as maximize our hardware while saving energy. Term 5/23/14 – 6/1/15.

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

**Need:**

This primary component / licensing is required to maintain current operations (administrative and instructional needs). These licenses are a core component for all enterprise campus servers and systems.

**Fiscal Impact:**

\$1,463.68 – Budgeted Item

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement renewal with Tricade in the amount of \$1,463.68.


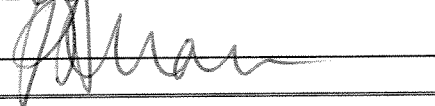
**Legal Review:** YES \_\_\_ NOT APPLICABLE X \_\_\_

**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 – CAL Building Systems  
**SUBMITTED BY:** Edwin Martinez, Maintenance & Operations  
**RECOMMENDED BY:** G.H. Javaheripour   
**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to enter into an agreement with CAL Building Systems to provide annual service to the Main Campus and Regional Public Safety Training Center fire sprinkler system and service to the kitchen fire suppression system in the Student Activities Center for the 2014-2015 fiscal year.

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

**Need:**

This agreement is necessary to assure the District's fire sprinkler systems are working properly.

**Fiscal Impact:**

\$4,928.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with CAL Building Systems in the amount of \$4,928.00.

**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:** Edwin Martinez, Maintenance & Operations

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to renew its agreement with Diamond Environmental Services to provide portable restroom service for five (5) portables for the 2014-2015 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:**

\$4,810.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Diamond Environmental Services in the amount of \$4,810.00.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO




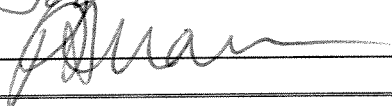
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** AGREEMENT RENEWAL – PRUDENTIAL OVERALL SUPPLY

**SUBMITTED BY:** Edwin Martinez, Maintenance and Operations

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

**APPROVED BY:** Peter Allan 

**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 the Fiscal Year 2014-2015.

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 work uniforms for Maintenance and Operations employees as well as supplies for campus usage.

**Fiscal Impact:**

\$13,000.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Interim 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.


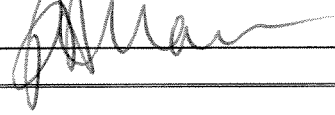
**Legal Review:** YES  X  NOT APPLICABLE \_\_\_

**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 – HI DESERT ALARM  
**SUBMITTED BY:** Edwin Martinez, Maintenance & Operations  
**RECOMMENDED BY:** G.H. Javaheripour   
**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to renew its agreement with Hi Desert Alarm to provide service to maintain the fire alarm systems on the Main Campus and at the Regional Public Safety Training Center for the 2014-2015 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 the Main Campus and at the Regional Public Safety Training Center.

**Fiscal Impact:**

\$7,176.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Hi Desert Alarm in the amount of \$7,176.00.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO

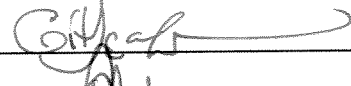


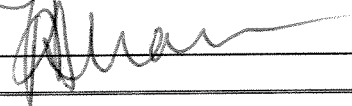
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

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

**SUBMITTED BY:** Edwin Martinez, Maintenance & Operations

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

**APPROVED BY:** Peter Allan 

**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 the 2014-2015 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:**

\$860.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Safety-Kleen in the amount of \$860.00.

**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 - SAN BERNARDINO & RIVERSIDE  
COUNTIES FIRE EQUIPMENT

**SUBMITTED BY:** Edwin Martinez, Maintenance & Operations

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to enter into an agreement with San Bernardino & Riverside Counties Fire Equipment to provide monthly service to Main Campus fire extinguishers and the Regional Public Safety Training Center fire extinguishers for the 2014-2015 fiscal year.

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

**Need:**

This is an agreement that is needed to provide monthly service to the Main Campus fire extinguishers and Regional Public Safety fire extinguishers.

**Fiscal Impact:**

\$8,600.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with San Bernardino & Riverside Counties Fire Equipment in the amount of \$8,600.00.

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

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



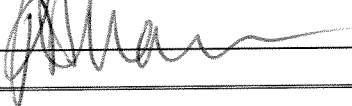
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** AGREEMENT RENEWAL – AMERICA’S XPRESS RENT-A-CAR

**SUBMITTED BY:** Edwin Martinez, Maintenance & Operations

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

**APPROVED BY:** Peter Allan 

**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 2014-2015 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:**

\$34,000.00 – Budgeted item.

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement renewal with America’s Xpress Rent-A-Car in the amount of \$34,000.00.

**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 – NORTH STATE ENVIRONMENTAL

**SUBMITTED BY:** Edwin Martinez, Maintenance & Operations

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to renew its agreement with North State Environmental to provide hazardous waste management services for the 2014-2015 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:**

\$25,000.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with North State Environmental in the amount of \$25,000.00.


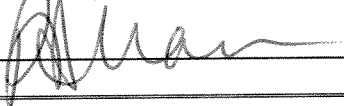
**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO



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

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

**TOPIC:** AGREEMENT RENEWAL – H & H Elevator Services  
**SUBMITTED BY:** Edwin Martinez, Maintenance & Operations  
**RECOMMENDED BY:** G.H. Javaheripour   
**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to renew its agreement with H & H Elevator Services to provide maintenance service to the elevators on campus as needed for the 2014-2015 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 maintenance services to the campus so elevators work efficiently and properly.

**Fiscal Impact:**

\$21,000.00 - Budgeted Item

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with H & H Elevator Services in the amount of \$21,000.00.

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

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






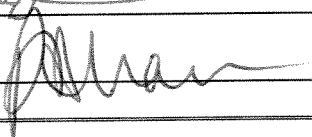
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** AGREEMENT – A & E INSPECTION SERVICES

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

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to utilize the three (3) year agreement, which was originally approved by the Board of Trustees on April 12, 2011 and is being renewed at the June 2014 meeting, with A & E Inspection Services to provide Inspector of Record services needed during the alteration of the AT&T Cell Tower. This is required by the Division of State Architects for all District projects.

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

**Need:**

The Division of State Architects requires an Inspector of Record at all Community College construction projects. The District is required to hire its own inspector for the alterations to the cell tower; however, this expense will be reimbursed by AT&T.

**Fiscal Impact:**

\$1,040.00 – This expense will be reimbursed to the District 100% by AT&T.

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the use of the three (3) year agreement with A & E Inspection Services for Division of State Architect Inspector of Record services for the alterations to the AT&T Cell Tower in an amount not to exceed \$1,040.00.

**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:** CHANGE ORDER – WEBB BROTHERS CONSTRUCTION

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

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to submit for approval Change Order Nos. 25 - 27 from Webb Brothers Construction. During the course of construction various changes may be made which can both increase or decrease the cost of the project. The list below is a compilation of the adjustments made and represents both direct and indirect costs of the contractor in performing or providing the work covered.

- 25. Additional cost to install a 6" gate valve and Hot tap into the existing 8" water line for the Fire Hydrant. This change was necessary due to the unforeseen 6" water line buried next to and obstructing the path of travel. \$4,068.18
- 26. Additional cost for cabling and materials not shown on plans. These cables are required for emergency phone operation and additional cameras requested by the District. \$2,454.57
- 27. Credit back to the contract for the deletion of 3/4 inch conduits in areas where plenum rated cable could be run per code. (-\$440.28)

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

**Need:**

This additional work is necessary to complete the Music Modernization project.

**Fiscal Impact:**

\$6,082.47 – Bond Funded

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the change orders with Webb Brothers Construction in the amount of \$6,082.47.

**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 – FRICK, FRICK & JETTE ARCHITECTS, INC.

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

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to enter into an agreement with Frick, Frick & Jette Architects, Inc. to provide construction documents to include the areas on the southwest edge of the lake adjacent to the Technology Center Building #21, and the areas between the Art Building #22 and the Liberal Arts Building #30.

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

**Need:**

This second phase of the Landscape Sustainability project will provide savings in maintenance costs as well as provide a better learning environment for students.

**Fiscal Impact:**

\$21,550.00 – Fund 71

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Frick, Frick & Jette Architects, Inc. in an amount not to exceed \$21,550.00.

**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:** INCREASE CONTRACT AMOUNT – CALIFORNIA CONSTRUCTION MANAGEMENT, INC.

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

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

**APPROVED BY:** Peter Allan  \_\_\_\_\_

**Description/Background:**

The District wishes to increase the contract amount with California Construction Management, Inc. The agreement was originally ratified by the Board of Trustees at the October 9, 2012 meeting for California Construction Management to assist in the process of certifying ten (10) projects with the Division of State Architect’s office (DSA). Eight (8) of these projects have been closed with certification; however two (2) still require more work to obtain certification.

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

**Need:**

DSA requires all buildings to be certified through their office to determine that the construction project complies with the codes and regulations governing school construction. Some facilities on the Main Campus did not have this project certification completed.

**Fiscal Impact:**

\$1,000.00 – Fund 71

**Recommended Action:**

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the increase to the contract amount with California Construction Management, Inc. by \$1,000.00 to assist the District in certifying the remaining projects on the Main Campus.

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

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





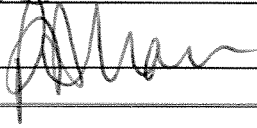
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** BUILDING LEASE AGREEMENT

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

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to enter into a Building Lease Agreement by and between the District and Park University for Educational instruction in accordance with California Education Code Sections 81430 to 81432.

A copy of the Building Lease Agreement is available in the Superintendent/President's office.

**Need:**

Park University has a need to lease facilities from the District. Two (2) modular units in the District's Lower Campus Complex will be used by Park University utilizing the attached building lease agreement.

**Fiscal Impact:**

\$2,400.00 monthly, \$28,800.00 annually, to increase by 3% annually – Revenue to the District

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the Building Lease Agreement by and between the District and Park University for Educational instruction in accordance with California Education Code Sections 81430 to 81432.

**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— Professional Personnel Leasing, Inc (PPL)

**SUBMITTED BY:** Trinda Best

**RECOMMENDED BY:** Joseph W. Brady 

**APPROVED BY:** Dennis Henderson 

**Description/Background:**

Professional Personnel Leasing (PPL), Inc will conduct a workshop with the members of the Board of Trustees and the newly appointed Superintendent/President. The workshop is to provide opportunity for discussion and mutual agreement on selected areas and issues that will lead to a successful leadership team.

A copy of the original agreement is available for review in the office of the superintendent/president.

**Need:**

Facilitation of Board – New Superintendent/President Workshop.

**Fiscal Impact:**

\$4,500 – Budgeted item

**Recommended Action:**

It is recommended that the Board of Trustees approve the agreement with Professional Personnel Leasing, Inc. for consultant services July 15, 2014 – June 30, 2015.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO





**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
RESOLUTION NO. 14-04**

June 10, 2014

**WHEREAS**, the Community College League of California (CCLC) provides leadership in the education and development of community college governing board members, chief executive officers and staff to ensure the continued strength, diversity, vitality and effectiveness of the College's educational programs and services.

**WHEREAS**, Dr. Douglas B. Houston, Chancellor of Yuba Community College District, has provided draft policies for requiring completion of the Excellence in Trusteeship Program before a trustee is eligible to become board president.

**WHEREAS**, draft policies will be tailored to existing board policies of Victor Valley Community College District, for policies 22-10 – Officers, 2735 – Board Member Travel, and Administrative Procedure 2740 – Board Education.

**WHEREAS**, board members participating in the Excellence in Trusteeship Program will benefit the Board of Trustees and the District.

**WHEREAS**, the tailored policies and administrative procedures will be bedded through College Counsel and the Academic Senate, then returned to the Board of Trustees for a first read, then adoption.

**WHEREAS**, any interested Board of Trustee member will have the opportunity to participate in the Excellence in Trusteeship Program, should they chose.

**NOW, THEREFORE, BE IT RESOLVED** that participation and completion in the Excellence in Trusteeship Program offered by CCLC will be necessary before a trustee becomes eligible to serve as board president. The requirement for successfully completing the program will not become effective until formal board policies are adopted. The formal board policies and administrative procedures will allow for a phase-in time period to begin the training through the Excellence in Trusteeship Program.

This resolution was adopted by the Board of Trustees of the Victor Valley Community College District at its regular meeting of June 10, 2014.

\_\_\_\_\_  
Dennis Henderson, Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Pinkerton, Board Clerk

\_\_\_\_\_  
Date





VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

**TOPIC:** Resolution #14-03 - SB 850  
**SUBMITTED BY:** Dennis Henderson, President, Board of Trustees  
**RECOMMENDED BY:** Dennis Henderson, President, Board of Trustees  
**APPROVED BY:** Dennis Henderson, President, Board of Trustees

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**Description/Background:**

Approve a resolution supporting SB 850.

**Need:**

The Board wishes to support SB 850 which will, if passed, allow community colleges to offer 4 year degrees.

**Fiscal Impact:** None at this time.

**Recommended Action:**

It is recommended that the Board of Trustees approve the resolution.

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

---

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

## RESOLUTION NO. 14-03

### RESOLUTION OF THE BOARD OF TRUSTEES OF THE VICTOR VALLEY COMMUNITY COLLEGE DISTRICT IN SUPPORT OF THE CALIFORNIA COMMUNITY COLLEGES BACCALAUREATE

**WHEREAS**, by 2018, 63 percent of job openings will require some college education and 33 percent will require a bachelor's degree; and

**WHEREAS**, among the 20 most populous states, California ranks 19th in the percentage of high school graduates who enroll directly in a four-year college or university and 18th in the percentage who enroll in any college, including community colleges; and

**WHEREAS**, since 2000, California has lost slightly more college graduates to other states than it has gained; and

**WHEREAS**, the 110,000 bachelor's degrees awarded annually by California public institutions and the 40,000 awarded by private institutions fall almost 60,000 degrees short of the number needed to meet projected demand in 2025; and

**WHEREAS**, careers in public safety, technology, and health services now often require no less than the baccalaureate; and

**WHEREAS**, 21 states have authorized community colleges to award applied baccalaureates that meet workforce demand; and

**WHEREAS**, every person should have an opportunity to pursue the baccalaureate at a place that is convenient, accessible, and affordable; and

**WHEREAS**, community colleges have a proven record of meeting local workforce demands in applied and technical areas, supporting underrepresented students and providing affordable, accessible, quality instruction; and

**WHEREAS**, authorizing community colleges to offer limited, targeted, applied baccalaureates would increase access for underserved areas and populations, benefit the state economy, remove barriers to completion, and compensate for the lack of university programs or capacity in certain fields; and

**WHEREAS**, the California Community Colleges Baccalaureate Study Group convened in 2013 by Chancellor Brice Harris concluded that "the offering of baccalaureates by the California Community Colleges merits serious review and discussion";

**NOW THEREFORE BE IT RESOLVED** that the Victor Valley Community College District Board of Trustees supports legislation that authorizes and funds community colleges to voluntarily offer baccalaureates that address critical workforce needs, meet the needs of underrepresented students, and avoid unnecessary duplication of degree programs in a region;

**NOW THEREFORE BE IT FURTHER RESOLVED** that the Victor Valley Community College District Board of Trustees urges Chancellor Brice Harris and the Board of Governors of the California Community Colleges to proceed with an ongoing dialogue with the California State University and the university of California on this opportunity while also establishing in a collaborative fashion the criteria and processes for individual colleges to offer baccalaureates.

**ADOPTED, SIGNED AND APPROVED** this 10<sup>th</sup> day of June, 2014 at the regular meeting of the Victor Valley Community College District Board of Trustees.

Victor Valley Community College District

I, John Pinkerton, Clerk of the Governing Board of the Victor Valley Community College District, do hereby certify that the foregoing Resolution was adopted by the Governing Board of said District at the meeting of said Board held on the 10th day of June, 2014, and that it was so adopted by the following vote:

AYE:

NO:



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

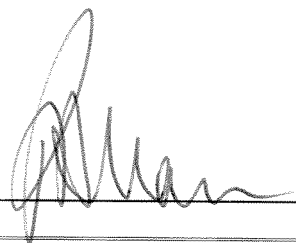
BOARD CONSENT \_\_\_ BOARD ACTION X BOARD INFORMATION (no action required) \_\_\_

**TOPIC:** Approve naming recognition for Robert L. Feddersen CIS Teaching Lab

**SUBMITTED BY:** Peter Allan

**RECOMMENDED BY:** Peter Allan

**APPROVED BY:** Peter Allan

  
\_\_\_\_\_

**Description/Background:**

CIS Faculty have requested memorial naming recognition to honor the teaching career of Robert L. Feddersen in accordance with BP 6620. As required by the policy, a campus naming committee was convened to review the request and by consensus recommends the naming of room AC5 for a period 10 years honoring the number of years Robert Feddersen taught at Victor Valley College before his passing. The recommended name of the classroom is: Robert L. Feddersen Teaching Lab.

**Need:**

Memorial naming will honor the contributions of a respected faculty member and enhance campus climate by reinforcing the value employee contributions make to the institution.

**Fiscal Impact:** Not to exceed \$200 for naming signage.

**Recommended Action:** Approve naming of AC5 as the Robert L. Feddersen CIS Teaching Lab for a period of 10 years beginning July 1, 2014.

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

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

Victor Valley College  
**Naming Committee**  
April 1, 2014 – 3:00 pm – President's Conference Room

**AGENDA**

- I. Welcome:
- II. Purpose of the Committee
  - a. Review Naming Policy – see attached
- III. Consider Requests for Naming
  - a. Dr. Prem Reddy Health Sciences Building – see attached
  - b. Robert L. Feddersen CIS Teaching Laboratory – see attached
- IV. Other
- V. Adjourn

Victor Valley College  
**Naming Committee**

April 1, 2014 – 3:00 pm – President's Conference Room

**MINUTES**

**Present:** Peter Allan (Superintendent / President), Lisa Harvey (Faculty), Paul Tanning (Faculty), Jazmin Santillan (Classified), John Hoskins (Classified), Cecelia Kanakanui (Student), John Mitchell (Student), Robert Sewell (Management), Bill Greulich (Management), Joseph Morris (Management), Ginger Ontiveros (Foundation) and Catherine Abbott (Foundation).

- I. Welcome: Peter Allan called the meeting to order at 3:05 pm
- II. Purpose of the Committee: The collegial review of naming requires is required by BP6620. The policy was shared with all members and the criteria for naming was specifically reviewed. The committee members present conform to the required composition of the policy.
- III. Consideration of Naming Requests:
  - a. Dr. Prem Reddy Health Sciences Building: The committee considered a request made by the Victor Valley College Foundation to name the new Health / Sciences Building to honor Dr. Prem Reddy in recognition of a \$2 million gift he has agreed to make. As requested by the committee, the Foundation will ask Dr. Prem Reddy to modify the name to read, "Dr. Prem Reddy Health and Science Building." By consensus, the committee recommends naming in conformance with the gift agreement.
  - b. Robert L. Feddersen CIS Teaching Lab: The committee considered a request to honor the memory of Robert L. Feddersen, a respected CIS faculty member, who passed away about 5 years ago while employed at Victor Valley. The request to name a classroom (AC-5) was approved by consensus noting that the instructor had worked for the college for 10 years, a formal request to honor him was appropriately submitted, and the recognition will serve to enhance campus climate by reinforcing the value employees contribute to the institution.
- IV. No other business was conducted.
- V. The meeting adjourned at 3:40 pm

Agenda Item: III.a.

**Naming Request:** Dr. Prem Reddy Health Sciences Building

**Recommended by:** Victor Valley College Foundation  
Don Brown, President, Victor Valley College Foundation  
[dbrown@lee-associates.com](mailto:dbrown@lee-associates.com), 760.241.5211  
Ginger Ontiveros, Executive Director, Victor Valley College Foundation  
[ginger.ontiveros@vvc.edu](mailto:ginger.ontiveros@vvc.edu), 760.245.4271, ext. 2523

**Policy Reference:** BP 6620 Naming of Buildings

Naming of district policy may be considered for any of the following reasons:

4. to recognize a person, group, or business that has donated significant resources through the Victor Valley College Foundation. The suggested value of the donated resources commensurate with naming recognition for campus facilities are attached to the policy as an addendum that may be updated from time to time by the Board of Trustees. Donations do not in themselves guarantee naming rights, but suggest that such recognition shall be appropriately considered.

**Duration:** Irrevocable – in perpetuity.

**Property:** New (soon to be constructed) Science and Health Building

**Rationale:**

Dr. Prem Reddy has established a tradition of generous support for Victor Valley College and its Health Science Programs. In 2004, he provided what was then the largest gift in the history of the college when he committed \$1 million and the college named the Dr. Prem Reddy School of Health Sciences in his honor. Since that time, Dr. Reddy has contributed more than \$3.5 million through gifts, student scholarships and partnership contracts most recently funding \$120,000 in needs within the college STEM programs.

**Dr. Reddy has agreed to contribute an additional \$2 million paid over the next two years to support the development of the new Science / Health Building.** This will be the largest single charitable gift in the history of the college.

**This gift agreement includes recognition in the form of naming rights to the new building.** Dr. Reddy has selected the following name for the building:

**Dr. Prem Reddy Health Sciences Building**

In accordance with AP6620 a campus committee was convened by the Superintendent / President for collegial review.



Agenda Item: III.b.

**Naming Request:** Robert L. Feddersen CIS Teaching Lab

**Recommended by:** Paul Toning,  
[paul.toning@vvc.edu](mailto:paul.toning@vvc.edu), 760.245.4271, ext. 2409

**Policy Reference:** BP 6620 Naming of Buildings

Naming of district policy may be considered for any of the following reasons:

4. to honor a deceased person who has made a unique, extraordinary or significant personal contribution to the College.

**Duration:** 10 years (one for each year of service to the college)

**Property:** AC-5

**Rationale:**

Robert Feddersen's dedication to students, student learning and student success is still talked about 5 years after his passing. His contributions to the success and reputation of the CIS department and the Victor Valley College District are without doubt why the CIS program is reputed for its quality. His presence is sorely missed. The subject matter that is taught in AC5 from computer literacy to UNIX system administration and programming were favorites of Robert and his students. The CIS department believes it will be a good thing to recognize the great efforts of this beloved faculty member by naming this classroom in his honor.

In accordance with AP6620 a campus committee was convened by the Superintendent / President for collegial review.




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

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

**TOPIC:** AWARD CONTRACT – ADAPTIVE P.E. FLOOR REPLACEMENT

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

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

**APPROVED BY:** Peter Allan  \_\_\_\_\_

**Description/Background:**

Bids for F-300, Adaptive P.E. Floor Replacement, were opened on May 28, 2014. Two (2) bids were received as follows:

Continental Flooring, Inc.	\$34,552.00
<b>Donald M. Hoover Company</b>	<b>\$18,645.00</b>

The bid has been thoroughly reviewed by the Vice President of Administrative Services and the Director of Facilities Construction and Contracts. Donald M. Hoover 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:**

The floors in the weight room at the Adaptive P.E. building are unsafe and must be replaced.

**Fiscal Impact:**

\$18,645.00 – Fund 71

**Recommended Action:**

It is recommended that the Board of Trustees approve the award of contract with Donald M. Hoover Company in the amount of \$18,645.00 for the Adaptive P.E. Floor Replacement project.

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

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

**BID FORM**  
for  
**ADAPTIVE P.E. FLOOR REPLACEMENT – BID F-300**

**TO: VICTOR VALLEY COMMUNITY COLLEGE DISTRICT,**  
acting by and through its Governing Board,  
18422 Bear Valley Road  
Victorville, California 92395  
(760) 245-4271, herein called "District":

**FROM:**

Donald M Hoover Company  
(Business Name of Bidder)  
10130 Redwood Avenue  
(Address)  
Fontana, Ca 92335  
(City, State, Zip Code)  
P: (909) 355-0125 / F: (909) 355-3341  
(Telephone/Facsimile)  
C. Race Gentry - President  
(Name(s) of Bidder's Authorized Representative(s))

1. **Bid Proposal Amount:** Pursuant to and in compliance with the Notice Inviting Bids, the Instructions to Bidders, and the other documents relating thereto, the undersigned Bidder, having reviewed the Instructions for Bidders and all other Contract Documents and upon compliance with all requirements therein with reference to the submittal of this Bid Proposal, hereby proposes and agrees to perform the Contract including, without limitation, all of its component parts; to perform everything required to be performed; to provide and furnish any and all of the labor, materials, tools, equipment, permits, and services necessary to perform the Contract and complete in a workmanlike manner all of the work required in connection with Project described as:

**ADAPTIVE P.E. FLOOR REPLACEMENT – BID F-300**

in accordance with the Contract Documents for the price as follows:

**TOTAL BID**

\$ 18,645<sup>00</sup>

**Total Base Bid in Words:**

EIGHTEEN THOUSAND SIX HUNDRED FORTY FIVE Dollars

3. **Bid Addenda:** In submitting this Bid Proposal, the undersigned Bidder acknowledges receipt of all Bid Addenda issued by or on behalf of the District, as set forth below. The Bidder confirms that this Bid Proposal incorporates and is inclusive of all items or other matters contained in the Bid Addenda.

   Addenda Nos.   0   Received, acknowledged, and incorporated into this Bid Proposal.  
(initial) (i.e. 1, 2, 3...)

4. **Rejection of Bid; Holding Open of Bid:** It is understood that the District reserves the right to reject this Bid Proposal and that this Bid Proposal shall remain open and not be withdrawn for the period specified in the Notice Inviting Bids.

5. **Documents Accompanying Bid Proposal:** The undersigned Bidder has submitted with this Bid Proposal the following:

- |                          |  |
|--------------------------|--|
| Subcontractors List      | Non-Collusion Affidavit                        |
| Bid Security             | Certificate of Workers' Compensation Insurance |
| Description of Insurance |  |

The Bidder acknowledges that if this Bid Proposal and the foregoing documents are not fully in compliance with applicable requirements set forth in the Notice Inviting Bids, the Instructions for Bidders, and in each of the foregoing documents, the Bid Proposal may be rejected as non-responsive.

6. **Award of Contract:** It is understood and agreed that if written notice of the acceptance of this Bid Proposal and the intent to award the Contract thereon is mailed, telegraphed, or delivered by the District to the undersigned after the opening of Bid Proposals and within the time this Bid Proposal is required to remain open, or at any time thereafter before this Bid Proposal is withdrawn, the undersigned will execute and deliver to the District the Agreement in the form attached hereto in accordance with the Bid Proposal as accepted within fourteen (14) working days after receipt of notification of award. Concurrently with delivery of the executed Agreement to the District, the Bidder awarded the Contract shall deliver to the District: (a) Certificates of Insurance evidencing all insurance coverages required under the Contract Documents; (b) the Performance Bond; (c) the Labor and Materials Payment Bond; and (d) the Drug-Free Workplace Certificate. All of the foregoing shall be in conformity with applicable requirements as set forth in the Notice Inviting Bids, the Instructions for Bidders, and each of the foregoing documents. Failure of the Bidder awarded the Contract to strictly comply with the preceding may result in the District's rescission of the award of the Contract and/or forfeiture of the Bidder's Bid Security. In such event, the District may, in its sole and exclusive discretion elect to award the Contract to the responsible Bidder submitting the next lowest Bid Proposal, or to reject all Bid proposals. The work under the Contract Documents shall be commenced by the undersigned Bidder, if awarded the Contract, on the date to be stated in the District's Notice to proceed issued pursuant to the Contract Documents and substantial completion of the work shall be achieved within the Contract Time specified in the Contract Documents.

7. **Notices:** All notices or other correspondence should be addressed to the District and the Bidder at their respective addresses set forth herein. Notices shall be effective only if in writing and in conformity with the requirements for service of notices set forth in the Contract Documents.

8. **Contractor's License:** The undersigned Bidder is currently and duly licensed in accordance with the California Contractor License Law, California Business & Professions Code §§7000 et seq., under the following classification(s) C-15 bearing License Number(s) 178283 with expiration date(s) of 11-30-14. By executing this Bid Proposal and submitting the same to the District, the Bidder acknowledges the provision of the California Business & Professions Code §7028.15 which provides that it shall be a misdemeanor for any person to submit a Bid Proposal to a public agency without having a license to perform the work of the Bid Proposal. By executing this Bid Proposal, the Bidder hereby certifies that: (a) it is duly licensed, in the necessary class(es), for performing the work of the Contract Documents; (b) that such license shall be in full force and effect throughout the duration of the performance of the work under the Contract Documents; and (c) that all Subcontractors providing or performing any portion of the work of the Contract Documents shall be so similarly and appropriately licensed to perform or provide such portion of the work.

