

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

Date: July 14, 2009

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

## AGENDA

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

1. CALL TO ORDER 5 p.m.  
ROLL CALL  
PLEDGE OF ALLEGIANCE  
ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA
2. OPEN SESSION OF REGULAR MEETING
3. ELECTION OF OFFICER  
A. Clerk YES\_\_\_ NO\_\_\_

### PUBLIC COMMENTS RELATED TO AGENDA ITEMS

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

4. SUPERINTENDENT/PRESIDENT'S REPORT
  - Faculty Senate

## 5. CONSENT AGENDA

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

### Approval of consent items.

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

- 5.1 Approval of the minutes of the June 9 regular Board meeting and the June 11, 2009 special Board meeting.
- 5.2 Agreement Renewal – Identix, Inc.  
Renewal of the agreement between Victor Valley Community College District and Identix, Inc. to provide maintenance services for the Live Scan fingerprinting machine. The period of the agreement is for October 1, 2009 through September 30, 2010. Fiscal Impact: Budgeted item, \$2,694.00.
- 5.3 License Agreement – Plato Learning  
Approval of the renewal license agreement between Victor Valley Community College District and Plato Learning to provide a software license and training for faculty. Fiscal Impact: Budgeted, \$5,400.00 – funded by Basic Skills Initiative Grant.
- 5.4 Addendum – Nursing Partnership Collaborative  
Ratification of the addendum for the Nursing Partnership Collaborative Agreement that was previously approved on May 11, 2006 to provide additional courses for the nursing program. The addendum is effective July 1, 2009. Fiscal Impact: \$31,700.20 – two year cost per student, funded by Desert Valley Hospital.
- 5.5 Agreement – Danny M. Colton, M.D.  
Approval of an agreement between Victor Valley Community College District and Danny M. Colton, M.D. to provide clinical learning facilities for health sciences programs. The agreement begins July 15, 2009 and will remain in effect unless terminated by either party upon thirty days written notice. Fiscal Impact: None
- 5.6 Agreement – Riverside Community Hospital  
Approval of an agreement between Victor Valley Community College District and Riverside Community Hospital to provide clinical learning facilities for health sciences programs. The agreement begins May 1, 2009 and will remain in effect unless terminated by either party upon thirty days written notice. Fiscal Impact: None
- 5.7 Agreement – First Student  
Ratification of the agreement between Victor Valley Community College District and First Student to provide transportation service for Hesperia High School students traveling to Victor Valley Community College for the Tech-X 2009 activities. The period of the agreement is May 15, 2009. Fiscal Impact: Budgeted, Not to exceed \$1,250.00 – Perkins Funds.
- 5.8 Agreement – H & L Charter Co., Inc.  
Ratification of the agreement between Victor Valley Community College District and H & L Charter Co., Inc. to provide transportation service to registered students of Victor Valley Community College. The period of this agreement is from August 16, 2009 through August 19, 2009. Fiscal Impact: Budgeted, \$4,080.00, funded by TRIO Grant funds.

5.9 Agreement – Independent Contractor – Lucerne Valley Unified School District  
Ratification of the Independent Contractor between Victor Valley Community College District and Lucerne Valley Unified School District to provide transportation services for the Upward Bound Math and Science Program participants during the 2009 Summer Academy. The period of the agreement is from June 22, 2009 through May 29, 2010. Fiscal Impact: Budgeted, \$11,200.00 – Upward Bound Math and Science Program.

5.10 Out-of -Country Travel – Costa Rica  
Approval of out-of-country travel to Costa Rica. The travel is to allow students from the Political Science and Agriculture and Natural Resources Departments to travel to Rancho Mastatal, Costa Rica to attend a 13-day Sustainable Development workshop from July 22, 2009 through August 3, 2009. Students will be accompanied by Professors Bozonelos and Slade. Fiscal Impact: None to the District. The Mojave Sustainability Project will cover expense of attendance and admission at \$1,150.00 per person. The Foundation, Associated Student Body, faculty, and students will cover the expense of the airline tickets at \$302.48 per person. All other costs will be borne by the students and faculty.

5.11 Agreements – Contract Education Services  
Approval of the Contract Education Services' agreements listed below to obtain a food handlers certification card by attending a two-hour class. Fiscal Impact: \$1,200.00 to the District.

Vendor:	Income to the District
Amvets of America	\$ 300.00
Little Dragon Restaurant	\$ 300.00
Kamp Grounds of America	\$ 300.00
Burning Bush Church	\$ 300.00
Total:	\$1,200.00

5.12 Agreement – Independent Contractor – EBR Events, LLC  
Approval of the independent contractor agreement between Victor Valley Community College District and EBR Events, LLC dba Apple Valley Catering to provide catering service. The period of the agreement is from July 30, 2009 through July 31, 2009. Fiscal Impact: \$6,300.00 Upward Bound Grant Funds.

5.13 Agreement – Independent Contractor – David Prince  
Approval of the independent contractor agreement between Victor Valley Community College District and David Prince to provide an orchestra conductor for *Beauty and the Beast* and taught students music in addition to conducting and rehearsing all performances. The period of the agreement is from January 8, 2009 through April 3,2009. Fiscal Impact: Budgeted, not to exceed \$1,300.00 – Auxiliary Funds.

5.14 Agreement – Continuant, Inc.  
Approval of the agreement between Victor Valley Community College District and Continuant, Inc. to provide hardware and software maintenance support on all campus critical network devices. Fiscal Impact: Budgeted item, \$33,213.08.

5.15 Agreement Renewal – Sixten & Associates  
Ratification of the agreement between Victor Valley Community College District and Sixten & Associates for State Mandate Claim Preparation for the 2009-2010 fiscal year. Length of contract is from July 1, 2009 – June 30, 2010. Fiscal Impact: Budgeted item, not to exceed \$13,000.00.

- 5.16 Agreement – Nova Facility Management Systems  
Ratification of the agreement between Victor Valley Community College District with Nova Facility Management Systems to furnish, install and monitor commercial energy meters at the Technology Center, Speech/Drama Addition, and Adapted PE Center buildings. Fiscal Impact: \$20,100.00 – Fund 71 expenditure.
- 5.17 Change Orders– Seismic Retrofit/Auxiliary Gymnasium Replacement  
Approval of the change orders for the Seismic Retrofit/Auxiliary Gymnasium Replacement project. Fiscal Impact: Credit to the District \$3,991.50.
- 5.18 Change Order – Rymax Electric Inc.  
Ratification of the change order with Rymax Electric, Inc for the electrical switchgear replacement project. Fiscal Impact: Budgeted item, \$3,983.75.
- 5.19 Notice of Completion – Seismic Retrofit/Auxiliary Gymnasium Replacement  
Approval of the Notices of Completion for the Seismic Retrofit/Auxiliary Gymnasium Replacement project. Fiscal Impact: None
- 5.20 Board of Trustees Budget Transfer Request Report  
Approval of the budget transfers as submitted. Fiscal Impact: None
- 5.21 Board of Trustees Payments Report  
Approval of the Board of Trustees Payments Report. Fiscal Impact: None
- 5.22 Foundation Donations  
Acceptance of the donations as college property from the Victor Valley College District Foundation of \$25,518.92 in-kind cash donations, (\$22,671.35 in scholarships) for a total amount of \$48,190.27. In addition the Foundation has also received property donations as listed. Donations are for the period ending May 2009. Fiscal Impact: None.
- 5.23 Agreements – American Income Life Insurance Company  
Ratification of the agreements between Victor Valley Community College District and American Income Life Insurance Company to provide liability insurance coverage for the Upward Bound and Upward Bound Math & Science Programs. Fiscal Impact: Upward Bound, not to exceed \$500.00 and Upward Bound Math and Science, not to exceed \$500.00.
- 5.24 Agreement Renewal – Chancellor’s Office of the California Community Colleges  
Ratification of the renewal agreement between Victor Valley Community College District and the Chancellor’s of the California Community Colleges for the mandatory Student-Right-To-Know Reporting Subscription. Fiscal Impact: Budgeted item, \$3,900.00 per year for three years.
- 5.25 Notice of Completion – Rymax Electric Inc.  
Approval of the Notice of Completion for the electrical switchgear replacement project. Fiscal Impact: None
- 5.26 Agreements – Contract Education Services  
Approval of the Contract Education Services’ agreements listed below.  
Fiscal Impact: \$6,900.00 Income to the District

Vendor:	Income to the District
Apple Valley Kennel Club	\$ 900.00
Preston Guillory Investigations	\$4,000.00
Southwest	\$2,000.00
Total:	\$6,900.00

**ACTION AGENDA**

**6. BOARD OF TRUSTEES**

- 6.1 Separate approval of items pulled from consent agenda

**8. INSTRUCTION**

- 8.1 Regional Occupation Program (ROP)

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

Approval of the Victor Valley Community College Districts' partnership with the colleges in Region IX and San Bernardino County ROP in development of course sequences in specified career pathways that would provide a comprehensive course of study preparing students for both post secondary education and careers in compliance with AB 2448. Fiscal Impact: None

**11. HUMAN RESOURCES**

- 11.1 Resolution - Supplemental Employee Retirement Plan

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

Adoption of the resolution to provide the Supplemental Employee Retirement Plan. Fiscal Impact: TBD

- 11.2 Foundation Employment Agreements

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

Approval of the agreements with the Foundation for the employment of the Foundation's executive and executive/financial assistant as listed. Fiscal Impact: None, funds are reimbursed by the Foundation.

- 11.3 Victor Valley College Equal Employment Opportunity Plan

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

Approval of the Victor Valley College Equal Employment Opportunity Plan. Fiscal Impact: None

- 11.4 Administrator Contract, Interim Dean, Instructional Programs – Student and Workforce Development

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

Ratification of the Interim Dean, Instructional Programs – Student and Workforce Development contract while recruitment for the position is completed. The period of this contract is from July 1, 2009 through July 31, 2009. Fiscal Impact: Budgeted

- 11.5 Renewal of Administrator Contract – Director of Disabled Student Programs and Services/ADA Compliance Officer

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

Approval of the renewal contract for the Administrative Contract – Director of Disabled Student Programs and Services/ADA Compliance Officer beginning on or after August 1, 2009. Fiscal Impact: Budgeted

**12. INFORMATION/DISCUSSION**

- 12.1 Monthly Financial Reports

Submitted as an informational item.

- 12.2 Chapter 2 Board Policies

Submitted as an informational item.

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

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

13.1 Foundation

13.2 Employee Groups

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

**14. TRUSTEE COMMENTS**

- ASB

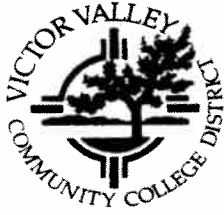
**15. Public Comments Related to Non-Agenda Items**

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

**16. ADJOURNMENT**

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

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



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

Date: June 9, 2009

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

### CALL TO ORDER

5:30 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on May 12, 2009 in the Board Room of the Administration building. Mr. Range, Board President called the meeting to order at 5:33 p.m.

**TRUSTEE ROLL CALL:** Present: Joe Range, Board President; Angela Valles, Vice President; Dennis Henderson, Trustee, Don Nelson, Trustee

Absent: Christina Zambrano, Student Trustee

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

### PLEDGE OF ALLEGIANCE

Margaret Kagy led the Pledge of Allegiance to the Flag.

**ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA:** Board President, Mr. Range announced that agenda item 5.40 should read Joshua Federwisch instead of Myrna Foster and 5.41 should read Jonathon Federwisch instead of Myrna Foster.

Public Comments related to Closed Session items: Margaret Kagy

## 2. CLOSED SESSION

5:30-6 p.m.

### PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Director, EOPS/CARE

Director of Special Grants Programs

Director, Trio Programs

Dean Instructional Programs, Health Sciences & Public Safety

Dean, Instructional Programs, Humanities, Arts & Social Sciences

Dean, Instructional Programs, STEM

Executive Dean of Institutional Effectiveness

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

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Executive Dean, Student Services  
Executive Dean, Technology & Information Resources  
Vice President, Administrative Services  
Vice President, Human Resources  
Executive Vice President, Deputy Superintendent

Christiana Zambrano, Student Trustee arrived at 5:58 p.m.

At 5:39 Board President, Mr. Range Recessed to closed session.

## REGULAR MEETING AGENDA

*Board Room Victor Valley Community College  
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At 6:15 p.m. Board President, Mr. Range convened to regular meeting session and announced that there was report from closed session.

**Public Comments Related to Agenda Items:** Arlene Greene (5.7), Margaret Kagy (5.54), Margaret Kagy (5.57), David Zook (8.2), Margaret Kagy (10.1), Arlene Greene (10.1), Margaret Kagy (11.1 and 11.5)

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

Dr. Silverman recognized Christina Zambrano, Student Trustee with a plaque of appreciation for outstanding leadership which was presented to her by the Board of Trustees.

Dr. Silverman announced that bond issues A & B have been deposited into the bank and the COP is paid off. Next week, bond issues C&D will be offered. The good news is the general fund is balanced the bad news is that the categorical funds are being hit hard and the college will be faced with big decisions within the next few weeks.

Dr. Javaheripour reviewed highlights on the budget assumptions and provided information on the process of balancing the budget.

- **Faculty Senate**

Debra Blanchard reported on the program discontinuance which will include a board policy and administrative procedure. Ms. Blanchard introduced Tim Odell, English Professor and Director of Honors at Victor Valley College. Professor Odell introduced the students that participated in the honors program and showcased their individual accomplishments.

#### 5. CONSENT AGENDA

It was MSC (Nelson/Henderson 4-0) to approve the consent items in one motion with items 5.7 and 5.9 pulled for separate discussion by Trustee Valles.

5.1 Approval of the minutes of the May 12, 2009 regular Board meeting.

5.2 Authorized Signatory – Fusako Yokotobi

Approval of the signature of Fusako Yokotobi to represent the board in the named matters for the fiscal year 2009-2010 per Education Code 72282. Fiscal Impact: N/A



- 5.3 Authorized Signatories – Robert M. Silverman, GH Javaheripour and Mary Pringle  
Approval of the signatures of Robert M. Silverman, GH Javaheripour and Mary Pringle to represent the board in the named matters for the fiscal year 2009-2010 per Education Code 72282. Fiscal Impact: N/A
- 5.4 Authorized Electronic Signature Key Users – Mary Pringle and Josanna Orta  
Approval to authorize Mary Pringle and Josanna Orta as signature key users for the period of July 1, 2009 through June 30, 2010. Fiscal Impact: None
- 5.5 Designation of Newspaper for 2009-2010 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 1 through 7, 2009, and public hearing date as September 8, 2009. Fiscal Impact: None
- 5.6 Quarterly Financial Status Report (CCFS-311Q)  
Acceptance of the Quarterly Financial Status Report (CCFS-311Q). Fiscal Impact: None
- 5.7 **PULLED** Agreement – Datatel, Inc.  
Ratification of the agreement with Datatel, Inc. to amend the annual Enterprise Service Agreement (ESSA) for a 13 month period of June 1, 2009 – June 30, 2010. Fiscal Impact: Budgeted item, \$19,500.00.
- 5.8 Agreement Renewal – Thyssen Krupp Elevator  
Ratification of the agreement with Thyssen Krupp Elevator to provide service to the elevators on campus as need for the 2009-2010 fiscal year. Fiscal Impact: Budgeted item, \$25,066.44.
- 5.9 **PULLED** Agreement Amendment – Parlance Corporation  
Ratification of the agreement with Parlance Corporation for the ES Platform Conversion System. Fiscal Impact: Budgeted item, \$24,880.00.
- 5.10 Agreement Renewal – North State Environmental  
Ratification of the agreement with North State Environmental to provide hazardous waste management services for the 2009-2010 fiscal year. Fiscal Impact: Budgeted item, \$13,300.00.
- 5.11 Agreement Renewal – Hi Desert Alarm  
Ratification of the agreement with Hi Desert Alarm to provide service to maintain the fire alarm systems on campus for the 2009-2010 fiscal year. Fiscal Impact: Budgeted item, \$6,000.00.
- 5.12 Agreement Renewal – Syncsort, Inc.  
Ratification of the agreement with Syncsort, Inc. to provide maintenance support services for the Syncsort Express Software. Fiscal Impact: Budgeted item, \$4,607.50.
- 5.13 Agreement Renewal – Safety Kleen Systems, Inc.  
Ratification of the agreement with Safety Kleen Systems, Inc. to provide and service parts washers for the Maintenance and Operations vehicle repair and automotive areas. Fiscal Impact: Budgeted item, \$2,000.00.
- 5.14 Agreement Renewal – America's Express Rent-A-Car  
Ratification of the agreement with America's Express Rent-A-Car to provide rental vans for students and staff transportation for the 2009-2010 fiscal year. Fiscal Impact: Budgeted item, \$25,000.00.