9. **Provision of the Clayton Act:** Pursuant to Government Code §4552, in submitting a Bid Proposal to the District, the Bidder offers and agrees that if the Bid Proposal is accepted, it will assign to the District all rights, title, and interest in and to all causes of action it may have under §4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 [commencing with §16700] of Part 2 of Division 7 of the Business & Professions Code), arising from purchases of goods, materials, or service by the Bidder for sale to the District pursuant to the Bid Proposal. Such assignment shall be made and become effective at the time the District tenders final payment to the Bidder.

10. **Designation of Subcontractors:** In compliance with the Subletting and Subcontracting Fair Practices Act (Public Contract Code §4104) and any amendments thereof, each Bidder shall set forth in the Subcontractors List: (1) the name and the location of the place of business of each Subcontractor who will

Client#: 687191

DONAMHOO1

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/28/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Hub International, 470 E. Highland Ave., Redlands, CA 92373, 909 793-2373. CONTACT NAME: Roberta Peurifoy, PHONE: 909-379-1347, FAX: 909-533-2266, E-MAIL: roberta.peurifoy@hubinternational.com. INSURER(S) AFFORDING COVERAGE: Peerless Insurance Company (24198), Golden Eagle Insurance Corporat (10836), Republic Underwriters Insurance (24538), Nationwide Mutual Insurance Com (23787).

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include: A GENERAL LIABILITY (GL8940355), B AUTOMOBILE LIABILITY (BA8940055), B UMBRELLA LIAB (CU8940455), C WORKERS COMPENSATION AND EMPLOYERS' LIABILITY (ATW00184301), D Instl Floater (ACPCIM7844348709).

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) RE: Pre-qualification - verification of insurance coverages. With respect to General Liability, Certificate Holder is an Add'l Insured per form CG2037 & CG2010 7/04; Per Proj Ag form CG2503; Primary Non Contributory & Waiver of Subrogation per form GECG970 1-11. Workers Comp Blanket Waiver of Subrogation form # WC04 03/06 as required by contract. Auto Additional Insured & WOS included per form GECA701 1-07.

CERTIFICATE HOLDER: Sample for Bidding Purposes Only, Donald M. Hoover Co. Inc., 10130 Redwood Ave., Fontana, CA 92335. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]

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Donald M. Hoover Co. Inc.  
Eff: 4/4/14 to 4/4/15

POLICY NUMBER: GL8940355

COMMERCIAL GENERAL LIABILITY  
CG 20 37 07 04

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

<b>Name Of Additional Insured Person(s) Or Organization(s):</b>	<b>Location And Description Of Completed Operations</b>
Any person or organization when you and such person or organization have agreed in writing in a contract, agreement or permit that such person or organization be added as additional insured on your policy to provide such as is afforded under this coverage part.	Any location at which you perform work described in writing in a contract, agreement or permit for a person or organization that has been qualified as an additional insured under the terms of this endorsement
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

Donald M. Hoover Co. Inc.  
Eff: 4/4/14 to 4/4/15

POLICY NUMBER: GL8940355

COMMERCIAL GENERAL LIABILITY  
CG 20 10 07 04

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR  
CONTRACTORS – SCHEDULED PERSON OR  
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Any person or organization when you and such person or organization have agreed in writing in a contract, agreement or permit that such person or organization be added as an additional insured on your policy to provide insurance such as is afforded under this coverage part.	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.



Donald M. Hoover Co. Inc  
Eff: 4/4/14 to 4/4/15

POLICY NUMBER: GL8940355

COMMERCIAL GENERAL LIABILITY  
CG 25 03 03 97

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **DESIGNATED CONSTRUCTION PROJECT(S) GENERAL AGGREGATE LIMIT**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

Designated Construction Projects:

**Per written Contract**

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

- A.** For all sums which the insured becomes legally obligated to pay as damages caused by "occurrences" under **COVERAGE A (SECTION I)**, and for all medical expenses caused by accidents under **COVERAGE C (SECTION I)**, which can be attributed only to ongoing operations at a single designated construction project shown in the Schedule above:
1. A separate Designated Construction Project General Aggregate Limit applies to each designated construction project, and that limit is equal to the amount of the General Aggregate Limit shown in the Declarations.
  2. The Designated Construction Project General Aggregate Limit is the most we will pay for the sum of all damages under **COVERAGE A**, except damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard", and for medical expenses under **COVERAGE C** regardless of the number of:
    - a. Insureds;
    - b. Claims made or "suits" brought; or
    - c. Persons or organizations making claims or bringing "suits".
  3. Any payments made under **COVERAGE A** for damages or under **COVERAGE C** for medical expenses shall reduce the Designated Construction Project General Aggregate Limit for that designated construction project. Such payments shall not reduce the General Aggregate Limit shown in the Declarations nor shall they reduce any other Designated Construction Project General Aggregate Limit for any other designated construction project shown in the Schedule above.
- 4.** The limits shown in the Declarations for Each Occurrence, Fire Damage and Medical Expense continue to apply. However, instead of being subject to the General Aggregate Limit shown in the Declarations, such limits will be subject to the applicable Designated Construction Project General Aggregate Limit.
- B.** For all sums which the insured becomes legally obligated to pay as damages caused by "occurrences" under **COVERAGE A (SECTION I)**, and for all medical expenses caused by accidents under **COVERAGE C (SECTION I)**, which cannot be attributed only to ongoing operations at a single designated construction project shown in the Schedule above:
1. Any payments made under **COVERAGE A** for damages or under **COVERAGE C** for medical expenses shall reduce the amount available under the General Aggregate Limit or the Products-Completed Operations Aggregate Limit, whichever is applicable; and
  2. Such payments shall not reduce any Designated Construction Project General Aggregate Limit.
- C.** When coverage for liability arising out of the "products-completed operations hazard" is provided, any payments for damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard" will reduce the Products-Completed Operations Aggregate Limit, and not reduce the General Aggregate Limit nor the Designated Construction Project General Aggregate Limit.

D. If the applicable designated construction project has been abandoned, delayed, or abandoned and then restarted, or if the authorized contracting parties deviate from plans, blueprints, designs, specifications or timetables, the project will still be deemed to be the same construction project.

E. The provisions of Limits Of Insurance (SECTION III) not otherwise modified by this endorsement shall continue to apply as stipulated.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**COMMERCIAL LIABILITY GOLD ENDORSEMENT – CONTRACTORS**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**SECTION I – COVERAGES**

**COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY**

**2. Exclusions**

Item 2.g. 2) is replaced with the following:

- 2.g. 2) a watercraft you do not own that is:
- a) less than 50 feet long; and
  - b) Not being used to carry persons or property for a charge.

Item 2.g. 6) is added:

- 6) An aircraft in which you have no ownership interest and that you have chartered with crew.

The last paragraph of 2. Exclusions is replaced with the following:

Exclusions c. through n. do not apply to damage by fire, explosion, sprinkler leakage, or lightning to premises while rented to you, temporarily occupied by you with the permission of the owner, or managed by you under a written agreement with the owner. A separate limit of insurance applies to this coverage as described in **Section III – Limits of Insurance.**

**SECTION I – COVERAGES**

**COVERAGE C. MEDICAL PAYMENTS**

If Medical Payments Coverage is provided under this policy, the following is changed:

**3. Limits**

The medical expense limit provided by this policy shall be the greater of:

- a. \$10,000; or
- b. The amount shown in the declarations.

Coverage C. Medical Payments is primary and not contributing with any other insurance, even if that other insurance is also primary.

The following is added:

**COVERAGE D. PRODUCT RECALL NOTIFICATION EXPENSES**

**Insuring Agreement**

We will pay "product recall notification expenses" incurred by you for the withdrawal of your products, provided that:

- a. Such withdrawal is required because of a determination by you during the policy period, that the use or consumption of your products could result in "bodily injury" or "property damage"; and
- b. The "product recall notification expenses" are incurred and reported to us during the policy period.

The most we will pay for "product recall notification expenses" during the policy period is \$100,000.

**SUPPLEMENTARY PAYMENTS – COVERAGES A AND B**

Item b. and d. are replaced with:

- b. The cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.
- d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit" including actual loss of earnings up to \$500 a day because of time off from work.

## SECTION II – WHO IS AN INSURED

Item 4. is replaced with:

4. Any subsidiaries, companies, corporations, firms, or organizations you acquire or form during the policy period over which you maintain a controlling interest of greater than 50% of the stock or assets, will qualify as a Named Insured if:
  - a) you have the responsibility of placing insurance for such entity; and
  - b) coverage for the entity is not otherwise more specifically provided; and
  - c) the entity is incorporated or organized under the laws of the United States of America.

However, coverage under this provision does not apply to "bodily injury" or "property damage" that occurred before you acquired or formed the entity, or "personal injury" or "advertising injury" arising out of an offense committed before you acquired or formed the entity.

Coverage under this provision is afforded only until the end of the policy period, or the twelve (12) month anniversary of the policy inception date whichever is earlier.

## SECTION III – LIMITS OF INSURANCE

Paragraph 2. is amended to include:

The General Aggregate Limit of Insurance applies separately to each "location" owned by you, rented to you, or occupied by you with the permission of the owner.

Paragraph 6. is replaced with the following:

6. Subject to 5. above, the Fire Damage Limit is the most we will pay under Coverage A for damages because of "property damage" to premises while rented to you, temporarily occupied by you with permission of the owner, or managed by you under a written agreement with the owner, arising out of any one fire, explosion or sprinkler leakage incident.

The Fire Damage Limit provided by this policy shall be the greater of:

- a. \$500,000 or
- b. The amount shown in the Declarations.

## SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS

Item 2. a. is replaced with:

### 2. Duties In The Event of Occurrence, Offense, Claim or Suit

- a. You must promptly notify us. Your duty to promptly notify us is effective when any of your executive officers, partners, members, or legal representatives is aware of the "occurrence", offense, claim, or "suit". Knowledge of an "occurrence", offense, claim or "suit" by other employee(s) does not imply you also have such knowledge. To the extent possible, notice to us should include:
  - 1) How, when and where the "occurrence" or offense took place;
  - 2) The names and addresses of any injured persons and witnesses; and
  - 3) The nature and location of any injury or damage arising out of the "occurrence", offense, claim or "suit".

Item 4. b. 1) b) is replaced with:

### b. Excess Insurance

- 1) b) That is Fire, Explosion or Sprinkler Leakage insurance for premises while rented to you, temporarily occupied by you with permission of the owner, or managed by you under a written agreement with the owner; or

Item 6. is amended to include:

### 6. Representations

- d. If you unintentionally fail to disclose any hazards existing at the inception date of your policy, we will not deny coverage under this Coverage Part because of such failure. However, this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

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Item 8. is replaced with:

→ **8. Transfer of Rights Of Recovery Against Others To Us**

- a. If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring suit or transfer those rights to us and help us enforce them.
- b. If required by a written "insured contract", we waive any right of recovery we may have against any person or organization because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under that written "insured contract" for that person or organization and included in the "products-completed operations hazard".

Item 10. and Item 11. are added:

**10. Cancellation Condition**

If we cancel this policy for any reason other than nonpayment of premium we will mail or deliver written notice of cancellation to the first Named Insured at least 60 days prior to the effective date of cancellation.

**11. Liberalization**

If we adopt a change in our forms or rules which would broaden your coverage without an extra charge, the broader coverage will apply to this policy. This extension is effective upon the approval of such broader coverage in your state.

**SECTION V – DEFINITIONS**

The following definitions are added or changed:

9. "Insured contract"

a. Is changed to:

- a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, explosion or sprinkler leakage to premises while rented to you, or temporarily occupied by you with permission of the owner, or managed by you under a written agreement with the owner is not an "insured contract".

23. and 24. are added:

23. "Location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway, waterway or right-of-way of a railroad.
24. "Product recall notification expenses" means the reasonable additional expenses (including, but not limited to, cost of correspondence, newspaper and magazine advertising, radio or television announcements and transportation cost), necessarily incurred in arranging for the return of products, but excluding costs of the replacement products and the cash value of the damaged products.

The following Provisions are also added to this Coverage Part:

→ **A. ADDITIONAL INSURED – BY CONTRACT, AGREEMENT OR PERMIT**

1. Paragraph 2. under **SECTION II – WHO IS AN INSURED** is amended to include as an insured any person or organization when you and such person or organization have agreed in writing in a contract, agreement or permit that such person or organization be added as an additional insured on your policy to provide insurance such as is afforded under this Coverage Part. Such person or organization is not entitled to any notices that we are required to send to the Named Insured and is an additional insured only with respect to liability arising out of:

- a. Your ongoing operations performed for that person or organization; or
- b. Premises or facilities owned or used by you.

With respect to provision 1.a. above, a person's or organization's status as an insured under this endorsement ends when your operations for that person or organization are completed.

With respect to provision 1.b. above, a person's or organization's status as an insured under this endorsement ends when their contract or agreement with you for such premises or facilities ends.

2. This endorsement provision **A.** does not apply:
  - a. Unless the written contract or agreement has been executed, or permit has been issued, prior to the "bodily injury", "property damage" or "personal and advertising injury";
  - b. To "bodily injury" or "property damage" occurring after:
    - (1) All work, including materials, parts or equipment furnished in connection with such work, in the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or
    - (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project;
  - c. To the rendering of or failure to render any professional services including, but not limited to, any professional architectural, engineering or surveying services such as:
    - (1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; and
    - (2) Supervisory, inspection, architectural or engineering activities;
  - d. To "bodily injury", "property damage" or "personal and advertising injury" arising out of any act, error or omission that results from the additional insured's sole negligence or wrongdoing;
  - e. To any person or organization specifically designated an additional insured for ongoing operations by a separate ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS endorsement issued by us and made a part of this policy

→ **B. PRIMARY NON-CONTRIBUTORY ADDITIONAL INSURED EXTENSION**

Condition 4. **Other Insurance** of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS is amended as follows:

- a. The following is added to paragraph a. **Primary Insurance**:

If an additional insured's policy has an Other Insurance provision making its policy excess, and you have agreed in a written "construction contract" to provide the additional insured coverage on a primary and noncontributory basis, this policy shall be primary and we will not seek contribution from the additional insured's policy for damages we cover.

For the purposes of this endorsement, "construction contract" means a written contract or written agreement other than a premises lease, facilities rental contract or agreement, an equipment rental or lease agreement, or a permit issued by a state, county, municipality or other governmental authority.

- b. The following is added to paragraph b. **Excess Insurance**:

- (3) Except as specified in paragraph a., above, any other insurance in which a party who is an additional insured hereunder is designated as a Named Insured.

Regardless of the terms of any written agreement between you and an additional insured, this insurance is excess over any other insurance whether primary, excess, contingent or on any other basis for which the additional insured has been added as an additional insured.

## COMMERCIAL AUTO GOLD ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

### SECTION II - LIABILITY COVERAGE

#### A. COVERAGE

##### → 1. WHO IS AN INSURED

The following is added:

- d. Any organization, other than a partnership or joint venture, over which you maintain ownership or a majority interest on the effective date of this Coverage Form, if there is no similar insurance available to that organization.
- e. Any organization you newly acquire or form other than a partnership or joint venture, and over which you maintain ownership of a majority interest. However, coverage under this provision does not apply:
  - (1) If there is similar insurance or a self-insured retention plan available to that organization; or
  - (2) To "bodily injury" or "property damage" that occurred before you acquired or formed the organization.
- f. Any volunteer or employee of yours while using a covered "auto" you do not own, hire or borrow in your business or your personal affairs. Insurance provided by this endorsement is excess over any other insurance available to any volunteer or employee.
- g. Any person, organization, trustee, estate or governmental entity with respect to the operation, maintenance or use of a covered "auto" by an Insured, if:
  - (1) You are obligated to add that person, organization, trustee, estate or governmental entity as an additional insured to this policy by:
    - (a) an expressed provision of an "insured contract", or written agreement; or
    - (b) an expressed condition of a written permit issued to you by a governmental or public authority.
  - (2) The "bodily injury" or "property damage" is caused by an "accident" which takes place after:
    - (a) You executed the "insured contract" or written agreement; or
    - (b) the permit has been issued to you.

##### 2. COVERAGE EXTENSIONS

###### a. Supplementary Payments.

Subparagraphs (2) and (4) are amended as follows:

- (2) Up to \$2500 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.
- (4) All reasonable expenses incurred by the "Insured" at our request, including actual loss of earning up to \$500 a day because of time off from work.

## SECTION III - PHYSICAL DAMAGE COVERAGE

### A. COVERAGE

The following is added:

#### 5. Hired Auto Physical Damage

- a. Any "auto" you lease, hire, rent or borrow from someone other than your employees or partners or members of their household is a covered "auto" for each of your physical damage coverages.
- b. The most we will pay for "loss" in any one "accident" is the smallest of:

- (1) \$50,000
- (2) The actual cash value of the damaged or stolen property as of the time of the "loss"; or
- (3) The cost of repairing or replacing the damaged or stolen property with other property of like kind and quality.

If you are liable for the "accident", we will also pay up to \$500 per "accident" for the actual loss of use to the owner of the covered "auto".

- c. Our obligation to pay for, repair, return or replace damaged or stolen property will be reduced by an amount that is equal to the amount of the largest deductible shown for any owned "auto" for that coverage. However, any Comprehensive Coverage deductible shown in the Declarations does not apply to "loss" caused by fire or lightning.
- d. For this coverage, the insurance provided is primary for any covered "auto" you hire without a driver and excess over any other collectible insurance for any covered "auto" that you hire with a driver.

#### 6. Rental Reimbursement Coverage

We will pay up to \$75 per day for up to 30 days, for rental reimbursement expenses incurred by you for the rental of an "auto" because of "loss" to a covered "auto". Rental Reimbursement will be based on the rental of a comparable vehicle, which in many cases may be substantially less than \$75 per day, and will only be allowed for a period of time it should take to repair or replace the vehicle with reasonable speed and similar quality, up to a maximum of 30 days. We will also pay up to \$500 for reasonable and necessary expenses incurred by you to remove and replace your materials and equipment from the covered "auto".

If "loss" results from the total theft of a covered "auto" of the private passenger type, we will pay under this coverage only that amount of your rental reimbursement expenses which is not already provided under paragraph 4. Coverage Extension.

#### 7. Lease Gap Coverage

If a long-term leased "auto" is a covered "auto" and the lessor is named as an Additional Insured - Lessor, in the event of a total loss, we will pay your additional legal obligation to the lessor for any difference between the actual cash value of the "auto" at the time of the loss and the "outstanding balance" of the lease.

"Outstanding balance" means the amount you owe on the lease at the time of loss less any amounts representing taxes; overdue payments; penalties, interest or charges resulting from overdue payments; additional mileage charges; excess wear and tear charges; and lease termination fees.

### B. EXCLUSIONS

The following is added to Paragraph 3

The exclusion for "loss" caused by or resulting from mechanical or electrical breakdown does not apply to the accidental discharge of an airbag.



Paragraph 4 is replaced with the following:

4. We will not pay for "loss" to any of the following:
- a. Tapes, records, disks or other similar audio, visual or data electronic devices designed for use with audio, visual or data electronic equipment.
  - b. Equipment designed or used for the detection or location of radar.
  - c. Any electronic equipment that receives or transmits audio, visual or data signals.
- Exclusion 4.c does not apply to:

- (1) Electronic equipment that receives or transmits audio, visual or data signals, whether or not designed solely for the reproduction of sound, if the equipment is permanently installed in the covered "auto" at the time of the "loss" and such equipment is designed to be solely operated by use of the power from the "auto's" electrical system, in or upon the covered "auto"; or
- (2) Any other electronic equipment that is:
  - (a) Necessary for the normal operation of the covered "auto" or the monitoring of the covered "auto's" operating system; or
  - (b) An integral part of the same unit housing any sound reproducing equipment described in (1) above and permanently installed in the opening of the dash or console of the covered "auto" normally used by the manufacturer for installation of a radio.

#### D. DEDUCTIBLE

The following is added: No deductible applies to glass damage if the glass is repaired rather than replaced.

### SECTION IV. BUSINESS AUTO CONDITIONS

#### A. LOSS CONDITIONS

Item 2.a. and b. are replaced with:

##### 2. Duties In The Event of Accident, Claim, Suit, or Loss

- a. You must promptly notify us. Your duty to promptly notify us is effective when any of your executive officers, partners, members, or legal representatives is aware of the accident, claim, "suit", or loss. Knowledge of an accident, claim, "suit", or loss, by other employee(s) does not imply you also have such knowledge.
- b. To the extent possible, notice to us should include:
  - (1) How, when and where the accident or loss took place;
  - (2) The names and addresses of any injured persons and witnesses; and
  - (3) The nature and location of any injury or damage arising out of the accident or loss.

The following is added to 5.

→ We waive any right of recovery we may have against any additional insured under Coverage A. 1. Who Is An Insured g., but only as respects loss arising out of the operation, maintenance or use of a covered "auto" pursuant to the provisions of the "insured contract", written agreement, or permit.

#### B. GENERAL CONDITIONS

9. is added .

##### 9. UNINTENTIONAL FAILURE TO DISCLOSE HAZARDS

Your unintentional failure to disclose any hazards existing at the effective date of your policy will not prejudice the coverage afforded. However, we have the right to collect additional premium for any such hazard.

#### COMMON POLICY CONDITIONS

2.b. is replaced by the following:

- b. 60 days before the effective date of cancellation if we cancel for any other reason.

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**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT-CALIFORNIA**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 2.5% of the California workers' compensation premium otherwise due on such remuneration.

**Schedule**

**Person or Organization**

Blanket Waiver of Subrogation

**Job Description**

As respects to all California jobs performed by the named insured during the policy period where by written contract a waiver of subrogation is required prior to the commencement of work.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 1/1/2014

Policy No. ATW 001843-01

Endorsement No. 1

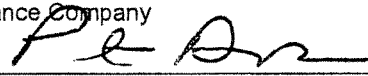
Insured

Insurance Company

Donald M Hoover Company, Inc.

Republic Underwriters Insurance Company

Countersigned By



perform work or labor or render services to the Bidder in or about the construction of the work to be performed under the Contract Documents in an amount in excess of one-half of one percent (0.5%) of the Bidder's Bid Proposal; and (2) the portion of the work which will be performed by each Subcontractor. The Bidder shall list only one Subcontractor for each portion of the work as defined by the Bidder in its Bid Proposal.

If a Bidder fails to list a Subcontractor or if the Bidder specifies more than one Subcontractor for the same portion of work to be performed under the Contract Documents valued in excess of one-half of one percent (>0.5%) of the Bidder's Bid Proposal amount, the Bidder shall be deemed to have agreed that he/she is fully qualified to perform that portion him-/herself, and that he/she shall perform that portion of the work.

No Bidder whose Bid Proposal is accepted shall (1) substitute any Subcontractor, (2) permit any subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the Subcontractor originally listed in the original Bid Proposal, or (3) sublet or subcontract any portion of the work in excess of one-half of one percent of the Bidder's Bid Proposal as to which the Bidder's original Bid Proposal did not designate a Subcontractor, except as authorized in the Subletting and Subcontracting Fair Practices Act. Subletting or subcontracting of any portion of the work in excess of one-half of one percent of the Bidder's Bid Proposal as to which no Subcontractor was designated in the original Bid Proposal shall only be permitted in cases of public emergency or necessity, and then only after a finding reduced to writing as a public record of the authority awarding this contract, setting forth the facts constituting the emergency or necessity.

**11. Confirmation of Figures:** By submitting this Bid Proposal, the Bidder confirms that it has checked all of the above figures and understands that neither the District nor any of its agents, employees, or representatives shall be responsible for any errors or omissions on the part of the undersigned Bidder in preparing and submitting this Bid Proposal.

**12. Acknowledgment and Confirmation:** The undersigned Bidder acknowledges its receipt, review, and understanding of the Drawings, the Specifications, and other Contract Documents pertaining to the proposed work. The undersigned Bidder certifies that the Contract Documents are, in its opinion, adequate, feasible, and complete for providing, performing, and constructing the work in a sound and suitable manner for the use specified and intended by the Contract Documents. The undersigned Bidder certifies that it has, or has available, all necessary equipment, personnel, materials, facilities, and technical and financial ability to complete the work for the amount bid herein with the Contract Time and in accordance with the Contract Documents.

(NOTE: If Bidder is a corporation, the legal name of the corporation shall be set forth together with the signature of authorized officers or agents and the document shall bear the corporate seal; if the Bidder is a partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if Bidder is an individual, his/her signature shall be placed above.

Donald M. Hoover Company



(Signature)

(Corporate Seal)

C. Race Gentry

(Printed Name)

President

(Title)

CONTRACTORS CERTIFICATE REGARDING  
WORKERS' COMPENSATION

I hereby affirm, under penalty of perjury, one of the following declarations:

- I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided by Section 3700, for the duration of any business activities conducted for which this license is issued.
- I have and will maintain workers' compensation insurance, as required by Section 3700, for the duration of any business activities conducted for which this license is issued.

My workers' compensation insurance and policy number are:

Carrier Star Insurance Co.

Policy Number WC0713910

I certify that in the performance of any business activities for which this license is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Section 3700.

Name C. Race Gentry Date 5/29/14

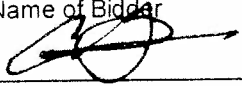
Address 10130 Redwood Ave Signature   
Fontana, Ca 92335

**Warning: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to \$100,000, in addition to the cost of compensation, damages as provide for in Section 3706 of the labor code, interest, and attorney's fees.**

Note: Form may be photocopied as needed for additional subcontractors.

### DESIGNATION OF SUBCONTRACTORS

<u>Portion of Work</u>	<u>Subcontractor</u>	<u>Complete Address of Business</u>
Trade and Portion (%) of the Work	Name of Subcontractor	Business Address of Subcontractor
<i>None</i>		

C Race Bentley  
Name  
1170 Redwood Avenue, Fontana, Ca 92335  
Address  
Donald M Hoover Company  
Business Name of Bidder  
  
(Signature of Bidder)

Date: 5/28/14

**NON-COLLUSION AFFIDAVIT TO BE EXECUTED  
BY BIDDER AND SUBMITTED WITH BID PROPOSAL**

C Race Gentry, being first duly sworn, deposes and says that he/she is (title) President of (Bidder's name) Donald M Hoover company the party making the foregoing Bid Proposal. In connection with the foregoing Bid Proposal, the undersigned declares, states, and certifies that: (1) the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, association, organization, corporation, or company; (2) the Bid Proposal is genuine and not collusive or sham; (3) the Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; (4) the Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Bidder or that of any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract; (5) all statements contained in the Bid Proposal are true; and, (6) the Bidder has not, directly or indirectly, submitted his/her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

5/29/14

(Date)



(Signature)

BID BOND

ADAPTIVE P.E. FLOOR REPLACEMENT – BID F-300

Donald M. Hoover Co. of 10130 Redwood Avenue (Name of Principal) (Address)

City of Fontana, State of California as Principal, and Developers Surety and Indemnity Company a corporation organized and existing under the laws of the State of Iowa, legally doing business in California as an admitted surety insurer at P.O. Box 19725 City of Irvine (Address)

State of California, as Surety, are indebted to VICTOR VALLEY COMMUNITY COLLEGE DISTRICT in the sum of ten Percent (10%) of the TOTAL AMOUNT OF THE BASE BID of the Principal submitted to the District for which payment Principal and Surety bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally.

THE CONDITION OF THE OBLIGATION OF THIS BOND IS THAT THE PRINCIPAL has submitted to the accompanying Bid Proposal dated May 28, 2014 for Adaptive P.E. Floor Replacement

NOW, THEREFORE, if the Principal shall not withdraw said Bid Proposal within the period specified therein after the opening of the same, or, if no period be specified, within sixty (60) days after said opening; and if the Principal is awarded the Contract, and shall within the period specified therefor, or, if no period be specified, within five (5) days after the prescribed forms are presented to him for signature, enter into a written contract with the District, in accordance with the Bid Proposal as accepted and give bond with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such contract and for the payment for labor and materials used for the performance of the contract, or in the event of the withdrawal of said Bid Proposal within the period specified or the failure to enter into such contract and give such bonds within the time specified, if the Principal shall pay the District the difference between the amount specified in said Bid Proposal and the amount for which the District may procure the required work and/or supplies, if the latter amount be in excess of the former, together with all costs incurred by the District in again calling for bids, then the above obligation shall be void and of no effect, otherwise to remain in full force.

Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract of the call for bids, or to the work to be performed thereunder, or the specifications accompanying the same, shall in anywise affect its obligation under this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of said contract or the call for bids, or to the work, or to the specifications.

In the event the District brings suit upon this bond and judgment is recovered, the Surety shall pay all costs incurred by the District in such a suit, including a reasonable attorney's fee to be fixed by the court.

IN WITNESS WHEREOF this instrument has been duly executed by the Principal and Surety above-named on the 27th day of May, 2014.

(Corporate Seal) Donald M. Hoover Co. Principal

By C. Race Gentry Typed or Printed Name

Title President

Developers Surety and Indemnity Company Surety

(Corporate Seal) By Shannon Lopez

Shannon Lopez Typed or Printed Name

Title Attorney-In-Fact

(Attach Attorney in Fact Certificate and All Purpose Acknowledgement)

**CALIFORNIA ALL PURPOSE ACKNOWLEDGMENT**

State of California

County of San Bernardino

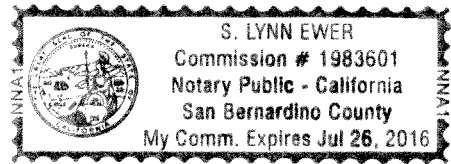
On May 27, 2014 before me S. Lynn Ewer, Notary Public,

personally appeared Shannon Lopez,

who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature  (Seal)



POWER OF ATTORNEY FOR  
DEVELOPERS SURETY AND INDEMNITY COMPANY  
INDEMNITY COMPANY OF CALIFORNIA  
PO Box 19725, IRVINE, CA 92623 (949) 263-3300

KNOW ALL BY THESE PRESENTS that except as expressly limited, DEVELOPERS SURETY AND INDEMNITY COMPANY and INDEMNITY COMPANY OF CALIFORNIA, do each hereby make, constitute and appoint:

\*\*\*George A. DeCristo, Shannon Lopez, Peter M. Davis, Martin M. Davis, Faith M. LaValle, Elizabeth D. Kolpien, Gail E. Connor, jointly or severally\*\*\*

as their true and lawful Attorney(s)-in-Fact, to make, execute, deliver and acknowledge, for and on behalf of said corporations, as sureties, bonds, undertakings and contracts of suretyship giving and granting unto said Attorney(s)-in-Fact full power and authority to do and to perform every act necessary, requisite or proper to be done in connection therewith as each of said corporations could do, but reserving to each of said corporations full power of substitution and revocation, and all of the acts of said Attorney(s)-in-Fact, pursuant to these presents, are hereby ratified and confirmed.

This Power of Attorney is granted and is signed by facsimile under and by authority of the following resolutions adopted by the respective Boards of Directors of DEVELOPERS SURETY AND INDEMNITY COMPANY and INDEMNITY COMPANY OF CALIFORNIA, effective as of January 1st, 2008.

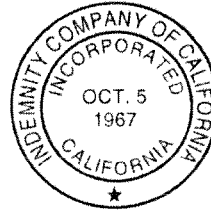
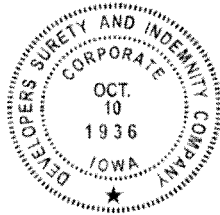
RESOLVED, that a combination of any two of the Chairman of the Board, the President, Executive Vice-President, Senior Vice-President or any Vice President of the corporations be, and that each of them hereby is, authorized to execute this Power of Attorney, qualifying the attorney(s) named in the Power of Attorney to execute, on behalf of the corporations, bonds, undertakings and contracts of suretyship; and that the Secretary or any Assistant Secretary of either of the corporations be, and each of them hereby is, authorized to attest the execution of any such Power of Attorney;

RESOLVED, FURTHER, that the signatures of such officers may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures shall be valid and binding upon the corporations when so affixed and in the future with respect to any bond, undertaking or contract of suretyship to which it is attached.

IN WITNESS WHEREOF, DEVELOPERS SURETY AND INDEMNITY COMPANY and INDEMNITY COMPANY OF CALIFORNIA have severally caused these presents to be signed by their respective officers and attested by their respective Secretary or Assistant Secretary this November 21, 2013.

By: *Daniel Young*  
Daniel Young, Senior Vice-President

By: *Mark J. Lansdon*  
Mark J. Lansdon, Vice-President



State of California  
County of Orange

On November 21, 2013 before me, Antonio Alvarado, Notary Public  
Date Here Insert Name and Title of the Officer

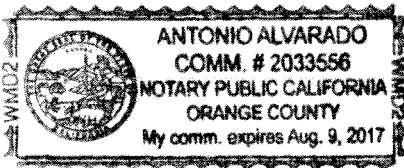
personally appeared Daniel Young and Mark J. Lansdon  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature *Antonio Alvarado*  
Antonio Alvarado, Notary Public



Place Notary Seal Above

CERTIFICATE

The undersigned, as Secretary or Assistant Secretary of DEVELOPERS SURETY AND INDEMNITY COMPANY or INDEMNITY COMPANY OF CALIFORNIA, does hereby certify that the foregoing Power of Attorney remains in full force and has not been revoked and, furthermore, that the provisions of the resolutions of the respective Boards of Directors of said corporations set forth in the Power of Attorney are in force as of the date of this Certificate.

This Certificate is executed in the City of Irvine, California, this 21<sup>st</sup> day of May 2014

By: *Cassie J. Berrisford*  
Cassie J. Berrisford, Assistant Secretary

DRUG-FREE WORKPLACE CERTIFICATION

Donald M Hoover Company  
Name of Company


The Contractor named above hereby certifies compliance with Government Code §8355 in matters relating to providing a drug-free workplace. The above named Contractor will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code §8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code §8355(b), to inform employees about all of the following:
  - (a) the dangers of drug abuse in the workplace,
  - (b) the District has a policy of maintaining a drug-free workplace,
  - (c) the Contractor has a policy of maintaining a drug-free workplace,
  - (d) any available counseling, rehabilitation, and employee assistance programs, and
  - (e) penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code §8355(c), that every employee who works on the proposed contract will:
  - (a) receive a copy of the contractor's drug-free policy statement, and
  - (b) will agree to abide by the terms of Contractor's statement as a condition of the Contract.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the Contractor to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

C. Race Gentry  
Printed Name

  
Signature

Date: 5/26/14



FLOOR COVERING CONTRACTORS

10130 Redwood Avenue
Fontana, CA 92335
Tel: (909) 355-0125
Fax: (909) 355-3341

STATEMENT OF EXPERIENCE

- 1. PROJECT NAME: MIRA COSTA HIGH SCHOOL CAMPUS IMPROVEMENTS
C.M. /G.C. BERNARDS BROTHERS INC.
ADDRESS: 555 FIRST STREET
SAN FERNANDO, CA 91340
(818)365-1521/ (818)365-0065
GENERAL DISCRIPTION: FLOOR COVERING
DOLLAR VALUE: \$522,788.00
OWNER: MANHATTAN BEACH USD
ADDRESS: 325 SOUTH PECK AVENUE
MANHATTAN BEACH, CA 90266
(310)802-5410
PHONE: HARLEY ELLIS DEVEREAUX
ARCHITECT: 601 SOUTH FIGUEROA ST,SUITE 500
ADDRESS: LOS ANGELES, CA 90017
PHONE: (213)542-4500

2. PROJECT NAME: AMISTAD WILSON CONTINUATION HIGH SCHOOL
C.M. /G.C. LEDESMA & MEYER CONSTRUCTION
ADDRESS: 9441 HAVEN AVENUE
RANCHO CUCAMONGA, CA 91730
(909)476-0590 / (909)476-0592
PHONE/FAX: FLOOR COVERING
GENERAL DISCRIPTION: \$157,525.00
DOLLAR VALUE: DESERT SANDS USD
OWNER: 47-950 DUNE PALMS ROAD
ADDRESS: LA QUINTA, CA 92253
(760)771-8516
PHONE: RHUHAU RHUNAU CLARKE
ARCHITECT: 3775 10TH STREET
ADDRESS: RIVERSIDE, CA 92501
PHONE: (951)684-4664



MEMBER

STATE CONTRACTORS
LICENSE NO. 178283 C-15



**10130 Redwood Avenue  
Fontana, CA 92335  
Tel: (909) 355-0125  
Fax: (909) 355-3341**

**CURRENT PROJECTS IN PROGRESS**

**3. PROJECT NAME:** FAIRFAX ELEMENTARY SCHOOL NO. 4  
**C.M. /G.C.** COLOMBO CONSTRUCTION  
**ADDRESS:** 3211 RIO MIRADA DRIVE  
BAKERSFIELD, CA 93308  
**PHONE/FAX:** (661)316-0100 / (661)316-0101  
**GENERAL DISCRPTION:** FLOOR COVERING  
**DOLLAR VALUE:** \$139,615.00  
**OWNER:** KERN HIGH SCHOOL DISTRICT  
**ADDRESS:** 5801 SUNDALE AVENUE  
BAKERSFIELD, CA 93309  
**PHONE:** (661)827-3223  
**ARCHITECT:** ORDIZ - MELBY ARCHITECTS  
**ADDRESS:** 5500 MING AVENUE, SUITE 280  
BAERSFIELD, CA 93309  
**PHONE:** (661)832-5258

**4. PROJECT NAME:** GARFIELD ELEMENTARY SCHOOL COMMUNITY CTR PROJ.  
**C.M. /G.C.** BALFOUR BEATTY CONSTRUCTION  
**ADDRESS:** 10620 TREENA STREET, SUITE 300  
SAN DIEGO, CA 92131  
**PHONE/FAX:** (858)635-7400 / (858)635-7401  
**GENERAL DISCRPTION:** FLOOR COVERING  
**DOLLAR VALUE:** \$69,000.00  
**OWNER:** SANTA ANA USD  
**ADDRESS:** 1601 EAST CHESTNUT AVENUE  
SANTA ANA, CA 92701  
**PHONE:** (714)558-5501  
**ARCHITECT:** NTD ARCHITECTS  
**ADDRESS:** 955 OVERLAND COURT, SUITE 100  
SAN DIMAS, CA 91773  
**PHONE:** (909)450-2180

**CURRENT PROJECTS IN PROGRESS**



**MEMBER**

**STATE CONTRACTORS  
LICENSE NO. 178283 C-15**



**10130 Redwood Avenue  
Fontana, CA 92335  
Tel: (909) 355-0125  
Fax: (909) 355-3341**

5. PROJECT NAME: NORTH HIGH SCHOOL MODERNIZATION  
C.M. /G.C. BALFOUR BEATTY CONSTRUCTION  
ADDRESS: 10620 TREENA STREET, SUITE 300  
SAN DIEGO, CA 92131  
PHONE/FAX: (858)635-7400 / (858)635-7401  
GENERAL DISCRIPTION: FLOOR COVERING  
DOLLAR VALUE: \$517,955.00  
OWNER: TORRANCE USD  
ADDRESS: 1224 PLAZA DEL AMO  
TORRANCE, CA 90503  
PHONE: (310)972-6061  
ARCHITECT: WESTBERG & WHITE ARCHITECTS  
ADDRESS: 14471 CHAMBERS ROAD, SUITE 210  
TUSTIN, CA 92780  
PHONE: (714)580-1780

\*\*\*\* WE DO NOT DEAL DIRECTLY WITH THE OWNERS THEREFORE, WE DO NOT HAVE AN OWNERS REPRESENTATIVE. PLEASE CONTACT THE CONSTRUCTION MANAGER/GENERAL CONTRACTOR FOR ANY INQUIRES INCLUDING BONDING INFORMATION.\*\*\*\*



**MEMBER**

STATE CONTRACTORS  
LICENSE NO. 178283 C-15



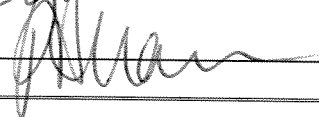
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** STATEWIDE ASSOCIATION OF COMMUNITY COLLEGES

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

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District desires to renew the contract with Statewide Association of Community Colleges (SWACC) to provide liability and property insurance coverage for Victor Valley College for fiscal year 2014-15. SWACC is a joint powers authority that was created in 1985 in response to skyrocketing premiums and decreasing liability insurance for California Community Colleges.

SWACC's property and liability program was designed as an excess coverage program exclusively for the coverage needs of JPAs, county offices and individual districts. By forming a "Super Pool", SWACC self-insures member districts from the member's individually selected retained limit (MRL) to a "pooled" JPA self-fund retention, the level of which depends on insurance market conditions. Currently, the self-funded retention's for liability pooled are \$1,000,000 per occurrence, and property are \$250,000 per occurrence.

The rates have declined for the 2014-15 fiscal year.

	<u>2013-14</u>	<u>2014-15</u>
Liability	\$ 214,791	\$ 192,783
Property	\$ 79,793	\$ 78,263
Crime	\$ 1,786	\$ 1,899
Equipment Breakdown	\$ 8,100	\$ 8,361
Excess Liability	\$ 23,230	\$ 28,301
Risk Management Reserve	<u>\$ 5,398</u>	<u>\$ 8,262</u>
Total Renewal Contribution	\$ 359,693	\$ 317,869

**Need:** N/A

**Fiscal Impact:** \$ 317,869 - Budgeted item

**Recommended Action:**

It is recommended that the Board of Trustees approve to renew the contract with Statewide Association of Community Colleges to provide liability and property insurance coverage for Victor Valley College during fiscal year 2014-15.

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

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

PROFORMA

JULY 1, 2014 to JULY 1, 2015

ESTIMATED CONTRIBUTION /PREMIUM SUMMARY

SWACC COVERAGES	MEMBER RETAINED LIMIT/ DEDUCTIBLE	CONTRIBUTION/ PREMIUM
LIABILITY \$5,000,000 Limit Of Liability	\$ 25,000	\$ 192,783
PROPERTY \$250,250,000 Total Insured Values (TIV)	\$ 5,000	\$ 78,263
ELECTRONIC DATA PROCESSING EQUIPMENT \$0 Total Insured Values (TIV)	\$ 250	\$ DECLINED
CRIME \$5,000,000 Employee Dishonesty/Faithful Performance	\$ 2,500	\$ 1,899
EQUIPMENT BREAKDOWN \$100,000,000 Total Insured Values (TIV)	\$ 1,000	\$ 8,361
SUBTOTAL PROGRAM COSTS		\$ 281,306
EXCESS LIABILITY \$25,000,000 Excess Limit of Liability	\$ 5,000,000	\$ 28,301
TOTAL PROGRAM COSTS		\$ <u>309,607</u>

LIABILITY		PROPERTY	
FTES	9,497	TIV:	\$209,067,837
EX MOD. - RETAINED	103	EX MOD. - RETAINED	106
EX MOD. - REINSURANCE	100	EX MOD. - REINSURANCE	100

Service Team:

Suzanne Trowbridge, Vice President  
Nicole Fiorenza, Account Manager



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Report Date: 05/30/2014 4:28 PM



ESTIMATED CONTRIBUTION/ PREMIUM SUMMARY

JULY 1, 2014 to JULY 1, 2015

Latest Real Property Appraisal Date	05/31/2010
Next Real Property Appraisal Date	05/31/2015

-Program Costs	\$309,607
-Risk Management Reserve*	\$ 8,262
-Total Program Costs	\$317,869

\*Reserve = .87 x 9,497 FTES

Accepted by: \_\_\_\_\_  
Authorized District Representative

Title: \_\_\_\_\_  
Authorized District Representative

Witnessed by: \_\_\_\_\_  
Suzanne Trowbridge

**SIGNATURE OF THE AUTHORIZED REPRESENTATIVE WILL BIND COVERAGE.**

Keenan is compensated for the various services it provides in connection with the management and administration of Statewide Association of Community Colleges ("SWACC"), including general administration, financial processing, claims administration, loss control, reporting, marketing, underwriting, brokerage (reinsurance and other coverages) and reinsurance/insurance services. The compensation paid to Keenan is approved by the governing board of SWACC and is included in the cost of member contributions. It is anticipated that the total compensation to be received by Keenan for these services for the 2014-2015 program year will not exceed 13% of total member contributions. This compensation does not include amounts payable to Keenan pursuant to separate contracts for services provided directly to individual members, the cost of allocated loss adjustment services provided in connection with individual claims, or reinsurance premium payable to Meritage Insurance Group, a wholly-owned subsidiary of Keenan, pursuant to a reinsurance contract. For additional information concerning Keenan compensation, see [www.keenan.com/disclosure.asp](http://www.keenan.com/disclosure.asp).



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**Victor Valley Community College  
Estimated Contribution/Premium Summary  
July 1, 2014 to July 1, 2015  
Member Retained Limit  
Liability \$ 25,000 Property \$ 5,000**

**Proforma Footnote Report**

- 1. 2012/2013 FTES:** Full Time Equivalency Students (FTES) from the Chancellor's Office.
  
- 2. T.I.V. Property:** Total Insurable Values(T.I.V.) based upon Statement of Values as confirmed by the District (TIV for EDP and COC included, if applicable.)
  
- 3. T.I.V. - EDP:** EDP T.I.V. as confirmed by the District.
  
- 4. Liability:** FTES x adjusted SWACC rate.Does not consider Special Agency flat fees or Super Pool minimum contributions.
  
- 5. Excess Liability:** FTES x Excess Liability Rate
  
- 6. Property:** TIV/\$100 x Property Rate
  
- 7. EDP:** EDP TIV/\$100 x EDP Rate
  
- 8. Crime:** FTES x Crime Rate
  
- 9. Equip Brkdn:** Equipment Breakdown (B&M) Property TIV/\$100 x Equipment Breakdown Rate
  
- 10. Program Total:** Sum of Liability, Excess Liability, Property, EDP, Crime and Equipment Breakdown.

Run By: Caryn Garafola

FN-Page 3

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Option : 7.0 MRL 25/5 FINAL



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

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

**TOPIC:** 2014 - 2015 TENTATIVE BUDGET

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

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

**APPROVED BY:** Peter Allan

**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 2014-2015.

**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 2014-2015.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO

## ***General Fund Tentative Budget Assumptions For Fiscal-Year 2014-2015***

### **General Assumptions:**

1. The District shall maintain legal compliance with the 50% law.
2. The District will develop a balanced budget with a minimum 5% ending fund balance (reserve).
3. The Program Review, Planning, and Budget Development Process will guide the allocation of all resources.
4. Vacancies due to retirement or resignation will not automatically be filled.
5. Board of Trustee Resolution #12-07, approved at their meeting in July, 2012, authorizes and directs the Superintendent/President to establish a policy goal of balancing the District's budget by Fiscal Year 2015/16 in accordance with Title 5 of the California Code of Regulations.

### **Revenue Assumptions:**

6. General fund reserve funds (bridge) will be utilized to offset revenue shortfall.
7. Per State requirement, EPA Funds will only support instructional expenditures.
8. Sale of the Redevelopment Agency (RDA) Assets may provide revenue windfall during the fiscal year.
9. When permitted, revenues generated from all sources will be deposited into the general fund.
10. Tentative budget revenue assumptions are based upon the Governor's May Revision recommendations.

### **Expense Assumptions:**

11. Budget augmentations will be considered only for mandatory and compliance related requests.
12. Budget augmentations for non-mandated or compliance issues may be considered through reallocation of existing resource or one-time external non-general fund revenue.
13. District health benefit premiums will increase by an average of approximately 8.5%.
14. Employer contribution to PERS will increase from 11.442% to 11.771%.
15. Employer contribution to STRS will increase from 8.25% to 9.5%.
16. The Tentative Budget is developed based on the 2014 First Principle Apportionment figures.
17. Any unfunded positions approved for recruitment will be funded from ending fund balances.
18. Negotiated COLA will be funded from ending fund balances

**Victor Valley Community College District  
2014/15 TENTATIVE BUDGET  
Unrestricted General Fund  
Board of Trustees Meeting - June 10, 2014**

	Actual Fiscal Year 2012-2013	Adopted Budget 2013-2014	Tentative Budget 2014-2015
FTES Rolled (Beginning Balance)	600	404	400
FTES (Total State Funded)	8,988	9,135	9,336
Needed for Mid-Size College (\$1.1M=243 FTES)	9,237	9,378	9,633
FTES Reported/Projected	9,279	9,418	9,380
FTES Unfunded	47	40	44
<b>BEGINNING FUND BALANCE</b>	<b>\$15,946,160</b>	<b>\$9,780,208</b>	<b>\$9,748,487</b>
<b><u>ESTIMATED REVENUES</u></b>			
State (Apportionment)	\$25,777,247	\$30,482,624	\$28,727,751
Educational Protection Act (EPA)	\$7,872,192	\$6,384,270	\$6,153,515
State (All Other)	\$1,694,387	\$1,725,202	\$1,646,877
Local (Property Tax included)	\$9,675,827	\$10,212,100	\$11,426,097
One-Time Revenue	\$732,443	\$950,639	\$467,481
Transfers In	\$10,000	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$45,762,096</b>	<b>\$49,754,835</b>	<b>\$48,421,722</b>
<b><u>ESTIMATED EXPENDITURES</u></b>			
Academic Salaries	\$23,463,361	\$22,930,881	\$22,608,759
Classified Salaries	\$10,857,571	\$12,136,176	\$12,414,258
Employee Benefits	\$9,957,742	\$10,395,386	\$10,615,423
OPEB & Vacation Liability	\$800,000	\$500,000	\$0
Supplies, Software, Subscriptions	\$675,314	\$834,066	\$824,289
Services and Operations	\$5,235,831	\$6,316,995	\$6,382,172
Capital Outlay	\$937,029	\$716,057	\$661,758
Transfers, Reserves	\$1,200	\$1,042,762	\$329,700
<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$51,928,048</b>	<b>\$54,872,323</b>	<b>\$53,836,359</b>
<b>FUND BALANCE</b>	<b>\$3,030,208</b>	<b>\$2,762,720</b>	<b>\$2,683,850</b>
<b>UNRESTRICTED BRIDGE BALANCE</b>	<b>\$6,750,000</b>	<b>\$1,900,000</b>	<b>\$1,650,000</b>
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$9,780,208</b>	<b>\$4,662,720</b>	<b>\$4,333,850</b>
<b>PROJECTED ENDING FUND BALANCE</b>		<b>\$9,748,487</b>	



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

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

**TOPIC:** APPROVAL OF FIVE-YEAR FACILITIES CONSTRUCTION PLAN

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

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

Every year the District must submit a Five-Year Facilities Construction Plan to the California Community College Chancellor's Office. The proposed VVC Five-Year Plan reflects fiscal years 2016 – 2020. Due to the lack of State funding this plan includes many locally funded projects that will help the District meet facility needs for the immediate future. This plan also includes funding requests for future projects to be funded by the State. The District will continue to apply for State funding for its capital projects should State dollars become available.

A copy of the Five-Year Facilities Construction Plan is available for review in the Superintendent/President's office.

**Need:**

This is an integral part of the planning process to provide needed facilities for the District and to assist securing state funding for needed facilities.

**Fiscal Impact:** No fiscal impact.

**Recommended Action:**

It is recommended that the Board of Trustees approve the submittal of the Five-Year Facilities Construction Plan as presented to the Chancellor's Office.

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

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



2016-20 FIVE YEAR CAPITAL OUTLAY PLAN  
(2016-17 FIRST FUNDING YEAR)

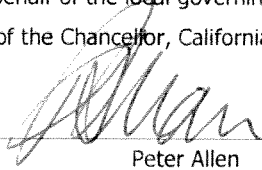
**Victor Valley CCD**

Prepared in reference to the Community College Construction Act of 1980

and

approved on behalf of the local governing board for submission to  
the office of the Chancellor, California Community Colleges

Signed



Peter Allen  
(Chief Executive Officer  
or their designee)

Title

Superintendent/President

Date

5/22/14

Contact Person Stephen R. Garcia

Telephone (760) 245-4271

Date Received at  
Chancellor's Office

Chancellor's Office  
reviewed by

Notice of Approval



**Inventory of Land**

Victor Valley CCD

Page 3

List the address and acreage of every land unit owned by the district (Education Code 81821(e)). Please identify all locations, both on-campus and off-campus, grouped according to their "parent" institution. In the event the list is long or complicated, please substitute copies of college bulletins or other notices to the public which display similar information. The list should be current as of October the prior year

Address	Acreage
Future College Facility Caughlin Road Phelan, California 95371	160.0
Victor Valley Community College 18422 Bear Valley Road Victorville, California 92395	252.6
Regional Public Safety Training Center 19190 Navajo Road Apple Valley Calif	9.8
Workforce Development Center Main St & HWY 395 Hesperia , Ca 92345	55.0

**Legislative Districts**

Campus	Assembly	Senate	House
Victor Valley Community College	34	17	0

**Instructional Delivery Locations**

Victor Valley CCD

**Address**

Victor Valley Community College  
18422 Bear Valley Road  
Victorville, California 92395

Apple Valley High School  
11837 Navajo Road  
Apple Valley, CA

Crosswalk High School  
12061 Jacaranda Ave. Ste 5  
Hesperia, CA

Excelsior Education Center  
12217 Spring Valley Parkway  
Victorville, CA

Hesperia High School  
9898 Maple Avenue  
Hesperia, CA

High Desert Villas  
16850 Jasmine  
Victorville, CA

Hook Community Center  
14973 Joshua Street  
Victorville, CA

SoCal Logistical Airport  
18368 Phantom West  
Victorville, CA

Spring Valley Lake Country Club  
13229 Spring Valley Parkway  
Victorville, CA

Sterling Inn  
17738 Francesca Street  
Victorville, CA

Victor Valley High School  
16500 Mojave Drive  
Victorville, CA

Victor Valley Waste Water District Treatment Plant  
20111 Shay Road  
Victorville, CA

Lewis Center for Educational Research  
17500 Mana Road  
Apple Valley, Ca 92307

**Instructional Delivery Locations**

Victor Valley CCD

**Address**

---

World Traditional TaeKwon Do Schools. Inc.  
17216 Lilac Street Unit #3  
Hesperia, Ca 92345

**District Projects Priority Order**

Victor Valley CCD

No.	Project	Occupancy	Source	Schedule of Funds						
				2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
1	Music Building Modernization		Victor Valley Community College							
	0	2014/2015	NonState							
		\$3,800,000								
2	Health & Science Building		Victor Valley Community College							
	14,880	2015/2016	NonState	(C)	(E)					
		\$14,400,000		\$12,427,000	\$823,000					
3	Vocational Building Expansion		Victor Valley Community College							
	10,399	2016/2017	NonState	(P)(W)	(C)(E)					
		\$6,630,000		\$394,000	\$6,236,000					
4	Student Services One-Stop Center		Victor Valley Community College							
	4,442	2015/2016	NonState		(P)(W)	(C)(E)				
		\$6,569,000			\$501,000	\$6,068,000				
5	Engineering & Arts Building		Victor Valley Community College							
	32,790	2020/2021	State				(P)	(W)		(C)(E)
		\$25,122,000					\$736,000	\$875,000		\$23,511,000
6	Structurally Repair Administration Buil		Victor Valley Community College							
		2018/2019	State			(P)(W)	(C)(E)			
		\$2,654,000				\$180,000	\$2,474,000			
7	Old Nursing Bldg #32 Modernization		Victor Valley Community College							
	841	2020/2021	State					(P)(W)	(C)(E)	
		\$4,707,000						\$463,000	\$4,244,000	
8	Academic Commons Building #42 Ren		Victor Valley Community College							
		2020/2021	NonState					(P)(W)	(C)(E)	
		\$1,743,000						\$137,000	\$1,606,000	
9	Liberal Arts Building #30 Modernizatio		Victor Valley Community College							
		2020/2021	State					(P)(W)	(C)(E)	
		\$8,988,000						\$874,000	\$8,114,000	
10	Art Building # 22 Modernization		Victor Valley Community College							
		2019/2020	State					(C)(E)(P)(W)		
		\$11,258,900						\$11,258,900		
11	Performing Arts Lab Building		Victor Valley Community College							
	38,470	2019/2020	State			(P)(W)	(C)	(E)		
		\$25,826,000				\$1,345,000	\$22,882,000	\$1,599,000		
12	Practice Fields/Track		Victor Valley Community College							
	7,620	2020/2021	State					(P)(W)	(C)(E)	
		\$4,725,000						\$380,000	\$4,345,000	
		\$4,725,000	NonState					\$380,000	\$4,345,000	
13	Workforce Development - Phase I		Victor Valley Community College							
	27,500	2022/2023	NonState						(P)(W)	(C)
		\$49,430,000							\$2,237,000	\$29,193,000
14	Workforce Development Center - Phas		Victor Valley Community College							
	19,000	2024/2025	State						(P)	(W)
		\$13,920,000							\$504,000	\$669,000