- 5.15 Agreement – Liquidation Company  
Ratification of the agreement with Liquidation Company to supply auctioneer services for the disposal of surplus equipment for the 2009-2010 fiscal year. Fiscal Impact: Revenue to the district. Auctioneer is paid a percentage of the sale price.
- 5.16 Agreement Renewal – Nova Facility Management Systems, Inc.  
Ratification of the agreement with Nova Facility Management Systems, Inc. to provide energy management system parts and technical support for the 2009-2010 fiscal year. Fiscal Impact: Budgeted item, \$2,700.00.
- 5.17 Agreement Renewal – M&D Fire Equipment Co.  
Ratification of the agreement with M&D Fire Equipment Co. to provide monthly service to campus fire extinguishers and to stock first aid kits on campus for the 2009-2010 fiscal year. Fiscal Impact: Budgeted item, \$13,000.00.
- 5.18 Agreement Renewal – Dewey Pest Control  
Ratification of the agreements with Dewey Pest Control to provide pest control services as needed for the 2009-2010 fiscal year. Fiscal Impact: Budgeted item, \$5,500.00.
- 5.19 Agreement Renewal – American Fire Safety, Inc.  
Ratification of the agreement with American Fire Safety, Inc. to provide service to campus fire sprinklers for the 2009-2010 fiscal year. Fiscal Impact: Budgeted item, \$5,000.00.
- 5.20 Agreement Renewal – B3 Backflow, Inc.  
Ratification of the agreement with B3 Backflow, Inc. to provide annual testing and possible and possible repairs of approximately 21 backflow preventers located throughout the campus for the 2009-2010 fiscal year. Fiscal Impact: Budgeted item, \$1,365.00.
- 5.21 Agreement Renewal – Prudential Overall Supply  
Ratification of the agreement with Prudential Overall Supply to provide work uniforms, dry mops and shop rags for use on campus for fiscal year 2009-2010. Fiscal Impact: Budgeted item, \$13,000.00.
- 5.22 Agreement Renewal – ANA Septic Service  
Ratification of the agreement with ANA Septic Service to provide pumping services on the Student Activities Center grease ANA Septic Service interceptor for the 2009-2010 fiscal year. Fiscal Impact: budgeted item, \$13,000.00.
- 5.23 Board of Trustees Payments Report  
Approval of the Board of Trustees Payment Report. Fiscal Impact: None
- 5.24 Agreement Renewal – Harland Technology Services  
Ratification of the agreement with Harland Technology Services to provide maintenance and licensing for the Scantron Scanner System. Fiscal Impact: Budgeted item, \$845.00.
- 5.25 Approval of Academic Equivalency Request – Zane Sweeney - Physical Education  
Approval of the equivalency for Zane Sweeney – Physical Education. Fiscal Impact: None
- 5.26 Approval of Academic Equivalency Request – Traci Marin - Physical Education  
Approval of the equivalency for Traci Marin – Physical Education. Fiscal Impact: None
- 5.27 Approval of Academic Equivalency Request – Jeffrey Burke - Mathematics  
Approval of the equivalency for Jeffrey Burke - Mathematics. Fiscal Impact: None

- 5.28 Approval of Academic Equivalency Request – Carlos Marino – Fire Technology  
Approval of the equivalency for Carlos Marino – Fire Technology. Fiscal Impact: None
- 5.29 Agreement – Medrano's Paving  
Ratification of the agreement with Medrano's Paving to repair the asphalt on Jacaranda Road. Fiscal Impact: Budgeted item, \$10,500.00.
- 5.30 Contract – Pacific Floor Company  
Approval of the contract between Victor Valley Community College District and Pacific Floor Company. The period of this contract is from June 15, 2009 through June 19, 2009. Fiscal Impact: Budgeted item, \$8,057.00 (athletics).
- 5.31 Agreement – Independent Contractor - Bonstingl Leadership Development  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and Bonstingl Leadership Development. The period of this contract is from June 29, 2009 through June 30, 2009. Fiscal Impact: Budgeted item, not to exceed \$3,500.00 (GEAR-UP grant).
- 5.32 Agreements – Contract Education Services  
Approval of the Contract Education Services agreements listed below for the courses offered in the Contract Education department. Fiscal Impact: \$13,400.00 Income to the District.

Vendor:	Income to the District
Archangel	\$ 2,000.00
Elaine Moran	\$ 900.00
Kids Out Now, L.L.C.	\$ 500.00
Southwest Gas Corporation	\$10,000.00
Total:	\$13,400.00

- 5.33 Agreements – Contract Education Services  
Approval of the Contract Education Services agreements listed below for the food handler's course offered in the Contract Education department. Fiscal Impact: \$1,500.00 Income to the District.

Vendor:	Income to the District
American Legion Post 229	\$ 300.00
Country Inn Suites	\$ 300.00
Mexico Lindo Restaurant	\$ 300.00
Taco Mexico Restaurant	\$ 300.00
The Yodler	\$ 300.00
Total:	\$1,500.00

- 5.34 Agreement – Independent Contractor – Diane Hannett  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and Diane Hannett to provide information and training on Behavior Management for the summer program staff during the 2009 Summer Academy. The period of this agreement is June 15, 2009. Fiscal Impact: None.
- 5.35 Agreement –Independent Contractor – Joseph Woodford  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and Joseph Woodford to provide harassment prevention training for Upward Bound, Upward Bound Math and Science, GEAR-UP, and Career Pathways Summer Program staff. The period of this agreement is June 16, 2009. Fiscal Impact: Budgeted item, not to exceed \$400.00 (grant funds).

- 5.36 Agreement –Independent Contractor – Lyn M. Shirley  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and Lyn M. Shirley to provide supplemental instruction for Upward Bound and Upward Bound Math and Science Program participants. The period of this agreement is from June 15, 2009 through July 31, 2009. Fiscal Impact: Budgeted item, not to exceed \$4,640.00 (grant funds).
- 5.37 Agreement –Independent Contractor – Mark Norris  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and Mark Norris to provide supplemental instruction for Upward Bound and Upward Bound Math and Science Program participants. The period of this agreement is from June 15, 2009 through July 31, 2009. Fiscal Impact: Budgeted item, not to exceed \$4,640.00 (grant funds).
- 5.38 Agreement –Independent Contractor – Jessica Macy  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and Jessica Macy to facilitate workshops for the 2009 Summer Academy. The period of this agreement is from June 22, 2009 through June 30, 2009. Fiscal Impact: Budgeted item, not to exceed \$1,500.00 (Career Pathways Grant).
- 5.39 Agreement –Independent Contractor – Myrna Foster  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and Myrna Foster to provide supplemental instruction for regular Upward Bound and Upward Bound Math and Science Program participants. The period of this agreement is from June 15, 2009 through July 31, 2009. Fiscal Impact: Budgeted item, not to exceed \$2,600.00 (grant funds).
- 5.40 **Corrected** Agreement –Independent Contractor – Joshua Federwisch  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and ~~Myrna Foster~~ Joshua Federwisch to provide supplemental instruction for regular Upward Bound and Upward Bound Math and Science Program participants. The period of this agreement is from June 15, 2009 through July 31, 2009. Fiscal Impact: Budgeted item, not to exceed \$4,640.00 (grant funds).
- 5.41 **Corrected** Agreement –Independent Contractor – Jonathon Federwisch  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and ~~Myrna Foster~~ Jonathon Federwisch to provide supplemental instruction for regular Upward Bound and Upward Bound Math and Science Program participants. The period of this agreement is from June 15, 2009 through July 31, 2009. Fiscal Impact: Budgeted item, not to exceed \$4,640.00 (grant funds).
- 5.42 Agreement –Independent Contractor – International Gourmet  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and International Gourmet to provide catering services (breakfast and lunch) for Upward Bound and Upward Bound Math and Science participants. The period of this agreement is from June 22, 2009 through July 31, 2009. Fiscal Impact: Budgeted item, not to exceed \$24,000.00 (grant funds).
- 5.43 Agreement –Independent Contractor – First Student  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and First Student to provide transportation for regular Upward Bound and Upward Bound Math and Science participants during the 2009-2010 academic year and the summer academies. The period of this agreement is from July 1, 2009 through June 30, 2010. Fiscal Impact: Budgeted item, not to exceed \$24,000.00 (grant funds).