**District Projects Priority Order**

Victor Valley CCD

No.	Project	Occupancy	Source	Schedule of Funds								
				2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021		
15	Campus-wide Parking & Traffic Improv	2019/2020	Victor Valley Community College									
		\$3,500,600	NonState									(C)(P)(W) \$3,500,600

**District Lecture Capacity/Load Ratios**

Victor Valley CCD

No.	Project	WSCH	Occupancy	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
3	Vocational Building Expansion									
	2,600	6,061	2016/2017	45,625						
	Victor Valley Community College			86%						
11	Performing Arts Lab Building							54,249		
	3,700	8,625	2019/2020					94%		
	Victor Valley Community College									
5	Engineering & Arts Building								63,434	
	3,940	9,184	2020/2021						110%	
	Victor Valley Community College									
7	Old Nursing Bldg #32 Modernization								63,434	
	0	0	2020/2021						110%	
	Victor Valley Community College									
8	Academic Commons Building #42 Renovation								63,434	
	0	0	2020/2021						110%	
	Victor Valley Community College									
9	Liberal Arts Building #30 Modernization								63,434	
	0	0	2020/2021						110%	
	Victor Valley Community College									
13	Workforce Development - Phase I									
	5,000	10,571	2022/2023							
	Victor Valley Community College									
14	Workforce Development Center - Phase II									
	3,000	6,342	2024/2025							
	Victor Valley Community College									
	Lecture	Actual*/Projected WSCH		2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
	16,973	Cumulative Capacity		52,629	53,106	53,453	55,460	57,467	57,467	57,467
		Capacity/Load Ratio		39,564	39,564	45,625	45,625	45,625	54,249	63,434
				75%	75%	85%	82%	79%	94%	110%





**District Laboratory Capacity/Load Ratios**

Victor Valley CCD

No.	Project	WSCH	Occupancy	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
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14 Workforce Development Center - Phase II  
 10,000 5,067 2024/2025  
 Victor Valley Community College

Laboratory	Actual*/Projected WSCH	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022		
113,827	Cumulative Capacity	100,474	106,212	112,080	118,077	122,349	122,349	122,349	122,349	122,349
	Capacity/Load Ratio	46,623	53,132	54,586	54,586	54,586	65,209	75,238	75,238	75,238
		46%	50%	49%	46%	45%	53%	61%	61%	61%

**District Office Capacity/Load Ratios**

Victor Valley CCD

No.	Project	Off ASF	FTE	Occupancy	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
1	Music Building Modernization 0 2014/2015 Victor Valley Community College				395 83%						
4	Student Services One-Stop Center 4,442 32 2015/2016 Victor Valley Community College				395 83%						
10	Art Building # 22 Modernization 0 2019/2020 Victor Valley Community College								395 67%		
11	Performing Arts Lab Building 3,420 24 2019/2020 Victor Valley Community College								419 71%		
5	Engineering & Arts Building 700 5 2020/2021 Victor Valley Community College									424 72%	
7	Old Nursing Bldg #32 Modernization 1,244 8 2020/2021 Victor Valley Community College									432 73%	
8	Academic Commons Building #42 Renovation 0 2020/2021 Victor Valley Community College									432 73%	
9	Liberal Arts Building #30 Modernization 0 2020/2021 Victor Valley Community College									432 73%	
13	Workforce Development - Phase I 5,000 31 2022/2023 Victor Valley Community College										
14	Workforce Development Center - Phase II 2,000 13 2024/2025 Victor Valley Community College										
	Office Actual*/Projected FTE				2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
	50,838 Cumulative Capacity				475	508	543	569	592	592	592
	Capacity/Load Ratio				363 76%	395 78%	395 73%	395 69%	395 67%	419 71%	432 73%

**District Library Capacity/Load Ratios**

Victor Valley CCD

No.	Project	Lib ASF	Occupancy	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
4	Student Services One-Stop Center	0	2015/2016	51,767						
	Victor Valley Community College			112%						
7	Old Nursing Bldg #32 Modernization	-403	2020/2021						51,364	
	Victor Valley Community College								98%	
8	Academic Commons Building #42 Renovation	0	2020/2021						51,364	
	Victor Valley Community College								98%	
13	Workforce Development - Phase I	2,000	2022/2023							
	Victor Valley Community College									
14	Workforce Development Center - Phase II	1,000	2024/2025							
	Victor Valley Community College									
	Library	Actual*/Projected ASF		2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
	51,767	Cumulative Capacity		46,212	47,717	49,220	50,725	52,227	52,227	52,227
		Capacity/Load Ratio		51,767	51,767	51,767	51,767	51,767	51,767	51,364
				112%	108%	105%	102%	99%	99%	98%

**District AV/TV Capacity/Load Ratios**

Victor Valley CCD

No.	Project	AVTV ASF	Occupancy	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
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1 Music Building Modernization  
 0 2014/2015  
 Victor Valley Community College

10 Art Building # 22 Modernization  
 0 2019/2020  
 Victor Valley Community College

5,036  
36%

11 Performing Arts Lab Building  
 300 2019/2020  
 Victor Valley Community College

5,336  
38%

5 Engineering & Arts Building  
 1,000 2020/2021  
 Victor Valley Community College

6,336  
46%

9 Liberal Arts Building #30 Modernization  
 0 2020/2021  
 Victor Valley Community College

6,336  
46%

13 Workforce Development - Phase I  
 500 2022/2023  
 Victor Valley Community College

14 Workforce Development Center - Phase II  
 500 2024/2025  
 Victor Valley Community College

AV/TV	Actual*/Projected ASF	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
5,036	Cumulative Capacity	13,400	13,528	13,656	13,784	13,912	13,912	13,912
	Capacity/Load Ratio	38%	37%	37%	37%	36%	38%	46%
		5,036	5,036	5,036	5,036	5,036	5,336	6,336

**Load Distribution and Staff Forecast**

Victor Valley CCD

**District Load Distribution**

Reference: Chancellor's Office Forecast

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory WSCH
<b>Actual Fall</b>							
2012	390	139,920	2,099	137,821	5,513	48,237	84,071
2013	416	148,766	2,306	146,460	5,317	51,495	89,648
<b>Forecast</b>							
2014	445	155,339	2,330	153,009	6,120	52,023	94,866
2015	475	161,911	2,429	159,482	6,379	52,629	100,474
2016	508	168,484	2,527	165,957	6,638	53,106	106,212
2017	543	175,056	2,626	172,430	6,897	53,453	112,080
2018	569	181,629	2,724	178,905	5,367	55,460	118,077
2019	592	188,201	2,823	185,378	5,561	57,467	122,349

**Load Distribution and Staff Forecast**

Victor Valley CCD

**Instructional Load by Campus or Location**

Reference: Chancellor's Office Forecast

WSCH Distributed to Campuses or Other Locations

Campus	Actual			Projected						
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Victor Valley Community College	147,847	139,920	148,766	155,339	161,911	168,484	175,056	181,629	188,201	
<b>Total</b>	<u>147,847</u>	<u>139,920</u>	<u>148,766</u>	<u>155,339</u>	<u>161,911</u>	<u>168,484</u>	<u>175,056</u>	<u>181,629</u>	<u>188,201</u>	

**Load Distribution and Staff Forecast**

Victor Valley CCD

**Total District Library Load**

Reference: Chancellor's Office Forecast of Day-Graded Enrollment

(a)	Total Day-Graded (b)	Number of Campuses (c)	Initial ASF (3,795/Camp) (d)	First 3,000 Day Graded (3.83/DG) (e)	Between 3k - 9k (3.39/DG) (f)	Above 9,000 (2.94/DG) (g)	Total ASF (d+e+f+g)
2014/2015	12,090	1	3,795	11,490	20,340	9,085	44,710
2015/2016	12,601	1	3,795	11,490	20,340	10,587	46,212
2016/2017	13,113	1	3,795	11,490	20,340	12,092	47,717
2017/2018	13,624	1	3,795	11,490	20,340	13,595	49,220
2018/2019	14,136	1	3,795	11,490	20,340	15,100	50,725
2019/2020	14,647	1	3,795	11,490	20,340	16,602	52,227



**Load Distribution and Staff Forecast**

Victor Valley CCD

**Library Load by Campus or Location**

Reference: Chancellor's Office Forecast of Day-Graded Enrollment

Campus	2014	2015	2016	2017	2018	2019	2020
Victor Valley Community College	44,710 (100%)	46,212 (100%)	47,717 (100%)	49,220 (100%)	50,725 (100%)	52,227 (100%)	
<b>Total</b>	<u>44,710</u>	<u>46,212</u>	<u>47,717</u>	<u>49,220</u>	<u>50,725</u>	<u>52,227</u>	

**Load Distribution and Staff Forecast**

Victor Valley CCD

**Total District AV, Radio, TV Load**

Reference: Chancellor's Office Forecast of Day-Graded Enrollment

(a)	Total Day-Graded (b)	Number of Campuses (c)	Initial ASF (3,500/Camp) (d)	First 3,000 Day Graded (1.50/DG) (e)	Between 3k - 9k (0.75/DG) (f)	Above 9,000 (0.25/DG) (g)	Total ASF (d+e+f+g)
2014/2015	12,090	1	3,500	4,500	4,500	773	13,273
2015/2016	12,601	1	3,500	4,500	4,500	900	13,400
2016/2017	13,113	1	3,500	4,500	4,500	1,028	13,528
2017/2018	13,624	1	3,500	4,500	4,500	1,156	13,656
2018/2019	14,136	1	3,500	4,500	4,500	1,284	13,784
2019/2020	14,647	1	3,500	4,500	4,500	1,412	13,912

**Load Distribution and Staff Forecast**

Victor Valley CCD

**AV, Radio, TV Load by Campus or Location**

Reference: Chancellor's Office Forecast of Day-Graded Enrollment

Campus	2014	2015	2016	2017	2018	2019	2020
Victor Valley Community College	13,273 (100%)	13,400 (100%)	13,528 (100%)	13,656 (100%)	13,784 (100%)	13,912 (100%)	
<b>Total</b>	<u>13,273</u>	<u>13,400</u>	<u>13,528</u>	<u>13,656</u>	<u>13,784</u>	<u>13,912</u>	<u>          </u>



**Campus Lecture Capacity/Load Ratios**

Victor Valley Community College

No.	Project	WSCH	Occupancy	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
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3 Vocational Building Expansion  
 2,600 6,061 2016/2017  
 Victor Valley Community College  
 45,625  
 86%

11 Performing Arts Lab Building  
 3,700 8,625 2019/2020  
 Victor Valley Community College  
 54,249  
 94%

5 Engineering & Arts Building  
 3,940 9,184 2020/2021  
 Victor Valley Community College  
 63,434  
 110%

7 Old Nursing Bldg #32 Modernization  
 0 0 2020/2021  
 Victor Valley Community College  
 63,434  
 110%

8 Academic Commons Building #42 Renovation  
 0 0 2020/2021  
 Victor Valley Community College  
 63,434  
 110%

9 Liberal Arts Building #30 Modernization  
 0 0 2020/2021  
 Victor Valley Community College  
 63,434  
 110%

13 Workforce Development - Phase I  
 5,000 10,571 2022/2023  
 Victor Valley Community College

14 Workforce Development Center - Phase II  
 3,000 6,342 2024/2025  
 Victor Valley Community College

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Lecture Actual/Projected WSCH	52,629	53,106	53,453	55,460	57,467	57,467	57,467
16,973 Cumulative Capacity	39,564	39,564	45,625	45,625	45,625	54,249	63,434
Capacity/Load Ratio	75%	75%	85%	82%	79%	94%	110%



**Campus Laboratory Capacity/Load Ratios**

Victor Valley Community College

No.	Project	WSCH	Occupancy	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
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14 Workforce Development Center - Phase II  
 10,000 5,067 2024/2025  
 Victor Valley Community College

Laboratory	Actual*/Projected WSCH	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022		
113,827	Cumulative Capacity	100,474	106,212	112,080	118,077	122,349	122,349	122,349	122,349	122,349
	Capacity/Load Ratio	46%	50%	49%	46%	45%	53%	61%	53%	61%
		46%	50%	49%	46%	45%	53%	61%	53%	61%

**Campus Office Capacity/Load Ratios**

Victor Valley Community College

No.	Project	FTE	Occupancy	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
	Off ASF									
1	Music Building Modernization	0	0	2014/2015						
	Victor Valley Community College	32	32	2015/2016	395					
					83%					
4	Student Services One-Stop Center	0	0	2019/2020				395		
	Victor Valley Community College	32	32	2015/2016	395			67%		
10	Art Building # 22 Modernization	0	0	2019/2020				395		
	Victor Valley Community College	32	32	2015/2016	395			67%		
11	Performing Arts Lab Building	3,420	24	2019/2020				419		
	Victor Valley Community College	3,420	24	2019/2020				71%		
5	Engineering & Arts Building	700	5	2020/2021				424		
	Victor Valley Community College	700	5	2020/2021				72%		
7	Old Nursing Bldg #32 Modernization	1,244	8	2020/2021				432		
	Victor Valley Community College	1,244	8	2020/2021				73%		
8	Academic Commons Building #42 Renovation	0	0	2020/2021				432		
	Victor Valley Community College	0	0	2020/2021				73%		
9	Liberal Arts Building #30 Modernization	0	0	2020/2021				432		
	Victor Valley Community College	0	0	2020/2021				73%		
13	Workforce Development - Phase I	5,000	31	2022/2023						
	Victor Valley Community College	5,000	31	2022/2023						
14	Workforce Development Center - Phase II	2,000	13	2024/2025						
	Victor Valley Community College	2,000	13	2024/2025						
	Office Actual*/Projected FTE			2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
	50,838 Cumulative Capacity			475	508	543	569	592	592	592
	Capacity/Load Ratio			363	395	395	395	395	419	432
				76%	78%	73%	69%	67%	71%	73%





**Campus AV/TV Capacity/Load Ratios**

Victor Valley Community College

No.	Project	AVTV ASF	Occupancy	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
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1 Music Building Modernization  
0 2014/2015  
Victor Valley Community College

10 Art Building # 22 Modernization  
0 2019/2020  
Victor Valley Community College

5,036  
36%

11 Performing Arts Lab Building  
300 2019/2020  
Victor Valley Community College

5,336  
38%

5 Engineering & Arts Building  
1,000 2020/2021  
Victor Valley Community College

6,336  
46%

9 Liberal Arts Building #30 Modernization  
0 2020/2021  
Victor Valley Community College

6,336  
46%

13 Workforce Development - Phase I  
500 2022/2023  
Victor Valley Community College

14 Workforce Development Center - Phase II  
500 2024/2025  
Victor Valley Community College

AV/TV Actual*/Projected ASF	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
5,036	13,400	13,528	13,656	13,784	13,912	13,912	13,912
Cumulative Capacity	5,036	5,036	5,036	5,036	5,036	5,336	6,336
Capacity/Load Ratio	38%	37%	37%	37%	36%	38%	46%

**Campus Load Distribution**

Reference: Chancellor's Office Forecast

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory WSCH
<b>Actual Fall</b>							
2012	390	139,920	2,099	137,821	5,513	48,237	84,071
2013	416	148,766	2,306	146,460	5,317	51,495	89,648
<b>Forecast</b>							
2014	445	155,339	2,330	153,009	6,120	52,023	94,866
2015	475	161,911	2,429	159,482	6,379	52,629	100,474
2016	508	168,484	2,527	165,957	6,638	53,106	106,212
2017	543	175,056	2,626	172,430	6,897	53,453	112,080
2018	569	181,629	2,724	178,905	5,367	55,460	118,077
2019	592	188,201	2,823	185,378	5,561	57,467	122,349

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	378.0		378.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	22.0		22.0
<b>Department Administrators</b>	9.0		9.0
<b>Librarians</b> Include certificated director of audio/visual, et. al.	5.0		5.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	31.0		31.0
<b>Fall 2014 Totals</b>	445.0	0.0	445.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time expressed as Full-Time Equivalents devoted to noninstructional work.  
 Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	404.0		404.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	24.0		24.0
<b>Department Administrators</b>	10.0		10.0
<b>Librarians</b> Include certificated director of audio/visual, et. al.	5.0		5.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	32.0		32.0
<b>Fall 2015 Totals</b>	475.0	0.0	475.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time expressed as Full-Time Equivalents devoted to noninstructional work.  
 Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	432.0		432.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	25.0		25.0
<b>Department Administrators</b>	10.0		10.0
<b>Librarians</b> Include certificated director of audio/visual, et. al.	5.0		5.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	36.0		36.0
<b>Fall 2016 Totals</b>	508.0	0.0	508.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time expressed as Full-Time Equivalents devoted to noninstructional work.  
 Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	462.0		462.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	27.0		27.0
<b>Department Administrators</b>	11.0		11.0
<b>Librarians</b> Include certificated director of audio/visual, et. al.	5.0		5.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	38.0		38.0
<b>Fall 2017 Totals</b>	543.0	0.0	543.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time expressed as Full-Time Equivalents devoted to noninstructional work.  
 Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	484.0		484.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	28.0		28.0
<b>Department Administrators</b>	11.0		11.0
<b>Librarians</b> Include certificated director of audio/visual, et. al.	6.0		6.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	40.0		40.0
<b>Fall 2018 Totals</b>	569.0	0.0	569.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time expressed as Full-Time Equivalents devoted to noninstructional work.  
 Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.



**Campus Worksheet for Computing FTE Instruction Staff**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

(a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c) (d)
<b>Instructors</b>	507.0		507.0
<b>Counselors</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	28.0		28.0
<b>Department Administrators</b>	11.0		11.0
<b>Librarians</b> Include certificated director of audio/visual, et. al.	6.0		6.0
<b>Institutional Administrators</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	40.0		40.0
<b>Fall 2019 Totals</b>	592.0	0.0	592.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**Cum Sum of Existing and Proposed Space, 2015 - 2021**

Victor Valley Community College

**Cumulative Summary of Existing and Proposed Areas, 2015-2021**

Priority and Year of Occupancy (a)	Classroom 100's (b)	Laboratory 200's (c)	Office 300's (d)	Library 400's (e)	AV Radio TV 530 - 535 (f)	P.E. 520 - 525 (g)	Assembly 610 - 625 (h)	Inactive 050 - 070 (i)	All Other Areas (j)	Total ASF (k)
Total ASF	16,973	113,827	50,838	51,767	5,036	42,020	25,331	18,768	98,913	423,473
1 2014/2015 Music Building Modernization										
2 2015/2016 Health & Science Building		14,880								14,880
		128,707								438,353
3 2016/2017 Vocational Building Expansion	2,600	7,799								10,399
	19,573	136,506								448,752
4 2015/2016 Student Services One-Stop Center			4,442							4,442
			55,280							453,194
5 2020/2021 Engineering & Arts Building	3,940	25,750	700		1,000				1,400	32,790
	23,513	162,256	55,980		6,036				100,313	485,984
7 2020/2021 Old Nursing Bldg #32 Modernization			1,244	403						841
			57,224	51,364						486,825
8 2020/2021 Academic Commons Building #42 Renovation										
9 2020/2021 Liberal Arts Building #30 Modernization										
10 2019/2020 Art Building # 22 Modernization										
11 2019/2020 Performing Arts Lab Building	3,700	27,300	3,420		300				3,750	38,470
	27,213	189,556	60,644		6,336				104,063	525,295
12 2020/2021 Practice Fields/Track									7,620	7,620
									111,683	532,915
<b>Total Existing and Proposed Space</b>	27,213	189,556	60,644	51,364	6,336	42,020	25,331	18,768	111,683	532,915

<b>Classrooms, Classroom Service (Room Type 100's)</b>		Net ASF	ASF/100 WSCH	Capacity WSCH
Totals . . . . .		16,973	42.9	39,564

<b>Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)</b>								
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	
0100 Agriculture and Natural Resources	1,274	492	259	0956 Manufacturing and Industrial Technology	2,862	385	743	
0116 Agricultural Power Equipment Technology		856		1000 Fine and Applied Arts	17,082	257	6,647	
0200 Architecture and Related Technologies		257		1100 Foreign Language		150		
0300 Environmental Sciences and Technologies		235		1200 Health	11,842	214	5,534	
0400 Biological Sciences	11,020	235	4,689	1300 Family and Consumer Sciences	1,622	257	631	
0500 Business and Management	1,196	128	934	1400 Law		150		
0600 Media and Communications		214		1500 Humanities (Letters)	10,247	150	6,831	
0700 Information Technology	3,796	171	2,220	1600 Library Science		150		
0800 Education		321		1700 Mathematics	4,857	150	3,238	
0900 Engineering & Industrial Technologies	9,456	321	2,946	1800 Military Studies		214		
0945 Industrial Systems Technology and Mainte		556		1900 Physical Sciences	10,718	257	4,170	
0946 Environmental Control Technology (HVAC)		556		2000 Psychology		150		
0947 Diesel Technology		856		2100 Public and Protective Services	8,331	214	3,893	
0948 Automotive Technology	6,982	856	816	2200 Social Sciences		150		
0949 Automotive Collision Repair		856		3000 Commercial Services		214		
0950 Aeronautical and Aviation Technology		749		4900 Interdisciplinary Studies	5,466	257	2,127	
0952 Construction Crafts Technology	7,076	749	945					
Totals . . . . .					113,827		46,623	
						Campus Avg Lab ASF/100 WSCH	244	

<b>Office and Office Service Areas (Room Type 300's)</b>		Net ASF	ASF per FTE	Capacity FTE
Totals . . . . .		50,838	140	363

**Project Intent And Scope**  
Victor Valley Community College

District Priority : **1 Music Building Modernization**

Project Type :  Site Acquisition       New Construction       Reconstruction  
 Replacement       Infrastructure       Equipment

Total Estimated Costs : \$3,800,000

Anticipated Source(s) of Funds : Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2012/2013	2012/2013	2013/2014	2013/2014	2014/2015
Estimated Cost		\$136,000	\$204,000	\$3,221,000	\$239,000	

**Explain why this project is needed:**

This project modernizes 8,308 ASF / 10,002 GSF comprising the existing Music Building #20 built in 1968 and never updated over the 43 years since. The project includes bringing the building into compliance with the ADA code, updating the sound system, improving room acoustics, updating electronics, and additional practice rooms.

For the Fall 2010 semester the Music Building laboratories were utilized at 110% of capacity (Capacity/Load Ratio of 91.4%).

District Priority No.: **1 Music Building Modernization**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary		7,398	600		310		8,308
Project Secondary		-7,398	-600		-310		-8,308
Project Net ASF							0

**Project Net Capacity**

Classrooms, Classroom Service (Room Type 100's)	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Classroom Totals . . . . .</b>	<b>0</b>	<b>42.9</b>	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
1000 Music	7,398	257	2,879	1000 Music	-7,398	257	-2,879
<b>Laboratory Totals . . . . .</b>					<b>0</b>		<b>0</b>

Office and Office Service Areas (Room Type 300's)	Net ASF	ASF per FTE	Capacity FTE
<b>Office Totals . . . . .</b>	<b>0</b>	<b>140</b>	<b>0.00</b>

District Priority : **2 Health & Science Building**

Project Type :     Site Acquisition                       New Construction                       Reconstruction  
                           Replacement                                       Infrastructure                                       Equipment

Total Estimated Costs : \$14,400,000

Anticipated Source(s) of Funds : Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2013/2014	2013/2014	2014/2015	2015/2016	2015/2016
Estimated Cost		\$550,000	\$600,000	\$12,427,000	\$823,000	

**Explain why this project is needed:**

This project constructs a new permanent 14,880 ASF / 21,200 GSF science and health/nursing laboratory building on the main campus at Victor Valley College. It will be in the form of a one story building located adjacent the existing one story Science Building. The original design for the Science Building was based upon enlarging the lab capacity as enrollments grew by adding an additional row of Life and Physical Science Laboratories on the west side of the building. The existing science prep spaces (lab service) are unchanged, as their location and present size anticipated this expansion.

Across a hallway from the new science labs are new laboratories and offices for the Health/Nursing programs, including Skills labs and SIM (simulation) labs for training in various health specialties: OB/Gyn, Pediatrics, ICU, Medical/Surgical Patient Room, and Psychology. Each SIM Lab will have a control room and a group Debriefing Room using one way glass and video cameras for observation and critique.

The new building will be free-standing and will be situated to provide convenient access from the new science labs to the existing science prep spaces. Concurrently, the new nursing/allied health labs will be close to the existing Nursing Building which will continue to accommodate part of the nursing program. It will be remodeled as a future secondary effects project with with some vacated labs converted to lecture space for these programs.

For the 2011 Fall Semester, the existing Science Building laboratories were used at 121.9 percent of capacity. The Allied Health/Nursing Building laboratories were used at 314.4 percent of capacity. In addition, the Health programs also used the Technology Center Lab room 143 and Lower Portable room 7 (at 176.7 percent of capacity). These use data demonstrate a clear need for additional science and health laboratory classrooms. Concurrently, classrooms on campus were used at 121.4%, representing an immediate shortage of 11,000 ASF, approximately 14 classrooms.

It will incorporate new labs in the health and science fields including:

- Nursing
- Allied Health
- Health Simulation Labs
- Biology
- Chemistry
- Earth Science

District Priority No.: **2 Health & Science Building**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary		14,880					14,880
Project Secondary							
Project Net ASF		14,880					14,880

**Project Net Capacity**

Classrooms, Classroom Service (Room Type 100's)	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Classroom Totals .....</b>	<b>0</b>	42.9	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

TOP Code/Description	Primary Effect			TOP Code/Description	Secondary Effect		
	Net ASF	ASF/100 WSCH	Capacity WSCH		Net ASF	ASF/100 WSCH	Capacity WSCH
0400 Anatomy and Physiology	1,400	235	596				
0400 Microbiology	1,200	235	511				
1200 Cardiovascular Technician	3,750	214	1,752				
1200 Health	3,730	214	1,743				
1200 Medical Laboratory Technology	1,750	214	818				
1900 Chemistry, General	1,200	257	467				
1900 Earth Science	1,200	257	467				
1900 Physical Sciences	400	257	156				
<b>Laboratory Totals .....</b>	<b>14,630</b>		<b>6,509</b>				

Office and Office Service Areas (Room Type 300's)	Net ASF	ASF per FTE	Capacity FTE
<b>Office Totals .....</b>	<b>0</b>	140	<b>0.00</b>

District Priority : **3 Vocational Building Expansion**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$6,630,000

Anticipated Source(s) of Funds : Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2014/2015	2014/2015	2015/2016	2015/2016	2016/2017
Estimated Cost		\$156,000	\$238,000	\$5,647,000	\$589,000	

**Explain why this project is needed:**

This project constructs a new Vocational Lab Building on the lower campus of Victor Valley College comprising 3,999 ASF of Auto/Diesel Mechanics Labs, 3,800 ASF of Welding labs, and 2,600 ASF of lecture classrooms, supported by public toilets and utility space. The project will also result in relocating the Digital Animation Laboratory currently located in a portable building that occupies the location of this building. It will temporarily be relocated to another portable building nearby. The Auto and Welding facilities are among the oldest at the VVC Campus and in dire need of augmentation and upgrading. For the 2011 Fall Semester, the Welding laboratory was used at 150.6 percent of capacity, the Auto laboratories were used at 546.3 percent of capacity. There are currently no lecture classrooms serving the vocational labs on the lower campus.



District Priority No.: **3 Vocational Building Expansion**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary	2,600	7,799					10,399
Project Secondary							
Project Net ASF	2,600	7,799					10,399

**Project Net Capacity**

Classrooms, Classroom Service (Room Type 100's)	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Classroom Totals</b> .....	<b>2,600</b>	42.9	<b>6,061</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
0947 Diesel Technology	1,333	856	156				
0948 Automotive Technology	2,666	856	311				
0956 Manufacturing and Industrial Technolo	3,800	385	987				
<b>Laboratory Totals</b> .....	<b>7,799</b>		<b>1,454</b>				

Office and Office Service Areas (Room Type 300's)	Net ASF	ASF per FTE	Capacity FTE
<b>Office Totals</b> .....	<b>0</b>	140	<b>0.00</b>

**Project Intent And Scope**

Victor Valley Community College

District Priority : **4 Student Services One-Stop Center**

Project Type :     Site Acquisition                       New Construction                       Reconstruction  
                                   Replacement                                       Infrastructure                                       Equipment

Total Estimated Costs : \$6,569,000

Anticipated Source(s) of Funds : Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2015/2016	2015/2016	2016/2017	2016/2017	2015/2016
Estimated Cost		\$188,000	\$313,000	\$5,651,000	\$417,000	

**Explain why this project is needed:**

This project reconstructs 11,614 ASF / 18,544 GSF of existing space and constructs a new 4,442 ASF / 7,051 GSF addition in order to accommodate all the college student services functions under one roof. Currently, the several student services are spread over three buildings on campus creating a confusing flow of services for students and inefficient utilization of space. This project will mainly remodel and expand Buildings 50 and 52 to bring the services together to create a logical matriculation service flow for students. This flow of services will include:

- Admissions & Records
- Assessment Center
- Orientation
- Financial Aid & Scholarships
- Veterans Services
- Counseling & Program Advisement
- EOPS/CARE
- DSP&S
- CalWORKS
- Registration
- Bursar

District Priority No.: **4 Student Services One-Stop Center**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary			12,348	1,759		1,989	16,096
Project Secondary			-7,906	-1,759		-1,989	-11,654
Project Net ASF			4,442				4,442

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals .....</b>	<b>0</b>	<b>42.9</b>	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

TOP Code/Description	Primary Effect			TOP Code/Description	Secondary Effect		
	Net ASF	ASF/100 WSCH	Capacity WSCH		Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Laboratory Totals .....</b>	<b>0</b>						<b>0</b>

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals .....</b>	<b>4,442</b>	<b>140</b>	<b>31.73</b>

**Project Intent And Scope**

Victor Valley Community College

District Priority : **5 Engineering & Arts Building**

Project Type :     Site Acquisition                       New Construction                       Reconstruction  
                           Replacement                                       Infrastructure                                       Equipment

Total Estimated Costs : \$25,122,000

Anticipated Source(s) of Funds : State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2017/2018	2018/2019	2020/2021	2020/2021	2020/2021
Estimated Cost		\$736,000	\$875,000	\$21,450,000	\$2,061,000	

**Explain why this project is needed:**

This project constructs a new laboratory building for the visual arts and engineering programs, many sustainable, on the upper main level of the Victor Valley College campus. It partially replaces labs on the lower campus in temporary buildings while confronting the chronic shortage of laboratory space within the arts and engineering and computer-based programs. The building would be located adjacent the existing Art Building #22. It would accomplish a master plan goal of "professionalizing" certain programs on the lower campus currently in an industrial setting. The vacated temporary buildings will be removed. The vacated permanent space will be repurposed for badly needed growth in the Auto, Welding, and Agriculture-Natural Resources programs. It would also replace the outmoded visual art and chemical-based photography facility in Building #22 with state-of-the-art labs. Building #22 would be remodeled into classrooms and faculty offices as a secondary effect. The new building will be provided its own chilled water plant for cooling. the project will add about 18,000 WSCH in lecture and lab capacity.

District Priority No.: **5 Engineering & Arts Building**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary	3,940	25,750	700		1,000	1,400	32,790
Project Secondary							
Project Net ASF	3,940	25,750	700		1,000	1,400	32,790

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals</b> .....	<b>3,940</b>	<b>42.9</b>	<b>9,184</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

TOP Code/Description	Primary Effect			TOP Code/Description	Secondary Effect		
	Net ASF	ASF/100 WSCH	Capacity WSCH		Net ASF	ASF/100 WSCH	Capacity WSCH
0300 Environmental Technology	1,500	235	638				
0600 Digital Media	1,700	214	794				
0600 Journalism	1,150	214	537				
0700 Computer Information Systems	1,200	171	702				
0700 Computer Infrastructure and Support	1,000	171	585				
0900 Drafting Technology	3,600	321	1,121				
0900 Electronics and Electric Technology	3,700	321	1,153				
0900 Water and Wastewater Technology	1,700	321	530				
1000 Applied Design	1,900	257	739				
1000 Art (Painting, Drawing and Sculpture)	4,200	257	1,634				
1000 Graphic Arts and Design	1,400	257	545				
1000 Photography	2,700	257	1,051				
<b>Laboratory Totals</b> .....	<b>25,750</b>		<b>10,029</b>				

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals</b> .....	<b>700</b>	<b>140</b>	<b>5.00</b>

**Project Intent And Scope**

Victor Valley Community College

District Priority : **6 Structurally Repair Administration Building #55**

Project Type :     Site Acquisition                       New Construction                       Reconstruction  
                           Replacement                                       Infrastructure                                       Equipment

Total Estimated Costs : \$2,654,000

Anticipated Source(s) of Funds : State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2016/2017	2016/2017	2017/2018	2017/2018	2018/2019
Estimated Cost		\$80,000	\$100,000	\$2,474,000	\$0	

**Explain why this project is needed:**

Building #55 was constructed as a bridge over the campus lake and is the centerpiece of the college. The cantilevered steel floor framing was under-designed and is sagging along the window walls facing the lake. There is an additional weakness in that the design does not meet current DSA requirements for axial strength over the long dimension of the building. This is outlined in a report prepared by a structural Engineer. The project will structurally retrofit the building in order to correct the hazard and upgrade to current code. Current office usage will be maintained.

District Priority No.: **6 Structurally Repair Administration Building #55**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary							
Project Secondary							0
Project Net ASF							

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals</b> .....	<b>0</b>	42.9	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

TOP Code/Description	Primary Effect			TOP Code/Description	Secondary Effect		
	Net ASF	ASF/100 WSCH	Capacity WSCH		Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Laboratory Totals</b> .....	<b>0</b>						<b>0</b>

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals</b> .....	<b>0</b>	140	<b>0.00</b>

District Priority : **7 Old Nursing Bldg #32 Modernization**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$4,707,000

Anticipated Source(s) of Funds : State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
Estimated Cost		\$198,000	\$265,000	\$3,994,000	\$250,000	

**Explain why this project is needed:**

This project is a secondary effect to the Health Professions Building. After vacating the existing nursing labs and other functions to the new building, the project remodels the existing space and the building itself modernized with state-of-the art infrastructure and required code upgrades.



District Priority No.: **7 Old Nursing Bldg #32 Modernization**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary		3,496	3,883	4,367		450	12,196
Project Secondary		-3,496	-2,639	-4,770		-450	-11,355
Project Net ASF			1,244	-403			841

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals . . . . .</b>	<b>0</b>	42.9	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
1200 Health Occupations, General	3,496	214	1,634	1200 Health Occupations, General	-3,496	214	-1,634
<b>Laboratory Totals . . . . .</b>					<b>0</b>		<b>0</b>

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals . . . . .</b>	<b>1,244</b>	140	<b>8.89</b>

**Project Intent And Scope**

Victor Valley Community College

District Priority : **8 Academic Commons Building #42 Renovation**

Project Type :  Site Acquisition       New Construction       Reconstruction  
 Replacement       Infrastructure       Equipment

Total Estimated Costs : \$1,743,000

Anticipated Source(s) of Funds : Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
Estimated Cost		\$61,000	\$76,000	\$1,581,000	\$25,000	

**Explain why this project is needed:**

Renovation of the Academic Commons Building is a secondary-effect project as a result of the completion of the Advanced Technology Building. The open computer labs in the Academic Commons will be moved to the Advanced Technology Building. The renovation project will create needed classrooms currently housed in modular units and the modular units will be removed from inventory.

District Priority No.: **8 Academic Commons Building #42 Renovation**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary							
Project Secondary							
Project Net ASF							0

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals</b> .....	<b>0</b>	42.9	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
				<b>Laboratory Totals</b> .....	<b>0</b>		<b>0</b>

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals</b> .....	<b>0</b>	140	<b>0.00</b>

District Priority : **9 Liberal Arts Building #30 Modernization**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$8,988,000

Anticipated Source(s) of Funds : State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
Estimated Cost		\$376,000	\$498,000	\$7,528,000	\$586,000	

**Explain why this project is needed:**

This project proposes to reconstruct the Liberal Arts Building (#30). This building currently houses the Liberal Arts, Earth Science and Mathematics Programs. The proposed project would reconstruct 16,624 ASF (22,022 GSF) to accommodate more efficient classroom, laboratory and office space. The original building was built in 1965 was the college's main science building. As such many rooms are oversized (typically 1,200 ASF or more) for the current usage. It also has never been comprehensively remodeled. The building has limited infrastructure, technology and space configuration and is no longer adequate to carry out program functions to serve the needs of the students. In addition, the mechanical/plumbing and electrical systems of the building are in poor condition and needs to be upgraded.

The reconstruction will consist of modernizing 8,668 ASF of Lecture, 2,193 ASF of Laboratory, 4,092 ASF of Office, 970 ASF of AV/TV and 701 ASF of additional instructional support spaces. New technology will be integrated throughout the building to meet program instructional requirements.

District Priority No.: **9 Liberal Arts Building #30 Modernization**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary	8,668	2,193	4,092		970	701	16,624
Project Secondary	-8,668	-2,193	-4,092		-970	-701	-16,624
Project Net ASF							0

**Project Net Capacity**

Classrooms, Classroom Service (Room Type 100's)	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Classroom Totals</b> .....	<b>0</b>	<b>42.9</b>	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
1700 Mathematics, General	1,006	150	671	1700 Mathematics, General	-1,006	150	-671
1900 Earth Science	1,187	257	462	1900 Earth Science	-1,187	257	-462
<b>Laboratory Totals</b> .....				<b>0</b>			

Office and Office Service Areas (Room Type 300's)	Net ASF	ASF per FTE	Capacity FTE
<b>Office Totals</b> .....	<b>0</b>	<b>140</b>	<b>0.00</b>

District Priority : **10 Art Building # 22 Modernization**

Project Type :     Site Acquisition                       New Construction                       Reconstruction  
                           Replacement                                       Infrastructure                                       Equipment

Total Estimated Costs : \$11,258,900

Anticipated Source(s) of Funds : State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2018/2019	2018/2019	2018/2019	2018/2019	2019/2020
Estimated Cost		\$462,000	\$610,900	\$9,206,000	\$980,000	

**Explain why this project is needed:**

Upon completion of the Engineering & Arts Lab Building, the District will renovate the old Art buildings into instructional space to meet current student enrollment demands.

**Project Intent And Scope**  
Victor Valley Community College

District Priority No.: **10 Art Building # 22 Modernization**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary		16,553	1,000		310		17,863
Project Secondary		-16,553	-1,000		-310		-17,863
Project Net ASF							0

**Project Net Capacity**

Classrooms, Classroom Service (Room Type 100's)	Net ASF	ASF/100 WSCH	Capacity WSCH
<b>Classroom Totals .....</b>	<b>0</b>	<b>42.9</b>	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
1200 Health	16,553	214	7,735	1200 Health	-16,553	214	-7,735
<b>Laboratory Totals .....</b>				<b>0</b>			

Office and Office Service Areas (Room Type 300's)	Net ASF	ASF per FTE	Capacity FTE
<b>Office Totals .....</b>	<b>0</b>	<b>140</b>	<b>0.00</b>

**Project Intent And Scope**

Victor Valley Community College

District Priority : **11 Performing Arts Lab Building**

Project Type :     Site Acquisition                       New Construction                       Reconstruction  
                                   Replacement                                       Infrastructure                                       Equipment

Total Estimated Costs : \$25,826,000

Anticipated Source(s) of Funds : State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2016/2017	2016/2017	2017/2018	2018/2019	2019/2020
Estimated Cost		\$565,000	\$780,000	\$22,882,000	\$1,599,000	

**Explain why this project is needed:**

This project constructs a new building to house the Music programs. Its primary purpose is to provide new permanent well-conditioned space for the growth for the existing Music Programs and to replace the existing labs with safe and appropriate spaces for instruction. This project will result in a secondary effects project, which will vacate the existing building MU, freeing it up for other uses such as classrooms and lecture halls. The existing Music building was constructed in 1968. The location prevents growth and the hexagonal shape is ill suited for music instruction. Current mechanical, lighting, room sizes/shapes and accessibility have also constrained program growth and affect the instruction and the well-being of students and teachers. The lack of natural ventilation and the inadequate mechanical system in painting labs prevents the use of oil paints, cleaners, solvents necessary for that popular art medium. A once thriving ceramics program can no longer operate in a facility landlocked with no accessible outdoor work spaces, kiln areas, or adequate mechanical ventilation system for dust and vapor control. Sculpture classes are limited to small low-ceilinged spaces, with inadequate ventilation, storage and access to a loading area for large pieces. Over the course of time the lack of adequate facilities has constrained the development of these programs and is reflected in the large number of theory-based classes with only limited lab instruction. As the community of the High Desert looks to become a larger, thriving and self-sustained society, Art programs will continue to have a high demand and play a key role in the social development and identity of the region.

The new building would be located adjacent the existing performing arts building, reinforcing it as the artistic hub of the campus. This arts hub will better serve the community and a College soon-to-be 15,000 students and well along on its way to a build-out of 20,000. The new building will provide adequate ventilation, lighting, equipment accessibility, common student and patron gathering spaces, a new community gallery and will be a key component in reinforcing the College's vision of a synergy among all of the art related programs and is an important element of the overall College Educational and Facilities Master Plan. In conjunction with this new facility we would be adding on a phase II of the existing central plant. Actually constructing a new Central plant South as opposed to the existing Central plant North. The plant would serve this new Visual Performing Arts building and 4 other adjacent buildings with Heating and cooling all controlled via the campus web based energy management system.



**Project Intent And Scope**

Victor Valley Community College

District Priority No.: **11 Performing Arts Lab Building**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary	3,700	27,300	3,420		300	3,750	38,470
Project Secondary							
Project Net ASF	3,700	27,300	3,420		300	3,750	38,470

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals .....</b>	<b>3,700</b>	42.9	<b>8,625</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
1000 Art (Painting, Drawing and Sculpture)	12,650	257	4,922				
1000 Graphic Arts and Design	1,500	257	584				
1000 Music	6,750	257	2,626				
1000 Other Fine and Applied Arts	6,400	257	2,490				
<b>Laboratory Totals .....</b>	<b>27,300</b>		<b>10,623</b>				

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals .....</b>	<b>3,420</b>	140	<b>24.43</b>

**Project Intent And Scope**

Victor Valley Community College

District Priority : **12 Practice Fields/Track**

Project Type :     Site Acquisition                       New Construction                       Reconstruction  
                                   Replacement                                       Infrastructure                                       Equipment

Total Estimated Costs : \$9,450,000

Anticipated Source(s) of Funds : State and Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
Estimated Cost		\$380,000	\$380,000	\$8,310,000	\$380,000	

**Explain why this project is needed:**

This project includes outdoor physical education facilities to replace an unsafe track and field facility. The current track is located along Fish Hatchery Road, a narrow, heavily used street heavily used street that already needs to be widened -- unfortunately in the westerly direction of the PE fields due to existing buildings and other facilities on the opposite side of the street. This creates an unsafe environment for physical education classes. The replacement facility would include an all-weather playing field, a nine lane all weather track with areas for warm-up, shot put, discuss, high jump, steeplechase, and the pole vault. The project would include lighting and bleachers and an electronic scoreboard designed for multiple physical education activities. A field house to replace the one lost in the 8.0 Landers Quake would provide lockers/shower rooms, classrooms, meeting space, storage, a training room, weight facility and toilets.

The present track does not meet NCAA requirements – the curves are too sharp. The demolition of the old gym removed locker rooms, meeting rooms, training room and faculty offices.

**Project Intent And Scope**

Victor Valley Community College

District Priority No.: **12 Practice Fields/Track**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary						7,620	7,620
Project Secondary							
Project Net ASF						7,620	7,620

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals . . . . .</b>	<b>0</b>	42.9	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
				<b>Laboratory Totals . . . . .</b>	<b>0</b>		<b>0</b>

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals . . . . .</b>	<b>0</b>	140	<b>0.00</b>

**Project Intent And Scope**  
Victor Valley Community College

District Priority : **13 Workforce Development - Phase I**

Project Type :     Site Acquisition                       New Construction                       Reconstruction  
                                   Replacement                                       Infrastructure                                       Equipment

Total Estimated Costs : \$49,430,000

Anticipated Source(s) of Funds : Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2019/2020	2019/2020	2020/2021	2021/2022	2022/2023
Estimated Cost		\$1,089,000	\$1,148,000	\$29,193,000	\$5,000,000	

**Explain why this project is needed:**

The Workforce Development Center is a Workforce Training Complex with major components that address a region emerging into a service economy. Victor Valley College’s proposed Westside Center - Phase I would include, a Business Academy, an expanded Hospitality program with culinary components, and a Logistical Transportation program to support the SCLA with elements that could include a variety of aviation related programs and logistics technology programs. Each component would feature state of the art training, facilities, and equipment as well as short-term training opportunities and programs that provide degrees and certificates.

Phase I of the Westside Center would include 5000 ASF of Lecture, 12,000 ASF of Laboratory, 5,000 ASF of Office, and 5,500 ASF of instructional and academic support spaces.

This project is 100% locally funded (Bond Measure JJ) and is supported by the Colleges Educational Master Plan Update (2008) and the Facilities Master Plan.

**Project Intent And Scope**

Victor Valley Community College

District Priority No.: **13 Workforce Development - Phase I**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary	5,000	12,000	5,000	2,000	500	3,000	27,500
Project Secondary							
Project Net ASF	5,000	12,000	5,000	2,000	500	3,000	27,500

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals .....</b>	<b>5,000</b>	<b>42.9</b>	<b>11,655</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
4900 Other Interdisciplinary Studies	12,000	257	4,669				
<b>Laboratory Totals .....</b>					<b>12,000</b>		<b>4,669</b>

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals .....</b>	<b>5,000</b>	<b>140</b>	<b>35.71</b>

**Project Intent And Scope**

Victor Valley Community College

District Priority : **14 Workforce Development Center - Phase II**

Project Type :     Site Acquisition                       New Construction                       Reconstruction  
                                   Replacement                                       Infrastructure                                       Equipment

Total Estimated Costs : \$13,920,000

Anticipated Source(s) of Funds : State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2019/2020	2020/2021	2022/2023	2022/2023	2024/2025
Estimated Cost		\$504,000	\$669,000	\$11,213,000	\$1,534,000	

**Explain why this project is needed:**

This project proposes the construction of Phase II at the Workforce Development Center location. Phase II consists of a total of 19,000 ASF ( 26,000 GSF) and will include 3,000 ASF of Lecture, 10,000 ASF of Laboratory, 2000 ASF of Office, 1000 ASF of Library, 500 ASF of AV/TV and 2,500 ASF of additional instructional support spaces. The new building will further implement the Westside Center vision of a Workforce Training Complex to houses programs that address a region emerging into a service economy. Victor Valley College’s proposed Westside Center - Phase II will include lecture and laboratory spaces to accomodate the growth of Business and Hospitality programs. This facility will feature state of the art facilities and equipment to meet the instructional delivery demands of the programs. The proposed building will also support general education to provide full academic opportunities to the students at the Westside Workforce Development Center.

The enrollment at Victor Valley College is expected to increase from 165,872 WSCH in 2009 to 211,990 WSCH in 2015 (27.8% in 4 years, average 4.6% per year). This Westside Center Phase II project will provide the neccessary space for growing the Business and Hospitality programs.

**Project Intent And Scope**

District Priority No.: **14 Workforce Development Center - Phase II**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary	3,000	10,000	2,000	1,000	500	2,500	19,000
Project Secondary							
Project Net ASF	3,000	10,000	2,000	1,000	500	2,500	19,000

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals . . . . .</b>	<b>3,000</b>	42.9	<b>6,993</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect				Secondary Effect			
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
0500 Business and Management	2,500	128	1,953				
1200 Health Occupations, General	2,500	214	1,168				
4900 Other Interdisciplinary Studies	5,000	257	1,946				
				<b>Laboratory Totals . . . . .</b>	<b>10,000</b>		<b>5,067</b>

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals . . . . .</b>	<b>2,000</b>	140	<b>14.29</b>

**Project Intent And Scope**

Victor Valley Community College

District Priority : **15 Campus-wide Parking & Traffic Improvements**

Project Type :  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Costs : \$3,500,600

Anticipated Source(s) of Funds : Non-State

Type of construction :

Seismic Retrofit :

If Existing - Age :

If Existing - Condition :

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2019/2020	2019/2020	2019/2020		2019/2020
Estimated Cost		\$200,000	\$220,600	\$3,080,000		

**Explain why this project is needed:**

This project will provide campus-wide improvements to traffic and parking lots.

**Parking:**

This project will add additional parking space to the existing parking at the college. Demolition and reconstruction of parking areas that have been severely damaged over time is included as part of this ongoing project. It is anticipated that these improvements will allow the College to address the parking needs of the campus through 2025. Parking lot lighting is being addressed as part of a separate energy efficiency project. This is a locally-funded project.

**Traffic:**

The ability of the existing road system to safely handle the increasing traffic at Victor Valley College is failing. This project will address and correct the following conditions. The College has closed off exiting traffic at one of four ingress-egress points at the request of the City of Victorville due to a high incidence of traffic accidents. The second entrance is an alleyway with a right-turn-only exit onto a divided parkway. The main entry/exit point is lighted (having the ability to stack only two vehicles in each of three lanes) at Bear Valley Road, a busy six-lane major thoroughfare. The remaining entrance is an unlighted exit, also onto Bear Valley Road. The city buses will not exit from this unlighted location due to safety hazards encountered when merging into heavy 45 mph through-traffic. This project will provide a new alternate exiting system at the lighted intersection with greater stacking capacity. It will be constructed to public works standards for roadways and create a four-lane loop around the campus (currently only 3/5 of the road is four-lane). The remaining 2/5 of the road does not meet minimum standards. This substandard portion is too narrow to establish a legal center division line.



District Priority No.: **15 Campus-wide Parking & Traffic Improvements**

**Outline of Project Space - Buildings and Remodelings**

	Classroom Type 100's	Laboratory 210 - 255	Office Type 300's	Library Type 400's	AV - TV 530 - 535	All Other	Total ASF
Project Primary							
Project Secondary							
Project Net ASF							0

**Project Net Capacity**

	Net ASF	ASF/100 WSCH	Capacity WSCH
Classrooms, Classroom Service (Room Type 100's)			
<b>Classroom Totals</b> .....	<b>0</b>	42.9	<b>0</b>

**Laboratories and Laboratory Service Areas (Room Types 210, 215, 220, 225, 230, 235, 255)**

Primary Effect			Secondary Effect				
TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH	TOP Code/Description	Net ASF	ASF/100 WSCH	Capacity WSCH
			<b>Laboratory Totals</b> .....			<b>0</b>	<b>0</b>

	Net ASF	ASF per FTE	Capacity FTE
Office and Office Service Areas (Room Type 300's)			
<b>Office Totals</b> .....	<b>0</b>	140	<b>0.00</b>



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

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

**TOPIC:** AGREEMENT RENEWAL – PERCEPTIVE SOFTWARE, LLC.

**SUBMITTED BY:** Sergio Oklander, Management Information System

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to submit a correction and amendment to the Perceptive Software, LLC agreement for Enterprise Content Management System (ImageNow), to include the funding for maintenance support to the existing agreement and annual renewal. The original agreement went to the Board of Trustees on June 12, 2012, (Item #10.5) term 6/17/12 - 6/16/2015.

- Board item for maintenance support was submitted to Board of Trustees on August 13, 2013, (Item #6.1), in the amount of \$22,790.00 to be billed annually.

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

**Need:**

This item is needed to add the fiscal impact of years 2 through 5 which were not accounted for on the original Board item.

**Fiscal Impact:**

\$22,790.00 – to be billed annually for the remaining term of the contract

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the amendment/correction to the agreement with Perceptive Software, LLC as submitted.

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

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

*J. Garcia*

# perceptivesoftware

22701 West 68th Street  
SHAWNEE, KS 66226-3567  
+1 913 422 7525

## INVOICE

Company	Invoice No	Date	Page
5097	9005516912	May/07/2013	1 of 1

Sales Order: 15135068

Remit to : Perceptive Software  
PO Box 846261  
Dallas, TX 75284-6261  
(800)847-4778

Bill to : Victor Valley College  
ATTN: Renee Garcia  
18422 Bear Valley Road  
Victorville, CA 92395

Ship to : Victor Valley College  
ATTN: Renee Garcia  
18422 Bear Valley Road  
Victorville, CA 92395

Customer No.	Opportunity ID	Customer PO Number	Currency	Terms	Due Date
272913		Renewal	USD	Net 30 From Invoice Date	Jun/06/2013

No	Description/Comments	Units	Rate	Extended Price
10	SMSA-ImageNow Client / WebNow Combo	25 EA	432.00	10,800.00
20	SMSA-CaptureNow Adrenaline	10 EA	299.00	2,990.00
30	SMSA-imageNow Mail Agent	1 EA	400.00	400.00
40	SMSA-ImageNow eForms-T2	1 EA	3,500.00	3,500.00
50	SMSA-ImageNow Document Control Suite-T2	1 EA	2,000.00	2,000.00
90	SMSA-ImageNow Enterprise Server-T1	1 EA	3,100.00	3,100.00

period covered 6/17/2013 to 6/16/2014

Subtotal	22,790.00
Sales Tax	0.00
Invoice Total	22,790.00

### Payment Information

Bank of America  
Routing : 111000012  
Account : 4427065310  
Swift code : BOFAUS3N  
Phone Number : 800-285-2632

Bank of America  
Routing : 026009553  
Account : 4427065310  
Swift code : BOFAUS3N

**OK TO PAY**  
*[Signature]*  
DATE 6/18/13  
Peter Allan  
Interim Exec. Vice-President  
Victor Valley College

**OK TO PAY**  
*[Signature]*  
DATE 6/13/13

pd with PCL

COUNTY FORM NO.  
REGULAR AUDIT  
SCHOOL CLAIMS DIVISION  
COUNTY OF SAN BERNARDINO

**CERTIFICATION OF BOARD MINUTES**

SCHOOL DISTRICT: VICTOR VALLEY COMMUNITY COLLEGE  
SUBJECT MATTER: BOARD OF TRUSTEES – SEPARATE APPROVALS

DATE OF ACTION: AUGUST 13, 2013

IN ACCORDANCE WITH PROVISION OF LEGAL CODES FOR THE STATE OF CALIFORNIA, THE GOVERNING BOARD OF THE ABOVE NAMED SCHOOL DISTRICT/COMMUNITY COLLEGE DISTRICT, HEREBY APPROVES AND ADOPTS THE ACTION DESCRIBED BELOW:

5.14 PULLED FOR SEPARATE DISCUSSION Agreement – Ferrilli Information Group  
It was MSC (Brady/Henderson, 3-1 Pinkerton, No) to ratify the agreement between Victor Valley Community College District and Ferrilli Information Group to provide Datatel consulting services. Term 7/1/13-6/30/14 (Item # IN-58, on Campus Technology Project list).

Fiscal Impact: Not to exceed \$60,000.00, budgeted item.

5.17 PULLED FOR SEPARATE DISCUSSION Agreement Renewal – Perceptive Software, LLC  
It was MSC (Brady/Henderson, 3-1 Pinkerton, No) to ratify the renewal agreement between Victor Valley Community College District and Perceptive Software, LLC to support the enterprise Content Management System that provides support for document imaging, e-forms, and workflow management across the institution. Term: 6/17/13-6/16/14.

Fiscal Impact: \$22,790.00, budgeted item.

5.18 PULLED FOR SEPARATE DISCUSSION Agreement Renewal – Computerland of Silicon Valley

It was MSC (Pinkerton/Brady, 3-1 Pinkerton, No) to ratify the renewal agreement between Victor Valley Community College District and Computerland of Silicon Valley to purchase license and software for Adobe Creative Cloud Enterprises and Contribute 6.5. This is a three year agreement to be billed annually. Term: 8/31/13-8/30/16

Fiscal Impact: \$30,745.00, budgeted item.