- 5.44 Agreement –Independent Contractor – Benita Dukes  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and Benita Dukes to facilitate workshops for the 2009 Summer Academy. The period of this agreement is from June 22, 2009 through June 30, 2009. Fiscal Impact: Budgeted item, not to exceed \$450.00 (Career Pathways Grant).
- 5.45 Agreement –Independent Contractor – CPR 4 Life  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and CPR 4 Life to provide CPR and First Aid training for Upward Bound and Upward Bound Math and Science, GEAR-UP, and Career Pathways summer programs to staff. The period of this agreement is from June 17, 2009. Fiscal Impact: Budgeted item, not to exceed \$1,440.00 (grant funds).
- 5.46 Agreement –Independent Contractor – Dr. Linda Caputi  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and Dr. Linda Caputi to provide a two-day Nursing Education Workshop. The period of this agreement is from June 14, 2009 through June 17, 2009. Fiscal Impact: Budgeted item, not to exceed \$6,786.00.
- 5.47 Agreement –Independent Contractor – Kenneth Campbell dba Kengo Marketing  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and Kenneth Campbell dba Kengo Marketing to provide information and training as a representative of Cyber High to Upward Bound and Upward Bound Math and Science Summer Academy staff. The period of this agreement is from June 18, 2009 through July 31, 2009. Fiscal Impact: None
- 5.48 Curriculum Changes  
Approval of the curriculum changes that have been recommended by the College Curriculum Committee on May 14, 2009. Fiscal Impact: None
- 5.49 Agreement – Alta Loma Charter, Inc.  
Approval of the agreement between Victor Valley Community College District and Alta Loma Charter, Inc. to provide transportation services to GEAR-UP students, staff, and chaperones during a 4-day university tour in Northern California. The period of this agreement is from July 13, 2009 through July 16, 2008. Fiscal Impact: Budgeted item, not to exceed \$17,000.00 (GEAR-UP grant).
- 5.50 Contract – Luce Magica Video Production  
Ratification of the contract between Victor Valley Community College District and Luce Magica Video Production to replace the live orientation meeting with a video presentation for viewing on a DVD and/or web base video. This contract supersedes the Independent Contractor Agreement that was previously approved December 9, 2009. Fiscal Impact: Budgeted item, \$12,630.00 (\$6,315.00 – Title V Co-Op Grant, \$6,315.00 – Funded by Matriculation).
- 5.51 Agreement – Cubit Engineering Inc.  
Ratification of the agreement between Victor Valley Community College District and Cubit Engineering Inc. to complete a survey to obtain boundary and field topography of the land for the proposed Public Safety Training Center. Fiscal Impact: \$1,820.00 – Locally Bond Funded.
- 5.52 Agreement – Hi Desert Alarm & Fire  
Ratification of the agreement between Victor Valley Community College District and Hi Desert Alarm & Fire to supply and monitor the fire alarm system for the Seismic Retrofit Auxiliary Gymnasium Replacement project. Fiscal Impact: \$485.00 – Fund 71 expenditure. \$35.00 per month – Maintenance and Operations budget.

5.53 Agreement – Sysix Financial

Ratification of the agreement between Victor Valley Community College District and Sysix Financial on a month to month lease beginning July 1, 2009 through June 30, 2010. This lease is for the Hewlett Packard Server equipment which runs the Datatel system. Fiscal Impact: Budgeted item, \$42,360.00.

5.54 Agreement – Independent Contractor – Dr. Tom Harris

Approval of the agreements between Victor Valley Community College District and Dr. Tom Harris to conduct reference checks for the District. This agreement is from May 27, 2009 through June 30, 2009. Fiscal Impact: Budgeted item, not to exceed \$1,000.00.

5.55 Agreements – Independent Contractors

Approval of the agreements between Victor Valley Community College District and Johanna Federwisch, Dorothy Felix, John Marquez, Ryan Miles, Mandy Oaks, Oluronke Ogunleye, Heath Vennes, and Paul Verduzco. The period of these agreements is from June 15, 2009 through July 17, 2009. Fiscal Impact: Budgeted item, not to exceed \$25,000.00 (GEAR UP Grant).

5.56 Out of Country Travel – Asia

Approval of the out of the country travel to East Timor in Asia. The travel is required of students who are registered in Biology 98 A/B and Biology 250A during the 2009 summer session from July 7, 2009 through August 5, 2009. Students will be accompanied by Assistant Professor of Biology, Dr. Hinrich Kaiser. Fiscal Impact: None

5.57 Authorized Signatory – Christopher O’Hearn

Approval of the signature of Christopher O’Hearn to represent the board in the named matters for the fiscal year 2009-2010 per Education Code 72282. Fiscal Impact: N/A

## **ACTION AGENDA**

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

6.1 Separate approval of items pulled from consent agenda

5.7 Agreement – Datatel, Inc.

It was motioned by Trustee Nelson and seconded by Trustee Henderson to ratify the agreement with Datatel, Inc. to amend the annual Enterprise Service Agreement (ESSA) for a 13 month period of June 1, 2009 – June 30, 2010. Fiscal Impact: Budgeted item, \$19,500.00. Following discussion, the motion failed (Henderson, Yes, Valles, No, Nelson, No, Range, No)

5.9 Agreement Amendment – Parlance Corporation

It was MSC (Valles, Nelson, 4-0) to ratify the agreement with Parlance Corporation for the ES Platform Conversion System. Fiscal Impact: Budgeted item, \$24,880.00.

6.2 Selection of Candidates

It was motioned by Trustee Nelson and seconded by Trustee Valles to select all candidates to be interviewed and possibly selected to fill the Trustee vacancy. Following discussion it was MSC (Valles/Nelson, 4-0) to amend the original motion to include interviewing all candidates for five minutes and use a point system followed by a question/answer session. It was MSC (Nelson/Henderson, 4-0) to approve the process. Impact: None

## **8. INSTRUCTION**

### **8.1 Honorary Degree Award – Carl E. Ross**

It was MSC (Henderson/Nelson, 4-0) to approve the Honorary Associate Degree to Mr. Carl Ross at the Spring 2009 Commencement Ceremony. Fiscal Impact: None

### **8.2 Honorary Degree Award – Supervisor Brad Mitzelfelt**

It was MSC (Henderson/Nelson, 4-0) to approve the Honorary Associate Degree Supervisor Brad Mitzelfelt at the Spring 2009 Commencement Ceremony. Fiscal Impact: None

## **10. ADMINISTRATIVE SERVICES**

### **10.1 2009-2010 Tentative Budget**

It was MSC (Valles/Nelson, 4-0) to approve the tentative General Operating Budget for 2009-2010. Fiscal Impact: Revenues and expenditures are projected based on current information and will probably change by the time of final budget adoption in September.

### **10.2 Approval of Five-Year Facilities Plan**

It was MSC (Nelson/Valles, 4-0) to approve the Five-Year Facilities Plan. Fiscal Impact: None

### **10.3 Change Orders – Seismic Retrofit/Auxiliary Gymnasium Replacement**

It was MSC (Nelson/Henderson, 4-0) to approve the change orders with the contractors listed for the Seismic Retrofit/Auxiliary Gymnasium Replacement project. Fiscal Impact: \$84,328.28 Credit to the District.