5.33 PULLED FOR SEPARATE DISCUSSION AND CORRECTION Resolution # 13-04 POST Participation for VVCCD Police Department

It was MSC (Brady/Henderson, 4-0) ~~Ratification of the renewal agreement between Victor Valley Community College District and Anytime Business Consultants, Inc. to provide staffing services for the position of interim Director of Maintenance and Operations from 7/8/13 through 12/31/13 while the District conducts a search to identify a permanent director. Fiscal Impact: Not to exceed \$54,000.00, budgeted item.~~ Ratification of the Resolution #13-04 accepting the requirements of the penal code relating to the training of law enforcement officers, and completing the application for participation in POST.

Fiscal Impact: None, implementation could result in cost savings to the District.

- 5.14 Agreement – Tricade Technologies  
Ratification of the agreement between Victor Valley Community College District and Tricade Technologies to purchase consultant services for onsite/remote support coverage that includes, VMware, Cisco Network and Microsoft Technologies. (Item #IN-60, on Campus Technology Project list.)  
Fiscal Impact: \$4,500.00, budgeted item.
- 5.15 Agreement– Vector Resources, Inc.  
Ratification of the agreement between Victor Valley Community College District and Vector Resources, Inc. to purchase equipment and installation services to update the VVCCD Board Room with an additional screen and projector. (Item #A-3, on Campus Technology Project list.)  
Fiscal Impact: \$5,747.61, Fund 71.
- 5.16 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 will help spend less time managing printer and output issues. Term: 9/1/13-8/31/18.  
Fiscal Impact: \$1,310.00, budgeted item, to be billed annually for five years.
- 5.17 Agreement– GiantPowerComm  
Ratification of the agreement between Victor Valley Community College District and GiantPowerComm for specialized maintenance and cleaning of the 1 Megawatt CPV system located on the lower campus to include annual incidental and emergency maintenance for work not covered under the original scope.  
Fiscal Impact: Not to exceed \$14,500.00, Fund 71.
- 5.18 Agreement – BWC Custom Painting  
Ratification of the renewal agreement between Victor Valley Community College District and BWC Custom Painting to prep and paint classrooms and parking lots at Cobalt Middle School to prepare for VVC classes to be held in this location.  
Fiscal Impact: \$4,750.00, Fund 71.
- 5.19 Agreement– Cloud 9 Carpet and Upholstery Care  
Ratification of the renewal agreement between Victor Valley Community College District and Cloud 9 Carpet and Upholstery Care to clean the carpet and the classrooms at Cobalt Middle School to prepare for VVC classes to be held in this location.  
Fiscal Impact: \$1,945.40, Fund 71.
- 5.20 Agreement Renewal – MorphoTrust USA  
Ratification of the renewal agreement between Victor Valley Community College District and MorphoTrust USA to provide maintenance services for the Live Scan fingerprinting machines.  
Fiscal Impact: \$5,434.00, budgeted item.
- 5.21 Student Affiliation Agreement – Hospital of Barstow DBA Barstow Community Hospital  
Ratification of the renewal agreement between Victor Valley Community College District and Hospital of Barstow DBA Barstow Community Hospital to provide clinical facilities training to

students for Emergency Medical Technician and Emergency Medical Technician-Paramedic programs.

Fiscal Impact: None

5.22 Amended Independent Contractor Agreement – MariaElena Huizar

Ratification of the amended Independent Contractor Agreement between Victor Valley Community College District and MariaElena Huizar originally approved on June 11, 2013 for \$5,827.00, increasing the fiscal impact by an additional \$1,865.84. This increase includes travel expenses incurred while performing a variety of specialized duties to coordinate grant-related activities focusing on early college awareness and readiness for GEAR UP students at partner schools.

Fiscal Impact: Not to exceed \$1,865.84, grant funded.

5.23 Amended Independent Contractor Agreement – MariaElena Huizar

Ratification of the amended Independent Contractor Agreement between Victor Valley Community College District and MariaElena Huizar originally approved on May 14, 2013 for \$8,741.00, increasing the fiscal impact by an additional \$850.00. This increase includes travel expenses incurred while performing a variety of specialized duties to coordinate grant-related activities focusing on early college awareness and readiness for GEAR UP students at partner schools.

Fiscal Impact: Not to exceed \$850.00, grant funded.

5.24 Independent Contractor Agreement – Johnny Ramirez

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Johnny Ramirez to provide academic workshops/training to GEAR UP students and parents. Term: 9/11/13-1/31/13.

Fiscal Impact: \$20,000.00, GEAR UP.

5.25 Agreement – Mike Brown Grandstands, Inc.

Ratification of the agreement between Victor Valley Community College District and Mike Brown Grandstands, Inc. for the temporary rental of grandstand equipment for football games. Term: 9/4/13-11/26/13.

Fiscal Impact: \$13,150.00, budgeted item.

5.26 Agreement – H&E Equipment Services

Ratification of the agreement between Victor Valley Community College District and H&E Equipment Services for the rental of two 35 foot scissor lifts, plus the cost of fuel, to be used at home football games. Term: 9/7/13-11/16/13.

Fiscal Impact: Not to exceed \$2,700.00, budgeted item.

5.27 Agreement – American Medical Response

Ratification of the agreement between Victor Valley Community College District and American Medical Response to provide medical standby services for athletic events. Term: 9/7/13-11/16/13.

Fiscal Impact: \$1,500.00, budgeted item.

5.28 Agreement – Apple Valley Fire Protection

Ratification of the agreement between Victor Valley Community College District and Apple Valley Fire Protection to provide general maintenance on various fire apparatus vehicle. Term: 7/1/13-6/30/14.

Fiscal Impact: Not to exceed \$15,000.00.

5.29 Independent Contractor Agreement – Christopher Martin

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Christopher Martin to provide "Modern Retirement Planning" classes offered through the Contract/Community Education Department. Term: 9/24/13-6/30/14.

Fiscal Impact: **\$1,000.00 projected revenue to the District for the fiscal year.**

5.30 Agreement – 911 Safety Equipment

Ratification of the renewal agreement between Victor Valley Community College District and 911 Safety Equipment for the rental of firefighter gear to be used by students enrolled in the fall 2013 Fire Academy. Term: 8/23/13-11/1/13.

Fiscal Impact: No direct fiscal impact: Students pay the \$375 materials fee upon registration. It is more cost effective for the student to rent the firefighter gear as it would cost the District \$1,800 per outfit if purchased.

5.31 Independent Contractor Agreement – Luis Pena

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Luis Pena to provide maintenance and repair of all weight room equipment. Term: 7/1/13-6/30/14.

Fiscal Impact: Not to exceed \$15,000.00, budgeted item.

5.32 Agreement – Grad Images

Ratification of the renewal agreement between Victor Valley Community College District and Grad Images for photography services in connection with commencement ceremonies. This agreement will be in effect through 2016. Students are professionally photographed during the ceremony, but there is no obligation for students to purchase any photographs.

Fiscal Impact: None.

5.33 Agreement – Marken Enterprises/Marken PPE Restoration

Ratification of the agreement between Victor Valley Community College District and Marken Enterprises/Marken PPE Restoration to provide compliant care and maintenance of protective ensembles for structural firefighting (NPA 1851-2014 Edition). Term: 9/1/13-6/30/14.

Fiscal Impact: Not to exceed \$8,000.00, budgeted item.

5.34 Agreement – Ebmeyer Charter & Tour

Ratification of the renewal agreement between Victor Valley Community College District and Ebmeyer Charter & Tour to provide charter bus transportation for various athletic programs. Term: 8/28/13-3/31/14.

Fiscal Impact: Not to exceed \$32,000.00, budgeted item.



5.35 Agreement – Excelsior Charter School

Ratification of the agreement between Victor Valley Community College District and Excelsior Charter School to provide police and security services.

Fiscal Impact: **Additional revenue to the District \$1,267.00/month**

5.36 Agreement Amendment – Public Economics, Inc.

Ratification of the amended agreement between Victor Valley Community College District and Public Economics, Inc. to refine and implement the finds of a recent Redevelopment Activity Report.

Fiscal Impact: Not to exceed \$33,500.00 Fund 71.

5.37 Rescind – Board Delegated Authorized Signatory – Fusako Yokotobi

Ratification to rescind all signature authority for Fusako Yokotobi.

Fiscal Impact: None.

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AUTHORITY:	<input type="checkbox"/> EDUCATION CODE	SECTION:	<input type="checkbox"/>
	<input type="checkbox"/> GOVERNMENT CODE	SECTION:	<input type="checkbox"/>
	<input type="checkbox"/> PUBLIC CONTRACT CODE	SECTION:	<input type="checkbox"/>
	<input type="checkbox"/> OTHER	SECTION:	<input type="checkbox"/>

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SUPPORTIVE DATA:

I CERTIFY, UNDER PENALTY OF PERJURY, THE FOREGOING STATEMENTS TO BE TRUE AND CORRECT.

Karen Hardy  
Signature, Governing Board Designee  
Karen Hardy, Director of Fiscal Services

10/1/13  
Date



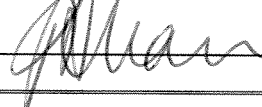
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** AGREEMENT RENEWAL- FERRILLI INFORMATION GROUP

**SUBMITTED BY:** Sergio Oklander, Management Information Systems

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to renew its agreement with Ferrilli Information Group to purchase Basic Core Foundation Services to monitor and optimize the District's Ellucian student information system. Term: 7/1/14 – 6/30/15.

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

**Need:**

The Core Foundation Service provides the District 24/7 monitoring and response, regular maintenance support and optimization for the District's Student Information System.

**Fiscal Impact:**

Not to exceed \$25,000.00 – Budgeted Item

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Ferrilli Information Group in the not to exceed amount of \$25,000.00.

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

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

# FERRILLI

4/16/2014

## Exhibit A

### Statement of Work for Victor Valley College

Project: Basic Core Foundation Services Renewal

#### Pricing:

- Basic Core Foundation Services for 1 year at a rate of \$1,750 a month for a total cost of \$21,000, plus, reasonable travel expenses.
  - No more than two, one week site visits are to be completed per year
    - \*\*Reasonable travel expenses are not to exceed \$2,000 per one week onsite visit.

Assigned Staff: Andrew Russell

#### Scheduled Dates:

Start Date: 7/1/14

End Date: 6/30/15

#### Scope of Work:

The process kicks off with a discovery session to evaluate and identifying the general needs of the institution, a full environment evaluation and health check and an inventory of custom software.

Comprehensive administration of the Colleague Application, Database and Operating System includes the following:

- We will maintain up to four environments development, test, production and one additional account
- 24 by 7 uptime monitoring and response
  - We use a third party to monitor your WebAdvisor and/or Student Self Service website.
  - If there is an event, a call tree implemented to alert Ferrilli staff and your staff.
- Colleague Patches
  - We work in partnership to develop a patching schedule that meets the needs of your institution.
  - We provide your end users with custom patch notes and testing scripts.
  - We inform the IT staff of any custom source that may be impacted.
  - We offer monthly user group meetings via GoToMeeting for each individual client
  - We follow agreed upon procedure to install patches in the Production environment
- We perform production, development and test account installs
- Colleague Database Maintenance
  - We delete \_PH\_ files older than 90 days
  - We delete SAVEDLISTS files older than 90 days
  - We delete \_HOLD\_ files older than 90 days
  - We perform log file cleanup
  - We perform Garbage Collection Maintenance
  - We Purge Job Stats and PProcess files older than 180 days
  - We perform WWW.STATE maintenance
- DMI Configuration and Tuning
- 12 Scheduled account Clones per year
- Unidata and MS SQL Upgrades and Maintenance
  - Unidata Maintenance
    - WUFA nightly check
    - WUIA nightly check (unidata)
    - Permission Reset
    - Temp File Cleanup
  - MS SQL Maintenance
    - Index Defragmentation

# FERRILLI

- Integrity Checks
- AIX, Linux, and Windows Operating Systems Maintenance
  - We keep your operating system patches up to date
  - Server Patches, defragmentation, software, permissions
  - File Integrity Checking
  - OS Level Error Report Checking and Response
- Monthly report
- 2 hours of response time or phone support per month (No rollover)
- Service will not exceed 250 service hours per year.
- Service hours beyond 250 will be billed at \$175 per hour for one year clients

**Location of Work:**  
Remote or Onsite

The price set forth in this contract will be honored for 30 days. After 30 days, the price is subject to change.

# FERRILLI

not be liable for any special, incidental, or consequential damages, including without limitation loss of profits, loss of data, and loss of revenues, even if informed of the possibility thereof in advance. These limitations apply to all causes of action in the aggregate, including without limitation breach of contract, Ferrilli's negligence, strict liability, misrepresentation, and other causes of action based on similar legal theories. Ferrilli and the Victor Valley College further acknowledge and agree that they are entering into this agreement on the understanding that the fees for the services provided by Ferrilli under this agreement have been set to reflect the fact that the Victor Valley College's remedies, and Ferrilli's liability, shall be limited as expressly set forth in this agreement, and, if not so limited, the fees for the same services would have been substantially higher.

## 11. Entire Agreement

This agreement contains the entire agreement between the parties hereto, and supersedes any and all other agreements heretofore made.

## 12. Ownership of Works for Hire

All matters produced under this Agreement shall be works for hire and shall become the sole property of the Victor Valley College. Said works cannot be used for any other client or purposes without the Victor Valley College's expressed written permission. The Victor Valley College shall have all right, title and interest in said matters, including the right to obtain and maintain the copyright, trademark, and/or patent of said matters in the name of the Victor Valley College.

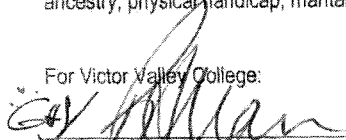
## 13. Worker's Compensation Insurance

Ferrilli agrees to procure and maintain in full force and effect worker's compensation insurance covering its partners, employees and agents while said persons are performing services pursuant to this Agreement. In the event that an employee of Ferrilli performing this Agreement files a worker's compensation claim against the Victor Valley College, Ferrilli agrees to defend and hold the Victor Valley College harmless from such claim.

## 14. Nondiscrimination in Employment

Ferrilli agrees that it will not engage in unlawful discrimination in employment because of race, color, religious creed, national origin, ancestry, physical handicap, marital status, or sex.

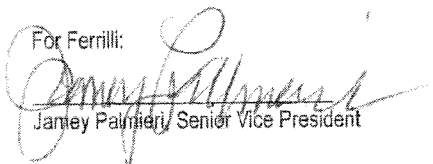
For Victor Valley College:

  
Christopher O'Hearn, President

Date

4/14/14

For Ferrilli:

  
Jamey Palmieri, Senior Vice President

Date 4/16/14

Please fax signed contract to: (610) 340-2969



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

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

**TOPIC:** AGREEMENT – FERRILLI INFORMATION GROUP

**SUBMITTED BY:** Sergio Oklander, Management Information Systems

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to enter into an agreement with Ferrilli Information Group to provide Datatel consulting services. Term 7/1/14 – 6/30/15 (Item # IN-70, on Campus Technology Project list)

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

**Need:**

This is needed to support staff and programming projects within the MIS department; several critical projects are underway in the office of instruction, student services, and other areas that require consulting services. These projects are critical for the Victor Valley College campus to meet the needs of students and community.

**Fiscal Impact:**

Not to exceed \$60,000.00 - Budgeted Item

**Recommended Action:**

It is recommended that the Board of Trustees approve the agreement with Ferrilli Information Group in the total amount of \$60,000.00.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO



4/15/2014

## **Professional Services Agreement**

This Agreement is made between Victor Valley College and Ferrilli.

### **1. Services**

Ferrilli will provide services as directed in the completion of the tasks set forth in the proposal (Exhibit A), attached to and made a part of this Agreement. Ferrilli agrees to keep the Victor Valley College regularly informed of the progress of work performed under this Agreement.

### **2. Compensation**

The Victor Valley College will pay Ferrilli the agreed upon costs as defined by the proposal (Exhibit A) plus reasonable travel expenses to provide the technical services defined in the scope of work included in (Exhibit A). Ferrilli will invoice weekly for labor, travel time and travel expenses. No increase in amount or scope of services is authorized without formal amendment to this Agreement.

### **3. Cancellation of Scheduled Services**

The parties agree that once the Victor Valley College and Ferrilli have scheduled a specific time during which Ferrilli will provide services under the terms of this Agreement, the Victor Valley College shall pay Ferrilli for such services as if Ferrilli had performed such services on the date scheduled, unless the Victor Valley College has notified Ferrilli that the Victor Valley College would like to reschedule or cancel the provision of such services at least fifteen (15) business days prior to the date on which Ferrilli is scheduled to perform such services. The Victor Valley College's payment shall include the full cost of scheduled consulting services and all actual out-of-pocket expenses (e.g., non-refundable airline tickets).

### **4. Term**

This Agreement is effective upon signatures and will continue in effect until cancelled by either party. Either party may cancel this agreement with a 30 days written notice to the other party.

### **5. Reports**

Any and all files, notes, reports, manuscripts and any other work produced, prepared or developed by Ferrilli as a part of the work under this Agreement are the property of the Victor Valley College and shall be provided to the Victor Valley College upon the termination of this Agreement.

### **6. Independent Contractor**

Ferrilli will control the means and manner in which work is performed under this agreement and, in all respects, Ferrilli's relationship to the Victor Valley College will be that of an independent contractor, not an employee.

### **7. Force Majeure**

Neither party to this Agreement will be liable to the other for any failure or delay in performance under this Agreement due to circumstances beyond its reasonable control including without limitation: acts of God; accident; labor disruption; acts, omissions and defaults of third parties; and official, governmental and judicial action not the fault of the party failing or delaying in performance.

### **8. Warranty**

No warranty is stated or implied regarding the services provided under this Agreement.

### **9. Indemnification**

Ferrilli agrees to and shall indemnify, defend and hold harmless the Victor Valley College, its officers, agents and employees free and harmless from, against and in respect of all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries and deficiencies, including interest penalties and reasonable attorneys fees that the Victor Valley College shall incur or suffer, which arise, result from, or relate to the legality and/or enforceability of the Agreement, or actions brought by employees of the Victor Valley College relating to claims arising out of the services rendered by Ferrilli for the Victor Valley College. Ferrilli shall only be liable for those losses, claims, or damages that arise as a result of performance under the terms, conditions, and period of this Agreement which solely and directly result from the negligence of Ferrilli and shall in no circumstance exceed the amount of this Agreement in aggregate.

### **10. Limitation of Liability**

Ferrilli and the Victor Valley College acknowledge and agree that in no event will Ferrilli's liability in connection with the services provided by Ferrilli under this agreement exceed the amount actually paid to Ferrilli by the Victor Valley College under this agreement and Ferrilli will

not be liable for any special, incidental, or consequential damages, including without limitation loss of profits, loss of data, and loss of revenues, even if informed of the possibility thereof in advance. These limitations apply to all causes of action in the aggregate, including without limitation breach of contract, Ferrilli's negligence, strict liability, misrepresentation, and other causes of action based on similar legal theories. Ferrilli and the Victor Valley College further acknowledge and agree that they are entering into this agreement on the understanding that the fees for the services provided by Ferrilli under this agreement have been set to reflect the fact that the Victor Valley College's remedies, and Ferrilli's liability, shall be limited as expressly set forth in this agreement, and, if not so limited, the fees for the same services would have been substantially higher.

### 11. Entire Agreement

This agreement contains the entire agreement between the parties hereto, and supersedes any and all other agreements heretofore made.

### 12. Ownership of Works for Hire

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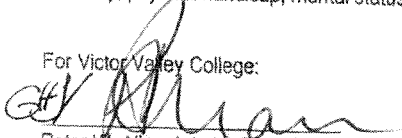
### 13. Worker's Compensation Insurance

Ferrilli agrees to procure and maintain in full force and effect worker's compensation insurance covering its partners, employees and agents while said persons are performing services pursuant to this Agreement. In the event that an employee of Ferrilli performing this Agreement files a worker's compensation claim against the Victor Valley College, Ferrilli agrees to defend and hold the Victor Valley College harmless from such claim.

### 14. Nondiscrimination in Employment

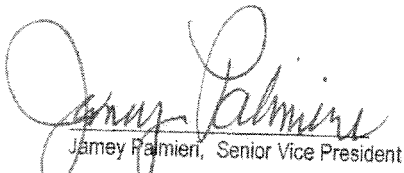
Ferrilli agrees that it will not engage in unlawful discrimination in employment because of race, color, religious creed, national origin, ancestry, physical handicap, marital status, or sex.

For Victor Valley College:

  
Peter W. Allen, Interim Supt. President

Date 4/14/14

For Ferrilli:

  
Jamey Palmieri, Senior Vice President

Date 4/15/14

Please fax signed contract to: (610) 340-2969



www.ferrilli.com

4/15/2014

Exhibit A

Statement of Work for Victor Valley College

Project: General Data/ Consulting Services

Pricing: Ferrilli will provide support services at a rate of \$140.00 per hour plus reasonable travel expenses. Contract is not to exceed \$60,000.

Assigned Staff: TBD

Scheduled Dates:

Start Date: July 1, 2014

End Date: June 30, 2015

Scope of Work:

Programming for Ellucian's proprietary Colleague (ERP) system (Envision language/SQL database engine) to support the business process improvement as directed by customer needs. Programming services may include developing in other languages/platforms to develop/test/implement modules to interface Colleague with other systems.

Location of Work:

Onsite and remote

The price set forth in this contract will be honored for 30 days. After 30 days, the price is subject to change.



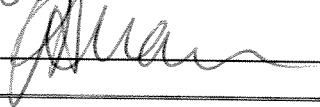
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** AGREEMENT RENEWAL – FERRILLI INFORMATION GROUP

**SUBMITTED BY:** Sergio Oklander, Management Information Systems

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

**APPROVED BY:** Peter Allan 

**Description/Background:**

The District wishes to enter into an agreement with Ferrilli Information Group to purchase maintenance for Transport Management Interface (TMI). This five year agreement will be billed annually with an option to renew yearly for the term date beginning 7/1/14 through 6/30/19.

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

**Need:**

TMI allows for other systems to communicate with the District's Student Information System, which allows automated record creation and re-using of existing native processes.

**Fiscal Impact:**

\$ 2,100.00 – Budgeted Item, to be paid annually.

**Recommended Action:**

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement renewal with Ferrilli Information Group in the amount of \$2,100.00.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO

4/16/2014

**Exhibit A**

**Statement of Work for Victor Valley College**

**Project:** Transport Management Interface (TMI) Solution Assurance Renewal for 5 years

**Pricing:** Solution Assurance for TMI is \$2,100.00 per year. The total cost for 5 years is: \$10,500.00.00 for software maintenance.

Ferrilli's Solution Assurance provides peace of mind when purchasing customizations for your Ellucian system. If your custom solution is impacted by Ellucian delivered updates, a Ferrilli employee will make necessary updates to the code free of charge. It also covers any enhancements Ferrilli makes to the solution.

**1. MAINTENANCE**

**1.1 Maintenance.** Customer shall have the option of obtaining Maintenance through either (a) Ferrilli's Solution Assurance program and/or in the Documentation or (b) on a time and material basis. **B.** Commencing on the Start Date and subject to the terms and conditions of this Agreement and the payment of the License Fees and Maintenance Fees., if Customer elected to receive Ferrilli's Solution Assurance program, Ferrilli shall provide Customer with the Maintenance, as described in this Section, during active Maintenance Service Periods in which License Fees and Solution Assurance Maintenance Fees have been paid by Customer to Ferrilli. Ferrilli does not warrant that the Software will operate error-free. Customer shall reimburse Ferrilli for reasonable travel, living and other out-of-pocket expenses, with no additional markup, incurred by Ferrilli personnel providing the Maintenance.

**1.2 Maintenance Fees.** In order to continue annual Solution Assurance Maintenance for additional periods of twelve (60) months beyond the initial 12-month Maintenance Service Period, Customer will receive an invoice approximately sixty (60) to ninety (90) days before the expiration of the then-current Maintenance Service Period and shall pay to Ferrilli, prior to the effective start date of the next Maintenance Service Period, Renewal Maintenance Fees as set forth in the invoice. If Customer fails to pay the initial Solution Assurance Maintenance Fees or Renewal Maintenance Fees to Ferrilli prior to the effective start date of the next Maintenance Service Period, Ferrilli shall cease to provide Customer with Solution Assurance Maintenance effective immediately. Customer may, however, purchase Maintenance on a time and material basis at Ferrilli's then current rates.

**1.3 Description of Maintenance.** Subject to the terms and conditions of this Agreement and the payment of the applicable Maintenance Fees, Ferrilli shall provide Customer with telephone assistance with respect to use of the Software at telephone numbers designated by Ferrilli from time to time. Telephone support shall be available during Ferrilli's normal Business Hours, subject to the Response Times. Telephone support shall be limited to two (2) (a primary and a secondary) named Customer trained technical representatives with sufficient expertise and knowledge of the Software to assist Ferrilli in providing support. Customer may also obtain Maintenance via e-mail at support@figsolutions.com (provided, however, that no e-mail shall be deemed "received" by Ferrilli until Ferrilli has notified Customer that such e-mail has been received). Ferrilli will confirm receipt of such request within a commercially reasonable period of time.

**1.4 Response Times.** For any support requests by Customer submitted to Ferrilli in accordance with the provisions of this Agreement, Ferrilli shall use commercially reasonable efforts to respond to such problems in accordance with the following:

**1.4.1** For any problem of the "highest severity," as soon as possible not to exceed four (4) Business Hours after Ferrilli's receipt of the request for Maintenance. The term "highest severity" in this paragraph refers to any problem that completely prevents the operation of the Software and for which there is no work-around.

**1.4.2** For any problem of "medium severity," within eight (8) Business Hours after Ferrilli's receipt of request for Maintenance. The term "medium severity" in this paragraph refers to any problem that substantially restricts the operations of the Software and for which there is no alternative solution or work-around.

**1.4.3** For any problem of "low severity," within twenty-four (24) Business Hours after Ferrilli's receipt of request for Maintenance. In addition, Ferrilli will, in Ferrilli's discretion, work to resolve such problem in the next general release of the Software. The term "low severity" in this paragraph refers to any problem that does not substantially restrict the operations of the Software or any other error for which there is an alternative solution or work-around.

**1.5 Exclusions from Maintenance.**

1.5.1 Ferrilli shall not be responsible for providing Maintenance if Customer (a) misuses, alters or damages the Software, (b) uses the Software in an operating environment other than the Designated Operating Environment, or (c) otherwise uses the Software in a manner inconsistent with the terms and conditions of this Agreement.

1.5.2 If Customer notifies Ferrilli of a problem and Ferrilli determines that the problem is due to Customer's incorrect or improper use, including improper configuration change, or an unauthorized modification of the Software or a failure of Customer to comply with the terms or conditions of this Agreement, Ferrilli shall have no obligation to take any action to correct the problem. Upon request by Customer, Ferrilli may agree to attempt to correct the problem, in which case Customer shall reimburse Ferrilli for any time spent and expenses incurred resolving such problem at Ferrilli's then-current rates.

1.5.3 Ferrilli's obligations under the Agreement shall apply solely to the current release of the Software and for six (6) months after any new release of the Software with respect to the immediately preceding release of the Software. Ferrilli's sole obligation with respect to the prior release of the Software shall be to ensure that the prior release of the Software continues to function in the manner in which it functioned on the date that Ferrilli made the then current release of the Software available on a commercial basis.

1.5.4 The Maintenance includes only the installation, consulting, development, on-site services, or training services, set forth in Exhibit B.

1.5.5 Ferrilli shall have no responsibility for loss of or damage to Customer's data. Customer shall take all necessary steps to backup its data.

**Scheduled Dates:**

**Start Date:** 07/1/2014  
**End Date:** 06/30/2019

**Location of Work:** Remote

The price set forth in this contract will be honored for 30 days. After 30 days, the price is subject to change.

4/16/2014

## Software Maintenance Agreement

This Agreement is made between Victor Valley College and Ferrilli.

### 1. Services

Ferrilli will provide services as directed in the completion of the tasks set forth in the proposal (Exhibit A), attached to and made a part of this Agreement. Ferrilli agrees to keep the Victor Valley College regularly informed of the progress of work performed under this Agreement.

### 2. Compensation

The Victor Valley College will pay Ferrilli the agreed upon costs as defined by the proposal (Exhibit A) plus reasonable travel expenses to provide the technical services defined in the scope of work included in (Exhibit A). Ferrilli will invoice weekly for labor, travel time and travel expenses. No increase in amount or scope of services is authorized without formal amendment to this Agreement.