### **10.4 Notice of Completion – Seismic Retrofit/Auxiliary Gymnasium Replacement**

It was MSC (Henderson/Nelson, 4-0) to approve the Notices of Completion for the Seismic Retrofit/Auxiliary Gymnasium Replacement project. Fiscal Impact: None

### **10.5 Agreement Renewal – Trebron Company, Inc.**

It was MSC (Henderson/Valles, 4-0) to approve the renewal agreement between Victor Valley Community College District and Trebron Company, Inc. to provide the Sophos Security Appliance and Sophos Anti-Virus software licensing for 4200 users. The period of this agreement is from July 1, 2009 through June 30, 2012. Fiscal Impact: Budgeted item, \$91,722.50 to be paid in three (3) yearly payments.

### **10.6 Foundation Donations**

It was MSC (Henderson/Nelson, 4-0) to accept the donations as college property from the Victor Valley College District Foundation of \$235,545.39 in-kind cash donations, (\$1,500.00 in scholarships) for a total amount of \$237,045.39. In addition the Foundation has also received property donations as listed. Donations are for the period ending April 2009. Fiscal Impact: N/A.

### **10.7 Agreement Renewal – Novell Inc.**

It was MSC (Valles/Henderson, 4-0) to approve the renewal agreement between Victor Valley Community College District and Novell, Inc. to provide software maintenance and site licensing through June 30, 2010. Fiscal Impact: Budgeted item, \$139,790.50.

## **11. HUMAN RESOURCES**

### **11.1 Renewal of Administrator Contracts**

It was MSC (Valles/Nelson, 4-0) to approve the renewal of Administrator contracts. Fiscal Impact: budgeted.

11.2 New Short-Term Worker Category

It was MSC (Nelson/Valles, 4-0) to approve the additional short-term worker position of summer program assistant, effective June 10, 2009. Fiscal Impact: Budgeted, (Federal Trio Grant)

11.3 Memorandum of Understanding – Between the District and AFT Part-Time Faculty United, Local 6286 – Health Benefits Program

It was MSC (Henderson, Nelson, 4-0) to approve the Memorandum of Understanding between the District and AFT Part-Time Faculty United, Local 6286. Fiscal Impact: Budgeted.

11.4 Public Hearing for the District and CTA Joint Initial Proposals for 2008-2009 Contract Reopeners

The Board President declared the hearing open, hearing no comments the Board President declared the hearing closed.

11.5 Management Appointment – Deputy Superintendent Executive Vice President

It was MSC (Nelson/Henderson, 4-0) to approve the appointment of Dr. Christopher O'Hearn for the management appointment of Deputy Superintendent Executive Vice President. Fiscal Impact: None

**12. INFORMATION/DISCUSSION**

12.1 Monthly Financial Reports

Submitted as an informational item.

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

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

13.1 Foundation

Ginger Ontiveros

13.2 Employee Groups

a) CTA  
None

b) CSEA  
Margaret Kagy

a) AFT Part-Time Faculty United  
Carol Scissel

**14. TRUSTEE COMMENTS**

- ASB  
Christina Zambrano reported on student activities.

**16. ADJOURNMENT**

It was MSC (Nelson/Valles, 4-0) to adjourn the meeting at 8:15 p.m.







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

Date: June 11, 2009

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

## CALL TO ORDER

6 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on June 11, 2009 in the Board Room of the Administration building. Mr. Range, Board President called the meeting to order at 6:03 p.m.

**TRUSTEE ROLL CALL: Present:** Joe Range, Board President; Angela Valles, Vice President; Dennis Henderson, Trustee, Don Nelson, Trustee

Absent: Christina Zambrano, Student Trustee

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

## PLEDGE OF ALLEGIANCE

Dennis Henderson led the Pledge of Allegiance to the Flag.

Public Comments related to Open Session items: None

## 2. ACTION AGENDA

All candidates were present with the exception of Dr. Judith Holton who arrived at 6:20 p.m.

### 2.1 Appointment of Candidate

It was MSC (Valles/Nelson, 4-0) to approve the appointment of a provisional Board member to complete the remainder of Dr. Bettye Underhill's term which ends December 2010 from the list of finalists attached. The Board will interview all nine applicants and select one to be appointed as the provisional board member. Fiscal Impact: None

Board President, Mr. Range instructed the audience on how the voting process would proceed. He informed the audience that the Board of Trustees agreed to listen up to 5 minutes to each candidate's presentation on why they should be the candidate for this board. Following each candidate's presentation the board members would then ask various interview questions.

The Board interviewed all nine candidates to fill the vacancy of Dr. Bettye Underhill for the remainder of the term which ends December 2010. The nine candidates: Kevin Byrne, Lionel Dew, Judith Holton, Richard Mills, Chris Mollenkamp, Gloria Peak, Nick Ricci, Carol Scissel and Carl Tate were individually interviewed by the Board for approximately 2 hours.

**Break 8:10**

**Reconvene: 8:23**

Each board member received a document listing each candidate to rank their choice of candidate with number 1 being the top choice and 9 being the least choice. Each board member read aloud their ranking choices. Board President, Mr. Range pointed out that a minimum of 3 votes was required for the candidate to be successful.

It was motioned by Trustee Valles to recommend Chris Mollenkamp to fill the vacancy, hearing no second the motion failed.

It was motioned by Trustee Nelson to recommend Richard Mills to fill the vacancy, hearing no second the motion failed.

It was motioned by Trustee Range to recommend Carl Tate to fill the vacancy, hearing no second the motion failed.

It was motioned by Trustee Nelson and seconded by Trustee Henderson to recommend Kevin Byrne to fill the vacancy, following discussion, the motion failed (Valles, No, Henderson, Yes, Nelson, Yes, Range, No) due to a lack of receiving a minimum vote of 3.

It was motioned by Trustee Henderson and seconded by Trustee Nelson to recommend Richard Mills to fill the vacancy, the motion failed (Valles, No, Henderson, Yes, Nelson, Yes, Range, No) due to a lack of receiving a minimum vote of 3.

It was MSC (Range/Valles, 4-0) to appoint Chris Mollenkamp to fill the vacancy of Dr. Bettye Underhill for the remainder of the term which ends December 2010.

Board President, Mr. Range, thanked the candidates for taking their time for submitting their applications and caring about Victor Valley Community College.

**3. INSTALLATION OF NEW BOARD MEMBER & OATH OF OFFICE**

- A. Administer Oath of Office
- B. Signing of Affidavit

**16. ADJOURNMENT**

It was MSC (Nelson/Valles, 5-0) to adjourn the meeting at 9:12 p.m.

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Angela Valles, Vice President

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Date Approved

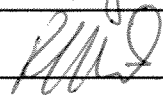
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

**TOPIC:** AGREEMENT RENEWAL – IDENTIX INC.

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

**RECOMMENDED BY:** Fusako Yokotobi 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

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

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

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

**Fiscal Impact:** \$2,694.00 – Budgeted item.

**Recommended Action:** It is recommended that the Board approve the agreement with Identix Inc. in the amount of \$2,694.00 for the period of 10/01/09 through 09/30/10.

**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:** LICENSE AGREEMENT – PLATO LEARNING

**SUBMITTED BY:** Jeffrey Holmes, Student Workforce and Development

**RECOMMENDED BY:** Christopher O'Hearn 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The District desires to approve the renewal of a license agreement between Victor Valley Community College District and Plato Learning. The period of the renewal of the license agreement is through June 20, 2010.

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

**Need:**

The agreement is to provide a software license and training for faculty.

**Fiscal Impact:** Budgeted – \$5,400.00 – Basic Skills Initiative Grant

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve the renewal of a license agreement between Victor Valley Community College District and Plato Learning. The period of the renewal of a license agreement is through June 20, 2010.

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


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

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

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

**TOPIC:** ADDENDUM – NURSING PARTNERSHIP COLLABORATIVE AGREEMENT

**SUBMITTED BY:** Geneva Baker, Health Sciences and Public Safety

**RECOMMENDED BY:** Christopher O’Hearn 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The District desires to ratify an Addendum for the Nursing Partnership Collaborative Agreement that was previously approved on May 11, 2006. The Addendum is effective July 01, 2009.

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

**Need:**

The addendum is to provide additional courses for the Nursing Program.

**Fiscal Impact:** \$31,700.20 - Two Year Cost per Student – Funded by Desert Valley Hospital

**Recommended Action:**



It is recommended by the Superintendent/President that the Board of Trustees ratify an Addendum for the Nursing Partnership Collaborative Agreement that was previously approved on May 11, 2006. The Addendum is effective July 01, 2009.