### 3. Cancellation of Scheduled Services

The parties agree that once the Victor Valley College and Ferrilli have scheduled a specific time during which Ferrilli will provide services under the terms of this Agreement, the Victor Valley College shall pay Ferrilli for such services as if Ferrilli had performed such services on the date scheduled, unless the Victor Valley College has notified Ferrilli that the Victor Valley College would like to reschedule or cancel the provision of such services at least fifteen (15) business days prior to the date on which Ferrilli is scheduled to perform such services. The Victor Valley College's payment shall include the full cost of scheduled consulting services and all actual out-of-pocket expenses (e.g., non-refundable airline tickets).

### 4. Term

This Agreement is effective upon signatures and will continue in effect until cancelled by either party. Either party may cancel this agreement with a 30 days written notice to the other party.

### 5. Reports

Any and all files, notes, reports, manuscripts and any other work produced, prepared or developed by Ferrilli as a part of the work under this Agreement are the property of the Victor Valley College and shall be provided to the Victor Valley College upon the termination of this Agreement.

### 6. Independent Contractor

Ferrilli will control the means and manner in which work is performed under this agreement and, in all respects, Ferrilli's relationship to the Victor Valley College will be that of an independent contractor, not an employee.

### 7. Force Majeure

Neither party to this Agreement will be liable to the other for any failure or delay in performance under this Agreement due to circumstances beyond its reasonable control including without limitation: acts of God; accident; labor disruption; acts, omissions and defaults of third parties; and official, governmental and judicial action not the fault of the party failing or delaying in performance.

### 8. Warranty

No warranty is stated or implied regarding the services provided under this Agreement.

### 9. Indemnification

Ferrilli agrees to and shall indemnify, defend and hold harmless the Victor Valley College, its officers, agents and employees free and harmless from, against and in respect of all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries and deficiencies, including interest penalties and reasonable attorneys fees that the Victor Valley College shall incur or suffer, which arise, result from, or relate to the legality and/or enforceability of the Agreement, or actions brought by employees of the Victor Valley College relating to claims arising out of the services rendered by Ferrilli for the Victor Valley College. Ferrilli shall only be liable for those losses, claims, or damages that arise as a result of performance under the terms, conditions, and period of this Agreement which solely and directly result from the negligence of Ferrilli and shall in no circumstance exceed the amount of this Agreement in aggregate.

### 10. Limitation of Liability

Ferrilli and the Victor Valley College acknowledge and agree that in no event will Ferrilli's liability in connection with the services provided by Ferrilli under this agreement exceed the amount actually paid to Ferrilli by the Victor Valley College under this agreement and Ferrilli will



not be liable for any special, incidental, or consequential damages, including without limitation loss of profits, loss of data, and loss of revenues, even if informed of the possibility thereof in advance. These limitations apply to all causes of action in the aggregate, including without limitation breach of contract, Ferrilli's negligence, strict liability, misrepresentation, and other causes of action based on similar legal theories. Ferrilli and the Victor Valley College further acknowledge and agree that they are entering into this agreement on the understanding that the fees for the services provided by Ferrilli under this agreement have been set to reflect the fact that the Victor Valley College's remedies, and Ferrilli's liability, shall be limited as expressly set forth in this agreement, and, if not so limited, the fees for the same services would have been substantially higher.

### 11. Entire Agreement

This agreement contains the entire agreement between the parties hereto, and supersedes any and all other agreements heretofore made.

### 12. Ownership of Works for Hire

All matters produced under this Agreement shall be works for hire and shall become the sole property of the Victor Valley College. Said works cannot be used for any other client or purposes without the Victor Valley College's expressed written permission. The Victor Valley College shall have all right, title and interest in said matters, including the right to obtain and maintain the copyright, trademark, and/or patent of said matters in the name of the Victor Valley College.

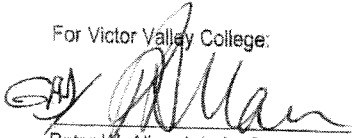
### 13. Worker's Compensation Insurance

Ferrilli agrees to procure and maintain in full force and effect worker's compensation insurance covering its partners, employees and agents while said persons are performing services pursuant to this Agreement. In the event that an employee of Ferrilli performing this Agreement files a worker's compensation claim against the Victor Valley College, Ferrilli agrees to defend and hold the Victor Valley College harmless from such claim.

### 14. Nondiscrimination in Employment

Ferrilli agrees that it will not engage in unlawful discrimination in employment because of race, color, religious creed, national origin, ancestry, physical handicap, marital status, or sex.

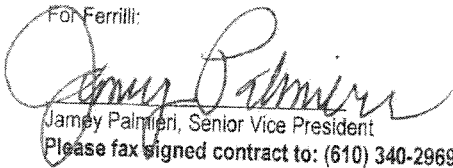
For Victor Valley College:



Peter W. Allan, Interim Superintendent/President

Date 4/14/14

For Ferrilli:



Jamey Palmieri, Senior Vice President  
Please fax signed contract to: (610) 340-2969

Date: 4/22/2014



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

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

**TOPIC:** Employment Contract for Superintendent/President

**SUBMITTED BY:** Trinda Best

**RECOMMENDED BY:** Jeffery Morris, Stutz, Artiano, Schnioff & Holtz

**APPROVED BY:** Dennis Henderson, Board President \_\_\_\_\_

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**Description/Background:**

Recruitment for the position of Superintendent/President has been completed and it is recommended that Dr. Roger Wagner be given a contract beginning on July 15, 2014 through June 30, 2017.

A copy of the original agreement is available for review in the Office of the Superintendent/President.

**Need:**

It is necessary for the Superintendent/President to have an employment contract.

**Fiscal Impact:** \$192,000/annually plus stipends and benefits. Budgeted

**Recommended Action:**

It is recommended that the Board of Trustees approve the employment contract with Dr. Roger Wagner as Superintendent/President, beginning July 15, 2014 through June 30, 2017.

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

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



**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:** Trinda Best

**RECOMMENDED BY:** Trinda Best Trinda Best

**APPROVED BY:** Peter Allan [Signature]

**Description/Background:**

Emeritus status has been requested and approved for the following academic retiree. The appropriate departments have been notified to take the necessary actions to provide the emeritus status benefits.

Mary Sypkens – Professor Emeritus, Child Development

**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



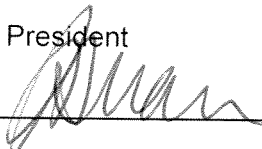
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** FIRST READ – BOARD POLICY 2370 – INVOCATIONS AT BOARD MEETINGS

**SUBMITTED BY:** Jeffery Morris, Legal Counsel (Stutz Artiano Shinoff & Holtz)

**RECOMMENDED BY:** Dennis Henderson, Board President

**APPROVED BY:** Peter W. Allan  \_\_\_\_\_

**Description/Background:**

Board Policy 2370 – Invocations at Board Meetings is a new proposed Board Policy for consideration of the Board of Trustees. Legislative bodies in the United States of America have historically maintained a tradition of solemnizing those proceedings by allowing for an opening prayer with the intent to impart a seriousness, gravity and thoughtfulness that befits important deliberative proceedings, while respecting individuals' personal religious beliefs or lack thereof. The proposed Board Policy sets forth the procedure to follow for inviting Invocational Speakers to Board meetings.

The proposed Board Policy is modeled after the invocation policy of the City of Lancaster. The City of Lancaster's invocation policy was challenged and upheld in the decision of Rubin v. City of Lancaster (2011) 802 F. Supp. 2d 1107. Further, the United States Supreme Court recently upheld that a prayer to open a Board meeting did not violate the Establishment Clause of the United States Constitution. Town of Greece v. Galloway (2014) 134 S. Ct. 1811.

Attached with this report is a proposed version of Board Policy 2370.

**Need:**

To allow for a process to have an invocation before Board of Trustee meetings.

**Fiscal Impact:** None

**Recommended Action:** Review and discuss the proposed Board Policy 2370 – Invocations at Board Meetings.

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICIES

Board Of Trustees

Chapter 2

**Invocations at Board Meetings**

**2370**

Legislative bodies in the United States of America have historically maintained a tradition of solemnizing those proceedings by allowing for an opening prayer with the intent to imbue them with a seriousness, gravity and thoughtfulness that befits important deliberative proceedings while at the same time, respecting individuals' personal religious beliefs or lack thereof. Accordingly, the following provisions shall govern invocations at Board meetings.

1. In order to lend gravity and solemnness to the proceedings of the Board of Trustees ("Board"), it is the policy of the Victor Valley Community College District ("District") to allow for an invocation or prayer (hereinafter "Invocation") to be offered for the benefit of the Board and the community.
2. The Invocation shall be held at the beginning of the meeting immediately before or after the pledge of allegiance and shall not be listed or recognized as an agenda item for the meeting so that it will be clear the Invocation is not considered a part of the public business of the Board.
3. No member of the Board, District employee or any other person in attendance at the meeting shall be required to participate in the Invocation.
4. The Invocation shall be voluntarily delivered by a member of the clergy, or a religious or spiritual leader in the District's geographical jurisdiction. To ensure that such persons (the "Invocational Speakers") are selected from a wide pool of eligible individuals, on a rotating basis, the Invocational Speaker shall be selected according to the following procedure:
  - a. The Clerk shall compile and maintain a database (the "Congregations List") of religious and spiritual groups with an established presence in the District's geographic jurisdiction.
  - b. The Congregations List shall be compiled by referencing the listing for "churches," "congregations," or other religious assemblies in the annual Yellow Pages® phone book(s) published in the District's geographical jurisdiction, research from the Internet, and consultation with the local chambers of commerce. All religious congregations with an established presence in the communities that comprise the District's geographical jurisdiction are eligible to be included in the Congregations List, and any such congregation can confirm its inclusion by specific written request to the Clerk.
  - c. The Congregations List shall also include the name and contact information of any chaplain who serves one or more of the fire departments or law enforcement agencies within the District's geographical jurisdiction or any nearby military facilities.
  - d. The Congregations List shall be updated, by reasonable efforts of the Clerk, in November of each calendar year.
  - e. Within thirty (30) days of the effective date of this Policy, and on or about December 1 of each calendar year thereafter, the Clerk shall mail an invitation addressed to the



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICIES

Board Of Trustees

Chapter 2

**Invocations at Board Meetings**

**2370**

“religious leader” of each congregation listed on the Congregations List and the individual chaplains included on the Congregations List.

- f. The invitation shall be dated at the top of the page, signed by the Clerk at the bottom of the page, and read as follows:

*Dear Religious Leader,*

*It is the policy of the Victor Valley Community College District to invite members of the local spiritual community to voluntarily offer a prayer before the beginning of its meetings, for the benefit and blessing of the Board of Trustees. As the leader of a religious congregation with an established presence in one of the communities served by the District, or in your capacity as a chaplain for one of the local fire departments or law enforcement agencies served by the District, you are eligible to offer this important service at an upcoming meeting of the Board of Trustees.*

*If you are willing to assist the District in this regard, please send a written reply at your earliest convenience to the Clerk at the address included on this letterhead. Clergy are scheduled on a first-come, first-served or other random basis. The dates of the Trustees' scheduled meetings for the upcoming year are attached to this letter.*

*If you have a preference among the dates, please state that request in your written reply.*

*This opportunity is voluntary and you are free to offer the invocation according to the dictates of your own conscience. To maintain a spirit of respect and ecumenism, the Board requests only that the prayer opportunity not be exploited as an effort to convert others to the particular faith of the invitational speaker, nor to disparage any faith or belief different than that of the invitational speaker.*

*On behalf of the Victor Valley Community College District, I thank you in advance for considering this invitation.*

*Sincerely,*

*Clerk of the Board of Trustees*

- g. As provided in paragraph 6 (below) and, as the invitation letter indicates, prospective Invitational Speakers shall be scheduled on a first-come, first-served or other random basis to deliver the Invocation.
- h. If the selected Invitational Speaker does not appear at the scheduled meeting, or if no Invitational Speaker has volunteered for a particular meeting, the Mayor may ask for a volunteer from among the Board of Trustees or the audience to deliver the invocation. If none of those individuals is prepared to deliver an Invocation, the Clerk may read a brief non-sectarian Invocation.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICIES

Board Of Trustees

Chapter 2

**Invocations at Board Meetings**

**2370**

5. No Invocational Speaker shall be compensated for his or her service.
6. The Board Clerk shall make every reasonable effort to ensure that a variety of eligible Invocational Speakers are scheduled for the Board meetings. In any event, no Invocational Speaker shall be scheduled to offer a prayer at consecutive meetings of the Board, or at more than three (3) Board meetings during any calendar year.
7. Neither the Board nor the Clerk shall engage in any prior inquiry, review of, or involvement in, the content of any Invocation to be offered by an Invocational Speaker.
8. Shortly before the opening gavel that officially begins the meeting and the agenda/business of the public, the Board Chair shall introduce the Invocational Speaker and the person selected to recite the Pledge of Allegiance, and invite only those who wish to do so to stand for those observances with the Board.
9. This Policy shall be intended for all District Board meetings and District Board subcommittee meetings.
10. This Policy is not intended, and shall not be implemented or construed in any way, to affiliate the Board with, nor express the District's preference for, any faith or religious denomination. Rather, this Policy is intended to acknowledge and express the District's respect for the diversity of religious denominations and faiths represented and practiced among the citizens within the geographical area served by the District.

References: Town of Greece v. Galloway (2014) 134 S. Ct. 1811.  
Rubin v. City of Lancaster (2011) 802 F. Supp. 2d 1107.



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

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

**TOPIC:** FIRST READ – BOARD POLICY 2515– USE and DISTRIBUTION OF THE GUARANTEED INVESTMENT CONTRACT FUND (“GIC”)

**SUBMITTED BY:** Jeffery A. Morris, Stutz Artiano Shinoff & Holtz, APC

**APPROVED BY:** Dennis Henderson, Board President

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**Description/Background:**

Proposed Board Policy 2515 – Use and Distribution of the Guaranteed Investment Contract Fund (“GIC”). The First Reading for Board Policy 2515 took place at the March 14, 2014, regular Board of Trustees meeting. The Second Reading took place at the April 8, 2014, regular Board of Trustee meeting. At the April 8, 2014, meeting, by MSC (Brady/Wood, 5-0) the Board returned BP 2515 for the vetting process involving the appropriate channels (Academic Senate and College Council).

The Academic Senate held a first reading of BP 2515 at its April 10, 2014, meeting. The minutes of the April 10, 2014, Academic Senate Meeting are attached as Exhibit A to this report is a copy of Approved Minutes of the April 10, 2014 meeting.

The College Council had a First & Second Reading of BP 2515 at its May 7, 2014 meeting. College Council did not take action on BP 2515, and will bring BP 2515 back for further discussion at its May 21, 2014. College Council was awaiting a report to be provided by Cambridge West Partnerships, LLC, by James Austin, on May 22, 2014. Attached as Exhibit B to this report is a copy of the minutes of College Council from its May 7, 2014 meeting.

Attached as Exhibit C is the proposed revised version of BP 2515 from the Academic Senate.

Attached as Exhibit D is the BP 2515 considered by the Board of Trustees at its April 8, 2014 meeting.

The Board will review and discuss the proposed Board Policy concerning use and distribution of the GIC fund along with the revisions proposed for BP 2515 by the Academic Senate.

**Need:**

Allow discussion regarding use and distribution of the GIC. The use and distribution of the GIC fund is within the subject matter jurisdiction of the Board of Trustees. Board Policies are a statement of intent of the Board on this specific issue.

Meeting Date: June 10, 2014

Item Number: 12.3

**Fiscal Impact:** None

**Recommended Action:** Review and discuss the proposed Board Policy # 2515 – Use and Distribution of the Guaranteed Investment Contract Fund (“GIC”).

**Legal Review:** YES  NOT APPLICABLE

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**Reference for Agenda:** YES  NO

**EXHIBIT A**

**ACADEMIC SENATE MEETING  
APPROVED MINUTES  
APRIL 10, 2014 MEETING**

**VVC Academic Senate Meeting**  
**APPROVED MINUTES**  
 Thursday, April 10, 2014  
 Administration Services Bldg., Room 8, 3:30 p.m.

		Area Representative		At-Large Area Representatives	Members
KIN		Blanchard, Debra	X	Butros, Michael	Adell, Tim
Science	X	Gibbs, David	X	Menser, Gary	Burg, Ed
Science	X	Gibbs, Jessica			Cerreto, Richard
LA	X	Golder, Patty		<b>Executive Officers</b>	Ellis, Lisa
PAC	X	Heaberlin, Ed	X	Davis, T., President	Hellomon, Dave
PSTC		Jones, Scott		Harvey, L, Past-President	Pendleton, Joe
ATC	X	Malone, Patrick	X	Oliver, C., Vice-President	
C & L		Mayer, Peggy	X	Huiner, L., Secretary	
C & L	X	McCracken, Mike		Toner, S., Treasurer	
ALDH	X	Ramming, Alice			<b>Guests</b>
VOC	X	Rubayi, Khalid		<b>Part-time Faculty Representative</b>	Javaheripour, GH
ATC	X	Ruiz, Maria	X	Akers, Glenn	Orta, Deedee
ALDH		Speakman, Jeanine	X	Elsmore, Cheryl	
LA	X	Tomlin, Karen			
Ac. Com.		Young, Henry			

Quote for the day: "An investment in knowledge pays the best interest." – Benjamin Franklin

Called to order at 3:34 p.m.

**Additions and Revisions to the Agenda**

Special Guests: Administrative Presentation on Board Policies and Budget  
 GH Javaheripour, Vice-President of Administrative Services, discussion on proposed board policies: BOT did not ask for analysis in developing the Board Policies; waiting for May revise, not much information about budget development; BOT discussed it at previous board meeting, said they are developing guidelines in response to accreditation recommendation 6; done without input from VP – Administrative Services. BP 6320 on investments, question if GIC is an investment fund?, yes, so 2515 is in violation of current board policy. FCMAT also says interest from GIC can be used for operating expenses for 5-years. Constructive feedback: statement about how the interest and principle from the GIC may be used. Idea to wean use of interest from GIC to \$2 million until 2019, then \$1 million until 2024 when fund expires. Request for VP to share with us his recommendation for policies. Need robust summer to meet mid-sized college goal; lower enrollment, not meeting FTES goals in fall and spring due to economy. Next year may have another \$1million problem related to mid-size college cap. Discussion on chaptering of policies in BP areas 2 or 6? Principle of GIC is \$27 million. Discussion on purpose of the GIC. BOT hasn't said how they want to spend the GIC. ACCJC wants plan for how to spend the GIC. GH would support recommendations to policy. Send suggestions for BP revisions to ASET for second reading in May.

**1. Action/Information Items**

- 1.1 Action: 3/06/2014 Academic Senate Minutes (M/S/U) (Butros, Heaberlin)Y
- 1.2 Curriculum Committee Handbook – 2<sup>nd</sup> Reading (M/S) (Gibbs, J., Menser)  
 Discussion about committee member appointment (on p. 12) and conflict with senate bylaws and Title 5. Motion to refer document back to Curriculum

Academic Senate 10 + 1: Curriculum - Degree/Certificate Requirements - Grade Policies - Educational Program Development - Standards for Student Preparation & Success - Governance Structures for Faculty - Accreditation - Professional Development - Program Review - Institutional Planning & Budget Development - Other Academic & Professional Matters
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Committee (M/S/C) (Ramming, McCracken) (Nay votes: Gibbs, D., Menser, G., Tomlin, K.)

- 1.3 BP 2515 – Use and Distribution of the Guaranteed Income Contract Fund “GIC” – 1<sup>st</sup> Reading (M/S) (Butros, Gibbs, D.) Discussion on “income” vs “investment” in title. BP must have a purpose, doesn’t meet accreditation recommendation. Violates another board policy. Look at plan from recommendation 6 and suggestion for using interest. Support for inviting 1 or 2 BOT members to next meeting for discussion. Second reading in May.
- 1.4 BP 2520 – Percentage of Budget Committed to Salary and Benefits – 1<sup>st</sup> Reading (M/S) (Gibbs, J., Butros) Discussion on reps sending revisions to area faculty for review. Percentages on the BP changed by BOT to 87%, 85%, and 83%. Issues related to differences in annual expenditures, planning, program expansion. Second reading in May.
- 1.5 BP 2525 – Percentage of Budget Committed to Classroom Instructional Employee Salary and Benefits – 1<sup>st</sup> Reading (M/S) (Ellis, Gibbs, J.) College Council did first reading, but AFT and CSEA have referred it for legal counsel. Motion to table. (M/S/U) (Gibbs, D., Butros)
- 1.6 AP 3570 – District Smoking Policy – 1<sup>st</sup> Reading (M/S) (Gibbs, J., Gibbs, D.) Discussion on use of cigarettes in plays and in designated areas. Second reading in May.
- 1.7 Information: Curriculum Committee Minutes 2/27/2013, 03/13/2014
- 1.8 Information: Draft Revisions of Constitution and Bylaws – Task Force has reviewed governing documents. First reading in May.
- 1.9 Information: Revised “Petition for Course Repetition” Discussion on a review of the form by Curriculum, Petition and Student Success Committees. Mandated by law.
- 1.10 Academic Senate Election – Final Call for Nominations. Vice-President – Jessica Gibbs, Patty Golder, Hinrich Kaiser. Secretary -- Lisa Ellis, Leslie Huiner. Treasurer -- Ed Burg, Joe Pendleton, Stephen Toner. Area Reps -- Science Building: Michael Butros, Richard Cerreto. Liberal Arts: Karen Tomlin, write-in. Counseling & Library: Melanie Dube-Price, Peggy Mayer, Lorena Ochoa. ATC: Tim Adell, Patrick Malone, Maria Ruiz. Vocational: Gary Menser. Allied Health: Alice Ramming, Sally Thibodeaux. Performing Arts Center: Ed Heaberlin. Academic Commons: Dave Hollomon. Kinesiology: Debra Blanchard. Public Safety Training Center: Dave Oleson. At Large: David Gibbs, Khalid Rubayi. Adjunct Faculty: Glenn Akers, Leontine Armstrong, Cheryl Elsmore.

## 2. **President’s Report and Announcements**

2.1 Other

## 3. **Public Comments**

Communication on non-agenda items, limited to 3 minutes per person and 6 minutes per subject

4. **Adjournment** - Meeting Adjourned at 5:30p.m.



**EXHIBIT B**

**MINUTES OF COLLEGE COUNCIL  
MAY 7, 2014 MEETING**

**COLLEGE COUNCIL MINUTES**  
**WEDNESDAY, MAY 07, 2014**  
**PCR**



**Present:** Peter Allan, GH Javaheripour, Peter Maphumulo  
Tracy Davis, Robert Sewell, Greta Moon, Diane Wollan, Bill Greulich  
**Call to Order:** 3:00 p.m.  
**Recorder:** Victoria Churgin

**1) Approval of the Minutes**

- a) **April 23, 2014** – approved by consensus

**2) Accreditation Update**

Peter Allan reported that the commission will be meeting in June 2014 to review our status. We are expecting to receive the outcome from the Commission on July 2, 2014.

**3) First & Second Read, BP 2515 (BP 6320a) Use and Distribution of the Guaranteed Investment Contract Fund (GIC) ~ Tracy Davis (Attachment)**

**Requesting College Council approves the revision on a first and second read. BP 2515 with revisions were presented and approved by the Academic Senate on May 1, 2014.**

*GH Javaheripour reported that the Board of Trustees has asked for a fiscal review of the three new board policies. The District is in the process of contracting with a consultant firm that can provide a fiscal analysis. GH stated that it is the pleasure of the committee (College Council) to hold off on the discussion of the three board policies until the fiscal analysis is completed and the report has been submitted so that the findings can be incorporated into the discussion. The new board policies will not be presented to the Board of Trustees during the May meeting. A robust conversation took place amongst the group regarding the GIC, Bond Measure JJ, COP (Certificate of Participation) payoff, and Proposition 39.*

**Action:** Peter Allan requested that the item be brought back to the next meeting for further discussion and to include BP 2525.

**4) First & Second Read, BP 2520 (BP 6220) Percentage of the Budget Committed to Salary and Benefits ~ Tracy Davis (Attachment)**

**Requesting College Council approves the revision on a first and second read. BP 2520 with revisions were presented and approved by the Academic Senate on May 1, 2014.**

*BP 2520 was discussed during agenda item #3.*

**Action:** Peter Allan requested that the item be brought back to the next meeting for further discussion; hopefully we will have the results of the fiscal analysis by the consultant group.

**5) Informational Item/Discussion, Education Planning Initiative Task Force ~ Tracy Davis (Attachment)**

**The Education Planning Initiative is a statewide project of the CCCCO, which is seeking participate from CCCs as pilot colleges “to provide critical support and feedback in the development of an education planning and/or degree audit system that will benefit all California Community Colleges and students; more information can be viewed at <http://cccedplan.org/>.**

*Tracy Davis reported that she met with Virginia Moran, Sergio Oklander, Mark Clair, and Jennifer Larriva, to discuss the educational planning initiative the EPI. The understanding of the initiative is data integrity; we as a college will be making a proposal to join this pilot college program. Virginia Moran had asked Tracy Davis to recruit a couple of faculty members for this pilot program; participation includes Claude Oliver as the incoming Faculty Senate President, and Kelley Beach from Counseling; we are still waiting to hear from Pamela James and are working on a few others to participate. This will be done during the summer and will require a lot of coordination with MIS. If more information is required contact Virginia Moran as she can answer any questions. Greta Moon stated that this is a good tool to help develop educational planning, student success and will interface with our degree audit system in Datatel; to be a part of a pilot program is exciting. Bill Greulich stated internally from what he has read this is to standardize the data collection. Tracy Davis reported as a pilot program this would be a 1 to 2 year commitment on our part.*

- a) **Action:** Per Tracy Davis on behalf of Virginia Moran the action would be to support the efforts of joining the pilot program.

- 6) **Second Read, AP 3570 District Smoking Policy ~ Tracy Davis/Leonard Knight (Attachment)**  
**First read approved during College Council on March 26, 2014. Request that Administrative Procedure 3570 be implemented to govern the smoking policy on campus.**  
*Tracy Davis reported that the Academic Senate passed AP 3570 and felt that this is a good policy. Chief Leonard Knight is working on the details and policy enforcement.*  
a) **Action: Approved on a second read.**

7) **Committee Updates: NO COMMITTEE REPORTS**

- a) **Accreditation Committee:**
- b) **Diversity Committee:**
- c) **Environmental Health & Safety Committee:**
- d) **Facilities Committee:**
- e) **Finance/Budget & Planning Committee:**
- f) **Employee Professional Development Committee:**
- g) **Student Success and Support Committee:**
- h) **Technology Committee:**

8) **Other**

Bill Greulich reported that May 16<sup>th</sup> is the ground breaking for the Science building. It is very important that we have a vast turnout of people to honor Dr. Reddy's presence with our presence as he has donated 2 million dollars for materials and equipment for the project. Refreshments will be provided and catered by Reflections.

Robert Sewell reported that the Fire Department graduation ceremony will be on Friday in the PAC, the part-time faculty tea will be held in the SAC tomorrow afternoon, and the State Assembly District 33 forum will be held in the SAC tomorrow at 4:00pm; 2 hour time frame and will be filmed. Evelyn Blanco was accepted to Berkeley and UCLA, and ASB elections are going on today.

Peter Allan announced with a heavy heart that counselor Christine Cole passed away today. Bill Greulich will not make a public announcement until he hears from the family; Diane Wollan is in touch with the family and will keep Bill Greulich posted on when he can release information to the campus community.

Tracy Davis reported that the Academic Senate elections are taking place; we have 3 candidates for President, 3 candidates for VP, Leslie Huiner will continue to be the secretary, and Claude Oliver will be President in the fall; Tracy Davis will be past President.

**Adjournment: 3:50PM**

**Next Regularly Scheduled College Council meeting: May 21, 2014**

**EXHIBIT C**

**ACADEMIC SENATE  
PROPOSED REVISED VERSION  
BOARD POLICY 2515**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

~~BOARD OF TRUSTEES~~  
BUSINESS AND FISCAL AFFAIRS

~~Chapter 2~~  
Chapter 6

Percentage of the Budget Committed to Salary and Benefits      ~~BP 2520~~ BP 6220

**The goal beginning academic school year 2014/2015 is that** the portion of the budget committed to salary and benefits **for all employees** shall not exceed 87% of the total budget. **The goal in academic school year 2015/2016 is that** the portion of the budget committed to salary and benefits **for all employees** shall not exceed 85% of the total budget. In academic school year 2016/2017, and all subsequent years, **the goal is** that the portion of the budget committed to salary and benefits **for all employees** shall not exceed 83% of the total budget.