**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 – DANNY M. COLTON, M.D.  
**SUBMITTED BY:** Geneva Baker, Allied Health  
**RECOMMENDED BY:** Christopher O'Hearn   
**APPROVED BY:** Robert Silverman 

**Description/Background:**

The District desires to approve an agreement between Victor Valley Community College District and Danny M. Colton, M.D. The agreement begins on July 15, 2009 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic term that is in session at that time.

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

**Need:**

This agreement is to provide clinical learning facilities for health sciences programs.

**Fiscal Impact:** None

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve an agreement between Victor Valley Community College District and Danny M. Colton, M.D. The agreement begins on July 15, 2009 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic 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**

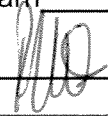
**BOARD CONSENT**  **BOARD ACTION**  **BOARD INFORMATION (no action required)**

**TOPIC:** AGREEMENT – RIVERSIDE COMMUNITY HOSPITAL

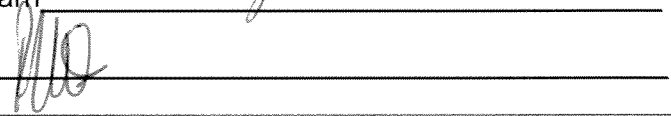
**SUBMITTED BY:** Geneva Baker, Allied Health



**RECOMMENDED BY:** Christopher O'Hearn



**APPROVED BY:** Robert Silverman



**Description/Background:**

The District desires to ratify an agreement between Victor Valley Community College District and Riverside Community Hospital. The agreement begins on May 01, 2009 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic term that is in session at that time.

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

**Need:**

This agreement is to provide clinical learning facilities for health sciences programs.

**Fiscal Impact:** None

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Victor Valley Community College District and Riverside Community Hospital. The agreement begins on May 01, 2009 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic 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:** AGREEMENT – FIRST STUDENT

**SUBMITTED BY:** Jeffrey Holmes, Student Workforce and Development

**RECOMMENDED BY:** Christopher O'Hearn 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The District desires to ratify an agreement between Victor Valley Community College District and First Student. The period of the agreement is May 15, 2009.

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

**Need:**

The agreement is to provide transportation service for Hesperia High School students traveling to Victor Valley Community College for the Tech-X 2009 activities.

**Fiscal Impact:** Budgeted – \$1,250.00 – Perkins Funds

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Victor Valley Community College District and First Student. The period of the agreement is May 15, 2009.

**Legal Review:** YES  NOT APPLICABLE

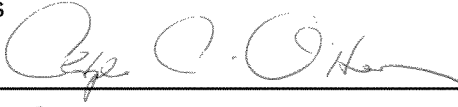
**Reference for Agenda:** YES  NO


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

BOARD CONSENT  BOARD ACTION  BOARD INFORMATION (no action required)

**TOPIC:** AGREEMENT – H & L CHARTER CO., INC.

**SUBMITTED BY:** Janet Long, Trio Programs

**RECOMMENDED BY:** Christopher O'Hearn 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The District desires to approve an agreement between Victor Valley Community College District and H & L Charter Co., Inc. The period of the agreement is from August 16, 2009, through August 19, 2009.

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

**Need:**

The agreement is to provide transportation service to registered students of Victor Valley Community College, Janet Long, Director of TRIO Programs, Jessica Diaz, Counselor of Student Support Services, and Lisa Cripps (alternate), Administrative Assistant to the Student Support Services Program.

**Fiscal Impact:** Budgeted – \$4,080.00 - Funded by TRIO Grant

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve an agreement between Victor Valley Community College District and H & L Charter Co., Inc. The period of the agreement is from August 16, 2009, through August 19, 2009.

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO

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

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

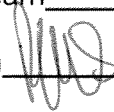
**TOPIC:** AGREEMENT – INDEPENDENT CONTRACTOR

**SUBMITTED BY:** Janet Long, TRIO Programs

**RECOMMENDED BY:** Christopher O'Hearn



**APPROVED BY:** Robert Silverman



**Description/Background:**

The District desires to ratify an Independent Contractor Agreement between Victor Valley Community College District and Lucerne Valley Unified School District. The period of the agreement is from June 22, 2009, through May 29, 2010.

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

**Need:**

The Independent Contractor Agreement is to provide transportation services for the Upward Bound Math and Science Program participants during the 2009 Summer Academy. Services include fieldtrips along with daily pick ups to and from target school sites and Victor Valley Community College.

**Fiscal Impact:** Budgeted – \$11,200.00 – Upward Bound Math and Science Program

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees ratify an Independent Contractor Agreement between Victor Valley Community College District and Lucerne Valley Unified School District. The period of the agreement is from June 22, 2009, through May 29, 2010.

**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:** OUT OF COUNTRY TRAVEL – COSTA RICA

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

**RECOMMENDED BY:** Christopher O’Hearn 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The District desires to approve out of country travel to Costa Rica. The travel is to allow students from the Political Science and Agriculture and Natural Resources Departments to travel to Rancho Mastatal, Costa Rica to attend a 13-day Sustainable Development workshop from July 22, 2009, through August 03, 2009. Students will be accompanied by Professor of Political Science, Dino Bozonelos and Professor of Agriculture and Natural Resources, Neville Slade.

**Students:**

- |                   |                           |
|-------------------|---------------------------|
| Avramidis, Armine | Manning, Clarissa         |
| Carnes, Stephen   | Medina, Jacob             |
| Carroll, Lauren   | Ramirez, Naomi            |
| Diazdeleon, Gale  | Schmoll, Sheri            |
| Gobert, Joseph    | Torres, John              |
| Greene, Grace     | Young, Kyland             |
| Kofford, Leif     | Alternate – Latner, Amber |
|                   | Volunteer – Troy VanBavel |

**Need:**

The Costa Rica trip is part of the experiential learning process through the Mojave Sustainability Project and the Sustainable Development Program at Victor Valley Community College.

**Fiscal Impact:** None to the District. All costs are pre-paid. The Mojave Sustainability Project will cover expense of attendance and admission at \$1,150.00 per person. The Foundation, Associated Student Body, faculty, and students will cover the expense of the airline tickets at \$302.48 per person. All other costs will be borne by the students and faculty.

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve out of country travel to Rancho Mastatal, Costa Rica to attend a 13-day Sustainable Development workshop from July 22, 2009, through August 03, 2009. Students will be accompanied by Professor of Political Science, Dino Bozonelos and Professor of Agriculture and Natural Resources, Neville Slade.

**Legal Review:** YES  NOT APPLICABLE


**Reference for Agenda:** YES  NO


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

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

**TOPIC:** AGREEMENTS - CONTRACT EDUCATION SERVICES

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

**RECOMMENDED BY:** Christopher O'Hearn 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The District desires to approve the Contract Education Services' agreements listed below for the courses offered in the Contract Education department.

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

Vendor:	Income to the District
Amvets of America	\$ 300.00
Little Dragon Restaurant	\$ 300.00
Kamp Grounds of America	\$ 300.00
Burning Bush Church	\$ 300.00
Total:	\$1,200.00

**Need:**

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class.

**Fiscal Impact:** \$1,200.00 Income to the District

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve the Contract Education Services' agreements listed above for the courses offered in the Contract Education department.

**Legal Review:** YES  NOT APPLICABLE


**Reference for Agenda:** YES  NO

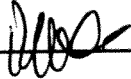
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

TOPIC: AGREEMENT – INDEPENDENT CONTRACTOR

SUBMITTED BY: Janet Long, TRIO Programs

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Robert Silverman 

**Description/Background:**

The District desires to approve an Independent Contractor Agreement between Victor Valley Community College District and EBR Events, LLC. dba Apple Valley Catering. The period of the agreement is from July 30, 2009, through July 31, 2009.

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

**Need:**

The agreement is to provide catering service that includes food services for participants for the end-of-year banquet during the 2009 Summer Academies for the Upward Bound and Upward Bound Math and Science Programs.

**Fiscal Impact:** Budgeted – \$6,300.00 – Upward Bound Grant Funds

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve an Independent Contractor Agreement between Victor Valley Community College District and EBR Events, LLC. dba Apple Valley Catering. The period of the agreement is from July 30, 2009, through July 31, 2009.