**With board approval, the percentage maximums listed above may be increased as circumstances dictate.**

**EXHIBIT D**

**BOARD POLICY 2515  
CONSIDERED BY BOARD OF TRUSTEES  
APRIL 8, 2014 MEETING**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BOARD OF TRUSTEES

Chapter 2

**Use and Distribution of the Guaranteed  
Investment Contract Fund (“GIC”)**

**BP 2515**

The Principal of the Guaranteed Investment Contract Fund “GIC” shall not be used for General Fund Expense Budget items. Principal of the GIC shall not be used to cover any General Fund Expense Budget deficit.

Beginning school year 2019/2020, and for all subsequent years, the Interest earned on the Principal in the GIC shall not be used for General Fund Expense Budget items, nor to cover any General Fund Expense Budget deficit.





VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

TOPIC: FIRST READ – BOARD POLICY 2525– PERCENTAGE OF BUDGET  
COMMITTED TO CLASSROOM INSTRUCTIONAL EMPLOYEE  
SALARY and BENEFITS

SUBMITTED BY: Jeffery A. Morris, Stutz Artiano Shinoff & Holtz, APC

APPROVED BY: Dennis Henderson, Board President

**Description/Background:**

Proposed Board Policy 2525 – Percentage of Budget Committed to Classroom Instructional Employee Salary and Benefits. The First Reading for Board Policy 2525 took place at the March 14, 2014, regular Board of Trustees meeting. On a MSC (Brady/Wood, 5-0) the Board tabled BP 2525 for the vetting process involving the appropriate channels (Academic Senate and College Council).

On April 10, 2014, the Academic Senate considered BP 2525 for a first read. AFT and CSEA indicated that BP 2525 was referred out to its legal counsel. Attached as Exhibit A are the approved minutes from the April 10, 2014, Academic Senate meeting.

Attached with this report is the version of Board Policy 2525, presented at the March 14, 2014 Board of Trustees meeting as Exhibit B.

**Need:**

Allow discussion regarding the percentage of budget committed to classroom instructional employee salary and benefits. The issue of the budget is within the subject matter jurisdiction of the Board of Trustees. Board Policies are a statement of intent of the Board on this specific issue.

**Fiscal Impact:** None

**Recommended Action:** Review and discuss the proposed Board Policy 2525 - Percentage of Budget Committed to Classroom Instructional Employee Salary and Benefits.

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

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

**EXHIBIT A**

**ACADEMIC SENATE MINUTES  
APRIL 10, 2014 MEETING**

**VVC Academic Senate Meeting**  
**APPROVED MINUTES**

Thursday, April 10, 2014

Administration Services Bldg., Room 8, 3:30 p.m.

		Area Representative		At-Large Area Representatives	Members
KIN		Blanchard, Debra	X	Butros, Michael	Adell, Tim
Science	X	Gibbs, David	X	Menser, Gary	Burg, Ed
Science	X	Gibbs, Jessica			Cerreto, Richard
LA	X	Golder, Patty		<b>Executive Officers</b>	Ellis, Lisa
PAC	X	Heaberlin, Ed	X	Davis, T., President	Hollomon, Dave
PSIC		Jones, Scott		Harvey, I., Past-President	Pendleton, Joe
ATC	X	Malone, Patrick	X	Oliver, C., Vice-President	
C & L		Mayer, Peggy	X	Huiner, L., Secretary	
C & L	X	McCracken, Mike		Toner, S., Treasurer	
ALDH	X	Ramming, Alice			<b>Guests</b>
VOC	X	Rubayi, Khalid		<b>Part-time Faculty Representative</b>	Javaheripour, GH
ATC	X	Ruiz, Maria	X	Akers, Glenn	Orta, Deedee
ALDH		Speakman, Jeanine	X	Elsmore, Cheryl	
LA	X	Tomlin, Karen			
Ac. Com.		Young, Henry			

Quote for the day: "An investment in knowledge pays the best interest." – Benjamin Franklin

Called to order at 3:34 p.m.

**Additions and Revisions to the Agenda**

Special Guests: Administrative Presentation on Board Policies and Budget

GH Javaheripour, Vice-President of Administrative Services, discussion on proposed board policies: BOT did not ask for analysis in developing the Board Policies; waiting for May revise, not much information about budget development; BOT discussed it at previous board meeting, said they are developing guidelines in response to accreditation recommendation 6; done without input from VP – Administrative Services. BP 6320 on investments, question if GIC is an investment fund?, yes, so 2515 is in violation of current board policy. FCMAT also says interest from GIC can be used for operating expenses for 5-years. Constructive feedback: statement about how the interest and principle from the GIC may be used. Idea to wean use of interest from GIC to \$2 million until 2019, then \$1 million until 2024 when fund expires. Request for VP to share with us his recommendation for policies. Need robust summer to meet mid-sized college goal; lower enrollment, not meeting FTES goals in fall and spring due to economy. Next year may have another \$1 million problem related to mid-size college cap. Discussion on chaptering of policies in BP areas 2 or 6? Principle of GIC is \$27 million. Discussion on purpose of the GIC. BOT hasn't said how they want to spend the GIC. ACCJC wants plan for how to spend the GIC. GH would support recommendations to policy. Send suggestions for BP revisions to ASET for second reading in May.

**1. Action/Information Items**

- 1.1 Action: 3/06/2014 Academic Senate Minutes (M/S/U) (Butros, Heaberlin)Y
- 1.2 Curriculum Committee Handbook – 2<sup>nd</sup> Reading (M/S) (Gibbs, J., Menser)  
 Discussion about committee member appointment (on p. 12) and conflict with senate bylaws and Title 5. Motion to refer document back to Curriculum

Academic Senate 10 + 1: Curriculum - Degree/Certificate Requirements - Grade Policies - Educational Program Development - Standards for Student Preparation & Success - Governance Structures for Faculty - Accreditation - Professional Development - Program Review - Institutional Planning & Budget Development - Other Academic & Professional Matters
---

Committee (M/S/C) (Ramming, McCracken) (Nay votes: Gibbs, D., Menser, G., Tomlin, K.)

- 1.3 BP 2515 – Use and Distribution of the Guaranteed Income Contract Fund “GIC” – 1<sup>st</sup> Reading (M/S) (Butros, Gibbs, D.) Discussion on “income” vs “investment” in title. BP must have a purpose, doesn’t meet accreditation recommendation. Violates another board policy. Look at plan from recommendation 6 and suggestion for using interest. Support for inviting 1 or 2 BOT members to next meeting for discussion. Second reading in May.
  - 1.4 BP 2520 – Percentage of Budget Committed to Salary and Benefits – 1<sup>st</sup> Reading (M/S) (Gibbs, J., Butros) Discussion on reps sending revisions to area faculty for review. Percentages on the BP changed by BOT to 87%, 85%, and 83%. Issues related to differences in annual expenditures, planning, program expansion. Second reading in May.
  - 1.5 BP 2525 – Percentage of Budget Committed to Classroom Instructional Employee Salary and Benefits – 1<sup>st</sup> Reading (M/S) (Ellis, Gibbs, J.) College Council did first reading, but AFT and CSEA have referred it for legal counsel. Motion to table. (M/S/U) (Gibbs, D., Butros)
  - 1.6 AP 3570 – District Smoking Policy – 1<sup>st</sup> Reading (M/S) (Gibbs, J., Gibbs, D.) Discussion on use of cigarettes in plays and in designated areas. Second reading in May.
  - 1.7 Information: Curriculum Committee Minutes 2/27/2013, 03/13/2014
  - 1.8 Information: Draft Revisions of Constitution and Bylaws – Task Force has reviewed governing documents. First reading in May.
  - 1.9 Information: Revised “Petition for Course Repetition” Discussion on a review of the form by Curriculum, Petition and Student Success Committees. Mandated by law.
  - 1.10 Academic Senate Election – Final Call for Nominations. Vice-President – Jessica Gibbs, Patty Golder, Hinrich Kaiser. Secretary -- Lisa Ellis, Leslie Huiner. Treasurer -- Ed Burg, Joe Pendleton, Stephen Toner. Area Reps -- Science Building: Michael Butros, Richard Cerreto. Liberal Arts: Karen Tomlin, write-in. Counseling & Library: Melanie Dube-Price, Peggy Mayer, Lorena Ochoa. ATC: Tim Adell, Patrick Malone, Maria Ruiz. Vocational: Gary Menser. Allied Health: Alice Ramming, Sally Thibodeaux. Performing Arts Center: Ed Heaberlin. Academic Commons: Dave Hollomon. Kinesiology: Debra Blanchard. Public Safety Training Center: Dave Oleson. At Large: David Gibbs, Khalid Rubayi. Adjunct Faculty: Glenn Akers, Leontine Armstrong, Cheryl Elsmore.
2. **President’s Report and Announcements**
    - 2.1 Other
  3. **Public Comments**  
Communication on non-agenda items, limited to 3 minutes per person and 6 minutes per subject
  4. **Adjournment** - Meeting Adjourned at 5:30p.m.

**EXHIBIT B**

**BOARD POLICY 2525**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BOARD OF TRUSTEES

Chapter 2

**Percentage of Budget Committed to Classroom  
Instructional Employee Salary and Benefits**

**BP2525**

Beginning school year 2014/2015 classroom instructional employee salary and benefits expenditure shall not exceed 57% of the total Unrestricted General Fund Expense Budget. In school year 2015/2016 instructional employee salary and benefits expenditure shall not exceed 55% of the total Unrestricted General Fund Expense Budget. In school year 2016/2017, and all subsequent years, instructional employee salary and benefits expenditure shall not exceed 52% of the total Unrestricted General Fund Expense Budget.

The classroom instructional employee salary and benefits expenditure should not be less than 50% of the total Unrestricted General Fund Expense Budget, in accordance with Education Code Section 84362.



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

TOPIC: FIRST READ – BOARD POLICY 6220— PERCENTAGE OF BUDGET COMMITTED TO SALARY and BENEFITS

SUBMITTED BY: Jeffery A. Morris, Stutz Artiano Shinoff & Holtz, APC

APPROVED BY: Dennis Henderson, Board President

**Description/Background:**

Proposed Board Policy 2520 – Percentage of Budget Committed to Salary and Benefits. The First Reading for Board Policy 2520 took place at the March 14, 2014, regular Board of Trustees meeting. The Second Reading took place at the April 8, 2014, regular Board of Trustee meeting. At the April 8, 2014, meeting, by MSC (Brady/Wood, 5-0) to table BP 2520 for the vetting process involving the appropriate channels (Academic Senate and College Council) and to have BP 2520 retitled in Chapter 6.

The Academic Senate held a first reading of BP 2520 at its April 10, 2014, meeting. On May 1, 2014, the Academic Senate approved a revised version of BP 2520. Attached as Exhibit A is a copy of the minutes of the Academic Senate for the May 1, 2014, meeting. Attached as Exhibit B is a copy of the revised version of BP 2520, retitled BP 6220 with proposed revisions from the Academic Senate.

The College Council had a First & Second Reading of BP 2520 at its May 7, 2014 meeting. College Council agendized to approve the revisions proposed by the Academic Senate. College Council did not take action on the revised BP 6220, at the request of Peter Allan to bring back for College Council’s next meeting May 21, 2014. College Council was awaiting a report to be provided by Cambridge West Partnerships, LLC, by James Austin, on May 22, 2014. Attached as Exhibit C to this report is a copy of the minutes of College Council from its May 7, 2014 meeting.

Attached with this report is a corrected version of Board Policy 2520 retitled BP 6220, as Exhibit D.

**Need:**

Allow discussion regarding the percentage of budget committed to salary and benefits. The issue of the budget is within the subject matter jurisdiction of the Board of Trustees. Board Policies are a statement of intent of the Board on this specific issue.

**Fiscal Impact:** None

**Recommended Action:** Review and discuss the proposed Board Policy 6220 – Percentage of Budget Committed to Salary and Benefits.

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

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



**EXHIBIT A**

**ACADEMIC SENATE MINUTES  
MAY 1, 2014 MEETING**

**VVC Academic Senate Meeting**  
**DRAFT MINUTES**  
 Thursday, May 1, 2014  
 Administration Services Bldg., Room 8, 3:30 p.m.

		Area Representative		At-Large Area Representatives	Members
KIN	X	Blanchard, Debra	X	Butros, Michael	Adell, Tim
Science	X	Gibbs, David	X	Menser, Gary	Burg, Ed
Science	X	Gibbs, Jessica			Cerreto, Richard
LA	X	Golder, Patty		<b>Executive Officers</b>	Ellis, Lisa
PAC	X	Heaberlin, Ed	X	Davis, T., President	Pendleton, Joe
PSTC		Jones, Scott	X	Harvey, L. Past-President	
ATC	X	Malone, Patrick	X	Oliver, C., Vice-President	
C & L	X	Mayer, Peggy	X	Huiner, L., Secretary	
C & L	X	McCracken, Mike	X	Toner, S., Treasurer	
ALDH	X	Ramming, Alice			<b>Guests</b>
VOC	X	Rubayi, Khalid		<b>Part-time Faculty Representative</b>	Allan, Peter
ATC	X	Ruiz, Maria	X	Akers, Glenn	
ALDH		Speakman, Jeanine	X	Elsmore, Cheryl	
LA	X	Tomlin, Karen			
Ac. Com.		Young, Henry			

Called to order at 3:32p.m.

Thank you to Lisa Harvey, Past President.

**Additions and Revisions to the Agenda**

**1. Action/Information Items**

- 1.1 Action: 4/10/2014 Academic Senate Minutes (M/S/U) (Blanchard, Butros) Y
- 1.2 Curriculum Committee Handbook – 2<sup>nd</sup> Reading (M/S/F) (Blanchard, Menser) (YES votes: Blanchard, Golder) Discussion re: cross discipline consultation prior to committee approval (page 26). Request to add civics and workforce prep to the section on non-credit (page 8); concern that we do not currently teach it. Remedial is now referred to as developmental (page 7). Discussion on selection of representatives and following bylaws (page 12) and need for training opportunities. Amend motion to approve with revisions (M/S/F) (Menser, Akers) (YES votes: Blanchard, Golder, Ramming, Elsmore; Abstention: Malone) N
- 1.3 BP 2515 – Use and Distribution of the Guaranteed Income Contract Fund “GIC” – 2<sup>nd</sup> Reading (M/S) (Gibbs, D., Mayer) Motion to approved as corrected (M/S/U) (Ellis, Harvey) Y
- 1.4 BP 2520 – Percentage of Budget Committed to Salary and Benefits –2<sup>nd</sup> Reading (M/S) (Gibbs, D., Butros) Motion to approve as corrected (Ellis, Butros) (M/S/C) (NO vote: Ramming) Y
- 1.5 AP 3570 – District Smoking Policy – 2<sup>nd</sup> Reading (M/S/C) (Mayer, Butros) (Abstention: Akers) Y
- 1.6 Governing Documents Revision: Bylaws – 1<sup>st</sup> Reading (M/S) (Mayer, Butros) Second reading in September, review it over summer and send revisions to ASET.
- 1.7 Governing Documents Revision: Constitution – 1<sup>st</sup> Reading. (M/S) (Butros, Mayer) Second reading in September, review it over summer and send revisions to ASET.
- 1.8 AP 2410 – Policy Making – 1<sup>st</sup> Reading (M/S) (Butros, Mayer) Second reading in September.
- 1.9 Information: Curriculum Committee Minutes 3/27/2014
- 1.10 Information: Program Review – Program List Spring 2014

**2. President’s Report and Announcements**

- 2.1 Accreditation – Visiting team conducted site visit. Allan received confidential report, distributed to individuals who would be knowledgeable about factual corrections. Feel that recs 2 and 3 continue to be met, ongoing concern about rec 6. Report back from ACCJC in July.
- 2.2 Hiring: 2013-2014/2014-2015 – Last year ASET submitted list of recommended hires to administration, based on a prioritization process analyzing program reviews and annual reports; per administration 4 positions were supposed to be hired but it never happened. Does senate body want us to keep this list for next year?, or use it in conjunction with a review of this year’s program reviews and annual updates to create a new list? Counseling getting a new hire this year funded through categorical funds for Student Success Act. Email Tracy and Claude with recommendations to either go forward with the existing list or compile a new list.
- 2.3 Board of Trustees Meeting – Next meeting will be May 13.

- 2.4 Institutional Effectiveness Committee Needed – Discussed in AP 1201 task force. The 2011 ACCJC report said this committee was doing demonstrable, evidential work, so task force will be looking at it.
- 2.5 Graduation May 30, 2014 – Faculty Guides: Mary Sypkens and Glenn Akers. Encourage everyone to attend.
- 2.6 Other - It has been a privilege and pleasure to serve as senate president.

3. **Executive Officer's Reports**

- 3.1 Past President, Lisa Harvey – Glad to be present after car accident.
- 3.2 Vice President, Claude Oliver – Present Tracy Davis with appreciation gift from ASET. Senate Elections Announcement – Elections start tomorrow and run for 1 week, votes will be counted in PAC classroom at 6pm on Friday. Ballots and ballot boxes will be delivered tomorrow. Adjunct faculty will vote electronically.
- 3.3 Secretary, Leslie Huiner
- 3.4 Treasurer, Steve Toner - Collection for food money: \$84 in April and \$88 in May. Balance of \$76.67. Senate plenary report sent out by email and will be in next issue of Faculty Forum.
- 3.5 Part-time Representative Report – Glenn Akers – There are 414 adjunct with 2 senate representatives, request to increase by at least 1 part-time representative. Recommend that he send that suggestion for bylaws revision.

4. **Senate Representative Reports**

- 4.1 Other –  
Ed Heaberlin – This is last weekend for Theater Arts Department's production of "All My Sons."  
Jessica Gibbs – Campus Communication Day yesterday, was video recorded and will be posted on public relations web page, topics included accreditation, grants, and scorecard.  
Alice Ramming – Nurses participated in disaster preparedness drill at the PSTC.  
Debra Blanchard – Kinesiology Department's dance performance May 16-18. New dance club, also performing at Cinco de Mayo.

5. **Committee Reports or Special Reports**

- 5.1 Instructional Program Review Committee (IPRC) – Jessica Gibbs – Finished revision to comprehensive PRAISE, template on SharePoint and senate web page, do not use previous templates, this year will be Track B. Finishing revision to annual update, should be available May 9. Ongoing workshops for training.
- 5.2 Honors Program – Tim Adell – 9 students did wonderfully at Irvine, aiming for more next year.
- 5.3 Student Learning Outcomes and Assessment Committee (SLOAC) – David Gibbs – Working on process and hope to smooth it out before fall 2015.
- 5.4 Curriculum Committee – Debby Blanchard – New interface on cover page with a checklist for updates.
- 5.5 Distance Education Senate Committee – Paul Tinning
- 5.6 Basic Skills Committee – Pat Wagner
- 5.7 Legislative Analysis Committee – Lisa Harvey – Reviewing Brown Act implications for all committees – not applicable to senate committees except for curriculum. Looking at law regarding baccalaureate degrees awarded at community colleges. Pro-con arguments were featured in the Advocate newsletter.
- 5.8 Other

6. **Shared Governance Reports**

- 6.1 Technology Committee – Ed Burg
- 6.2 Facilities Committee – Tom Miller
- 6.3 Finance, Budget & Planning Committee – Claude Oliver – Discussion about going back down to a "small size" college, ignoring wait lists.
- 6.4 Student Success and Support Committee – Peggy Mayer – Early Alert is going to happen in fall, will present **process at first senate meeting in September**, will use WebAdvisor, pilot testing now, new counselor will be monitoring those students.
- 6.5 Distance Education Shared Governance Committee – Lisa Ellis – Successful workshop last Friday, working to keep everyone up to speed, emphasizing Online Education Initiative (OEI) and may put together a task force, Dean Rolando Regino signed us up for a pilot project but there are questions about student registration and apportionment.
- 6.6 College Council – Claude Oliver – BPs inadvertently left off last agenda. Stress with IT the need for student email and portal.
- 6.7 Other

7. **Public Comments**

Communication on non-agenda items, limited to 3 minutes per person and 6 minutes per subject  
VVCFA sponsoring The Event on May 16, party at Hilton Garden Inn.

8. **Adjournment**

Meeting adjourned at 5:23p.m.

**EXHIBIT B**

**REVISED VERSION  
BOARD POLICY 2520  
RETITLED BOARD POLICY 6220  
WITH PROPOSED REVISIONS  
ACADEMIC SENATE**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

~~BOARD OF TRUSTEES~~  
BUSINESS AND FISCAL AFFAIRS

~~Chapter 2~~  
Chapter 6

Use and Distribution of the Guaranteed  
~~Income~~ Investment Contract Fund ("GIC")

~~BP 2515~~  
BP 6320a

**In the interest of flexibility, adherence to BP 6320, and meeting all operating expenses the principal of the Guaranteed ~~Income~~ Investment Contract Fund "GIC" shall ~~not~~ **may only** be used for General Fund Expense Budget items, by board approval.**

~~Beginning school year 2019/2020, and for all subsequent years, In the interest of flexibility, adherence to BP 6320, and meeting all operating expenses, up to 100% of the interest earned on the Principal in the GIC shall ~~not~~ **may** be used for General Fund Expense Budget items, ~~not~~ **or** to cover any General Fund Expense deficit. Beginning school year 2019/2020, and for all subsequent years **no more than 50%** of the interest earned on the GIC ~~may~~ **may** be used for General Fund Expense Budget items, ~~or~~ to cover any General Fund Expense deficit~~

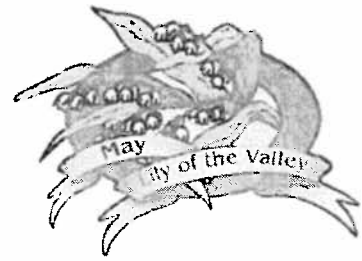
**This policy shall expire with the termination of the Guaranteed Investment Contract Fund.**

**(Pursuant to: Title V 58307; 2013 FCMAT Report, p.48, GIC Recommendation 3; and Victor Valley Board Policy 6320).**

**EXHIBIT C**

**COLLEGE COUNCIL MINUTES  
MAY 7, 2014 MEETING**

**COLLEGE COUNCIL MINUTES**  
**WEDNESDAY, MAY 07, 2014**  
**PCR**



**Present:** Peter Allan, GH Javaheripour, Peter Maphumulo  
Tracy Davis, Robert Sewell, Greta Moon, Diane Wollan, Bill Greulich  
**Call to Order:** 3:00 p.m.  
**Recorder:** Victoria Churgin

**1) Approval of the Minutes**

a) **April 23, 2014** – approved by consensus

**2) Accreditation Update**

Peter Allan reported that the commission will be meeting in June 2014 to review our status. We are expecting to receive the outcome from the Commission on July 2, 2014.

**3) First & Second Read, BP 2515 (BP 6320a) Use and Distribution of the Guaranteed Investment Contract Fund (GIC) ~ Tracy Davis (Attachment)**

**Requesting College Council approves the revision on a first and second read. BP 2515 with revisions were presented and approved by the Academic Senate on May 1, 2014.**

*GH Javaheripour reported that the Board of Trustees has asked for a fiscal review of the three new board policies. The District is in the process of contracting with a consultant firm that can provide a fiscal analysis. GH stated that it is the pleasure of the committee (College Council) to hold off on the discussion of the three board policies until the fiscal analysis is completed and the report has been submitted so that the findings can be incorporated into the discussion. The new board policies will not be presented to the Board of Trustees during the May meeting. A robust conversation took place amongst the group regarding the GIC, Bond Measure JJ, COP (Certificate of Participation) payoff, and Proposition 39.*

**Action:** Peter Allan requested that the item be brought back to the next meeting for further discussion and to include BP 2525.

**4) First & Second Read, BP 2520 (BP 6220) Percentage of the Budget Committed to Salary and Benefits ~ Tracy Davis (Attachment)**

**Requesting College Council approves the revision on a first and second read. BP 2520 with revisions were presented and approved by the Academic Senate on May 1, 2014.**

*BP 2520 was discussed during agenda item #3.*

**Action:** Peter Allan requested that the item be brought back to the next meeting for further discussion; hopefully we will have the results of the fiscal analysis by the consultant group.

**5) Informational Item/Discussion, Education Planning Initiative Task Force ~ Tracy Davis (Attachment)**

**The Education Planning Initiative is a statewide project of the CCCCCO, which is seeking participate from CCCs as pilot colleges "to provide critical support and feedback in the development of an education planning and/or degree audit system that will benefit all California Community Colleges and students; more information can be viewed at <http://cccedplan.org/>.**

*Tracy Davis reported that she met with Virginia Moran, Sergio Oklander, Mark Clair, and Jennifer Larriva, to discuss the educational planning initiative the EPI. The understanding of the initiative is data integrity; we as a college will be making a proposal to join this pilot college program. Virginia Moran had asked Tracy Davis to recruit a couple of faculty members for this pilot program; participation includes Claude Oliver as the incoming Faculty Senate President, and Kelley Beach from Counseling; we are still waiting to hear from Pamela James and are working on a few others to participate. This will be done during the summer and will require a lot of coordination with MIS. If more information is required contact Virginia Moran as she can answer any questions. Greta Moon stated that this is a good tool to help develop educational planning, student success and will interface with our degree audit system in Datatel; to be a part of a pilot program is exciting. Bill Greulich stated internally from what he has read this is to standardize the data collection. Tracy Davis reported as a pilot program this would be a 1 to 2 year commitment on our part.*

a) **Action:** Per Tracy Davis on behalf of Virginia Moran the action would be to support the efforts of joining the pilot program.

- 6) **Second Read, AP 3570 District Smoking Policy ~ Tracy Davis/Leonard Knight (Attachment)**  
**First read approved during College Council on March 26, 2014. Request that Administrative Procedure 3570 be implemented to govern the smoking policy on campus.**  
*Tracy Davis reported that the Academic Senate passed AP 3570 and felt that this is a good policy. Chief Leonard Knight is working on the details and policy enforcement.*  
a) **Action: Approved on a second read.**

7) **Committee Updates: NO COMMITTEE REPORTS**

- a) **Accreditation Committee:**
- b) **Diversity Committee:**
- c) **Environmental Health & Safety Committee:**
- d) **Facilities Committee:**
- e) **Finance/Budget & Planning Committee:**
- f) **Employee Professional Development Committee:**
- g) **Student Success and Support Committee:**
- h) **Technology Committee:**

8) **Other**

Bill Greulich reported that May 16<sup>th</sup> is the ground breaking for the Science building. It is very important that we have a vast turnout of people to honor Dr. Reddy's presence with our presence as he has donated 2 million dollars for materials and equipment for the project. Refreshments will be provided and catered by Reflections.

Robert Sewell reported that the Fire Department graduation ceremony will be on Friday in the PAC, the part-time faculty tea will be held in the SAC tomorrow afternoon, and the State Assembly District 33 forum will be held in the SAC tomorrow at 4:00pm; 2 hour time frame and will be filmed. Evelyn Blanco was accepted to Berkeley and UCLA, and ASB elections are going on today.

Peter Allan announced with a heavy heart that counselor Christine Cole passed away today. Bill Greulich will not make a public announcement until he hears from the family; Diane Wollan is in touch with the family and will keep Bill Greulich posted on when he can release information to the campus community.

Tracy Davis reported that the Academic Senate elections are taking place; we have 3 candidates for President, 3 candidates for VP, Leslie Huiner will continue to be the secretary, and Claude Oliver will be President in the fall; Tracy Davis will be past President.

**Adjournment: 3:50PM**

**Next Regularly Scheduled College Council meeting: May 21, 2014**



**EXHIBIT D**

**CORRECTED VERSION  
BOARD POLICY 2520  
RETITLED BOARD POLICY 6220**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BUSINESS AND FISCAL AFFAIRS

Chapter 6

**Percentage of Budget Committed to Salary and Benefits**

**BP 6220**

Beginning school year 2014/2015 the portion of the budget committed to salary and benefits shall not exceed 87% of the total budget. In school year 2015/2016 the portion of the budget committed to salary and benefits shall not exceed 85% of the total budget. In school year 2016/2017, and all subsequent years, the portion of the budget committed to salary and benefits shall not exceed 83% of the total budget.