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


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

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

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

**TOPIC:** AGREEMENT – INDEPENDENT CONTRACTOR

**SUBMITTED BY:** Paul Williams, Humanities and Arts

**RECOMMENDED BY:** Christopher O'Hearn 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The District desires to ratify an Independent Contractor Agreement between Victor Valley Community College District and David Prince. The period of the agreement is from January 08, 2009, through April 03, 2009.

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

**Need:**

The agreement is to provide an orchestra conductor for Beauty and the Beast and taught students music in addition to conducting and rehearsing all performances.

**Fiscal Impact:** Budgeted – \$1,300.00 – Auxiliary Funds

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees ratify an Independent Contractor Agreement between Victor Valley Community College District and David Prince. The period of this agreement is from January 01, 2009, through April 30, 2009.

**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 – CONTINUANT, INC.

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

**RECOMMENDED BY:** GH Javaheripour  \_\_\_\_\_

**APPROVED BY:** Robert Silverman  \_\_\_\_\_

**Description/Background:**

The district wishes to enter into an agreement with Continuant, Inc. to provide maintenance support for all campus critical network equipment (i.e., network switches, routers, bridges, servers, phones) and software applications. This is a yearly maintenance contract that was previously provided by Smartnet through Nexus Integration Services for the amount of \$63,393.11. By entering into this agreement with Continuant, Inc instead of renewing with Nexus Integration Services we will be saving \$30,180.03.

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

**Need:**

This agreement is necessary to provide hardware and software maintenance support on all campus critical network devices.

**Fiscal Impact:** Budgeted Item - \$33,213.08

**Recommended Action:**

This item has been approved by the Superintendent/President and it is recommended that the Board of Trustees ratify the agreement with Continuant, Inc. in the amount of \$33,213.08.



**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO



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

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

**TOPIC:** AGREEMENT RENEWAL – SIXTEN & ASSOCIATES  
**SUBMITTED BY:** Mary Pringle, Fiscal Services  
**RECOMMENDED BY:** GH Javaheripour   
**APPROVED BY:** Robert Silverman 

**Description/Background:**

The district wishes to renew its agreement with SixTen and Associates for State Mandate Claim Preparation for the 2009 – 2010 fiscal year. Length of contract from July 1, 2009 – June 30, 2010.

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

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

**Need:**

The complexity of these annual claims requires special skills and experience not available from district staff. In addition, the number of claims and the seasonal nature of the work to prepare and submit the claims would impact other duties of the business office personnel. Government Code Section 53060 grants the district the authority to contract with and employ persons for the furnishing to the district of special services if such persons are specially trained, experienced, and competent to perform the services needed. The college has fallen behind in filing mandated cost claims over the past several years and has missed an opportunity for significant financial reimbursement from the state

**Fiscal Impact:**

Budgeted item – Not to exceed \$13,000.00

**Recommended Action:**

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

**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 – NOVA FACILITY MANAGEMENT SYSTEMS

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

**RECOMMENDED BY:** GH Javaheripour 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The district wishes to enter into an agreement with Nova Facility Management Systems to furnish, install and monitor commercial energy meters at the Technology Center, Speech/Drama Addition, and Adapted PE Center buildings.

Technology Center	\$6,700.00
Speech/Drama Addition	\$6,800.00
Adapted PE Center	\$6,600.00
<b>Total</b>	<b>\$20,100.00</b>

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

**Need:**

The above services are necessary to establish the power usage for each of the newer facilities on campus.

**Recommended Action/Fiscal Impact:** This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Nova Facility Management Systems to furnish, install and monitor commercial energy meters at the Technology Center, Speech/Drama Addition, and Adapted PE Center buildings in the amount of \$20,100.00 – Fund 71 Expenditure.

**Legal Review:** YES  NOT APPLICABLE

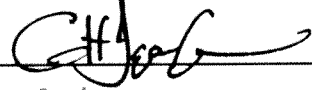
**Reference for Agenda:** YES  NO

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

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

**TOPIC:** CHANGE ORDERS – SEISMIC RETROFIT / AUXILIARY GYMNASIUM REPLACEMENT (AKA: ADAPTED P.E. CENTER)

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

**RECOMMENDED BY:** GH Javaheripour 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The district wishes to submit for approval the following end of project adjustments for the Seismic Retrofit / Auxiliary Gymnasium Replacement project (aka: Adapted P.E. Center). During the course of construction various modifications may be made due to architectural and/or construction modifications and these can both increase or decrease the cost of the project. The list below updates these items previously approved by the Board in Board Item Number 10.3 on June 9, 2009. This Recommended Action is a compilation of the adjustments made and represents both direct and indirect costs of the contractors in performing or providing the work covered. This project was completed on time and under budget.

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

**Need:**

This additional work and/or value engineering is necessary to complete the Adapted P.E. Center.

**Fiscal Impact:** \$(3,991.50) – Credit to the District

**Recommended Action:** This Item has been approved by the Superintendent/President and it is recommended that the Board of Trustees approve the change orders with the contractors listed for the Seismic Retrofit / Auxiliary Gymnasium Replacement project (aka: Adapted P.E. Center) in the amount of \$(3,991.50), a credit to the district.

<u>Adjustment</u>	<u>Contractor</u>	<u>Bid Package</u>	<u>Amount</u>
01-02	ASR Constructors, Inc.	General Construction	\$41,169.00
03-02	ASR Constructors, Inc.	Structural Steel	\$(41,169.00)
11-02	Donald M. Hoover Co.	Flooring	\$(3,991.50)
<b><u>TOTAL</u></b>			<b><u>\$(3,991.50)</u></b>

**Legal Review:** YES  NOT APPLICABLE

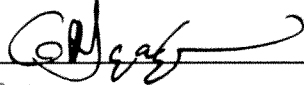
**Reference for Agenda:** YES  NO


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

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

**TOPIC:** CHANGE ORDER – RYMAX ELECTRIC INC – ELECTRICAL SWITCHGEAR REPLACEMENT (MO-09-001)

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

**RECOMMENDED BY:** Gh Javaheripour 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The district wishes to submit for approval Change Order No. 1 from Rymax Electric Inc. During the course of the contract there were several upgrades required that resulted in the expenditure of additional labor and materials. 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.

- |    |  |            |
|----|--|------------|
| 1. | Rework of a 480 volt panel in Building 22.                   | \$840.00   |
| 2. | Change out of a circuit breaker panel in Building 30         | \$356.25   |
| 3. | Modification of the new switchgear in Building 52            | \$1,411.25 |
| 4. | Additional electrical materials for Building 50.             | \$466.25   |
| 5. | Generator rental for Building 53 Main Switchgear change out. | \$910.00   |

Total: \$3,983.75

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 Electrical Switchgear Replacement project.

**Fiscal Impact:** \$3,983.75 – Budgeted Item

**Recommended Action:**

This item has been approved by the Superintendent/President; it is recommended that the Board of Trustees ratify the change order with Rymax Electric Inc. in the amount of \$3,983.75.

**Legal Review:** YES  NOT APPLICABLE

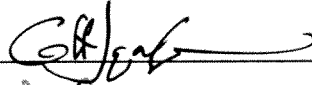
**Reference for Agenda:** YES  NO


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

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

**TOPIC:** NOTICE OF COMPLETION – SEISMIC RETROFIT / AUXILIARY GYMNASIUM REPLACEMENT (AKA: ADAPTED PE CENTER)

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

**RECOMMENDED BY:** GH Javaheripour  \_\_\_\_\_

**APPROVED BY:** Robert Silverman  \_\_\_\_\_

**Description/Background:**

The district wishes to submit for approval Notices of Completion for the architectural firm, Spencer/Hoskins Associates, and the construction management firm, Cal K-12 Construction Management, Inc. for the Seismic Retrofit / Auxiliary Gymnasium Replacement project (aka: Adapted PE Center).

Copies of the Notices of Completion are 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 company involved with the project within 10 days of acceptance by the Board.

**Fiscal Impact:** No fiscal impact.

**Recommended Action:** It is recommended that the Board of Trustees approve the Notices 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**  **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:** Robert Silverman 

**Description/Background:**

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

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

**Reference for Agenda:** YES  NO

**VICTOR VALLEY COLLEGE**  
**BUDGET TRANSFER REQUEST REPORT**  
From 04/13/09 to 06/15/09

Ref. No.	Fund	Program	Account	Amount		Description	
				Increase	Decrease		
090136	01	0000 District Wide Holding	817000	Federal Revenue		14,069	BGT UPDATE
090136	01	6350 Student Svcs Title IV	148000	Academic Counselors	14,069		BGT UPDATE
090251	01	0000 District Wide Holding	862200	EOPS		7,196	BGT UPDATE
090251	01	6430 EOPS	761000	Student Book Svc.	7,196		BGT UPDATE
090262	01	6450 VP Student Svcs	218000	Salaries		(11,424)	S/B SUB
090262	01	6450 VP Student Svcs	239100	Salaries	1,248		S/B SUB
090262	01	6450 VP Student Svcs	239400	Salaries	10,856		S/B SUB
090262	01	6450 VP Student Svcs	450000	Other Supplies		(1,318)	S/B SUB
090262	01	6450 VP Student Svcs	520200	Travel/Conf. Admin		(655)	S/B SUB
090262	01	6450 VP Student Svcs	530000	Dues & Memberships	230		S/B SUB
090262	01	6450 VP Student Svcs	553200	Bottled Water	670		S/B SUB
090262	01	6450 VP Student Svcs	564000	Contracts-Repairs	497		S/B SUB
090262	01	6450 VP Student Svcs	584000	Credit Card Fees		(104)	S/B SUB
090263	01	1011 Art/Photography	430000	Instructional Supplies	780		SUPPLY EXPENSES
090263	01	1011 Art/Photography	584000	Contracted Svcs.		(780)	SUPPLY EXPENSES
090264	01	1200 Health Services Gen	430000	Instructional Supplies	1,476		MEDICAL/AIRWAY KITS
090264	01	1200 Health Services Gen	640000	New Equipment		(1,476)	MEDICAL/AIRWAY KITS
090265	01	1305 Child Development	248000	Salaries	1,000		BUDGET UPDATE
090265	01	1305 Child Development	430000	Instructional Supplies	4,000		BUDGET UPDATE
090265	01	1305 Child Development	520000	Travel/Conf. Instructional	2,000		BUDGET UPDATE
090265	01	1305 Child Development	590000	Other Expense		(7,000)	BUDGET UPDATE
090268	01	6920 Child Development Center	148500	Salaries		(9,000)	1485/5200->4300
090268	01	6920 Child Development Center	361000	Benefits		(975)	1485/5200->4300
090268	01	6920 Child Development Center	430000	Instructional Supplies	10,999		1485/5200->4300
090268	01	6920 Child Development Center	520000	Travel/Conf. Instructional		(1,020)	1485/5200->4300
090268	01	6920 Child Development Center	569000	Indirect Cost		(4)	1485/5200->4300
090269	01	6210 Cr. Matriculation	450000	Other Supplies		(2,800)	SARS SOFTWARE RENEW
090269	01	6210 Cr. Matriculation	565000	Contracts-Maint Agrmts	2,800		SARS SOFTWARE RENEW
090270	01	2133 Fire Control Tech	430000	Instructional Supplies	1,000		CSTI-FIRE TECH COURSE FEES
090270	01	2133 Fire Control Tech	584000	Contracted Services		(1,000)	CSTI-FIRE TECH COURSE FEES
090271	01	0843 Womens Softball	244500	Salaries	250		OB 4300->2445
090271	01	0843 Womens Softball	430000	Instructional Supplies		(250)	OB 4300->2445
090273	01	6470 TANF Grant	450000	Other Supplies	4,000		OB 5200->4500
090273	01	6470 TANF Grant	520000	Travel/Conf. Instructional		(4,000)	OB 5200->4500
090275	01	6430 EOPS	450000	Other Supplies	900		OB 7620->4500
090275	01	6430 EOPS	762000	Other Svcs-Students		(900)	OB 7620->4500
090276	01	0952 Construction Craft Tech	248000	Salaries		(1,000)	OB 2380->4300
090276	01	0952 Construction Craft Tech	430000	Instructional Supplies	1,000		OB 2380->4300
090278	01	0956 Indus Tech-Welding	430000	Instructional Supplies	6,000		NEG BAL&0956
090278	01	6060 Dean-Student & Wkforce Dev	248000	Salaries	618		NEG BAL&0956
090278	01	6060 Dean-Student & Wkforce Dev	590000	Other Expense		(7,783)	NEG BAL&0956
090278	01	6060 Dean-Student & Wkforce Dev	640500	Computers	1,165		NEG BAL&0956
090281	01	0952 Construction Craft Tech	430000	Instructional Supplies	1,092		SUPPLY EXP CONSTR TECH
090281	01	6670 VP Admin Svcs	569100	Prior Year Rollovers		(1,092)	SUPPLY EXP CONSTR TECH
090282	78	6745 Risk Management	584000	Contracted Svcs.		(830)	FOR ERGO CHAIR
090282	78	6745 Risk Management	641000	Contracted Svcs.	830		FOR ERGO CHAIR
090284	01	5990 Undistributed Accounts	640000	New Equipment		(2,121)	PORT SWITCH-CIS LAB
090284	01	6790 Technical Svcs	457000	Network Supplies	2,121		PORT SWITCH-CIS LAB

**VICTOR VALLEY COLLEGE**  
**BUDGET TRANSFER REQUEST REPORT**  
From 04/13/09 to 06/15/09

Ref. No.	Fund	Program	Account	Amount		Description	
				Increase	Decrease		
090285	01	0400 Biological Sciences	430000	Instructional Supplies	2,064		OB 5630->4300
090285	01	0400 Biological Sciences	563000	Contracts-Rents & Leases		(2,064)	OB 5630->4300
090287	01	6780 Management Info Systems	563000	Contracts-Rents & Leases		(3,000)	DATATEL LICENSE FEES
090287	01	6780 Management Info Systems	565000	Contracts-Maint Agrmts.		(8,000)	DATATEL LICENSE FEES
090287	01	6785 Datatel	450000	Other Supplies		(9,000)	DATATEL LICENSE FEES
090287	01	6785 Datatel	520200	Travel/Conference-Admin		(5,000)	DATATEL LICENSE FEES
090287	01	6785 Datatel	563000	Contracts-Rents & Leases		(2,800)	DATATEL LICENSE FEES
090287	01	6785 Datatel	580500	License Fees	47,800		DATATEL LICENSE FEES
090287	01	6785 Datatel	584000	Contracted Services		(20,000)	DATATEL LICENSE FEES
090290	01	6680 Facilities Construction	450000	Other Supplies		(700)	TO COVER MILEAGE EXP
090290	01	6680 Facilities Construction	520200	Travel/Conference-Admin	700		TO COVER MILEAGE EXP
090292	01	2133 Fire Control Tech	430000	Instructional Supplies	2,900		SUPPLY EXP
090292	01	2133 Fire Control Tech	584000	Contracted Services		(2,900)	SUPPLY EXP
090294	01	5990 Undistributed Accounts	590000	Other Expense		(18,251)	EOPS MATCH
090294	01	6430 EOPS	761000	Student Book Service	13,251		EOPS MATCH
090294	01	6430 EOPS	762000	Other Svcs-Students	5,000		EOPS MATCH
090295	01	6787 Institutional Research	450000	Other Supplies		(507)	OB 4500->5805
090295	01	6787 Institutional Research	580500	License Fees	507		OB 4500->5805
090296	01	6670 VP Admin Services	569100	Prior Year Rollovers		(1,305)	M&D-MASKS
090296	01	6745 Risk Management	450000	Other Supplies	1,305		M&D-MASKS
090297	01	1203 RN Program	520000	Travel/Conference-Instruc		(500)	TRAN PER PAT
090297	01	1203 RN Program	580500	License Fees		(2,100)	TRAN PER PAT
090297	01	1203 RN Program	641000	Furniture	2,600		TRAN PER PAT
090299	01	1203 RN Program	430000	Instructional Supplies	2,244		5200->4300/6400
090299	01	1203 RN Program	520000	Travel/Conference-Instruc		(3,044)	5200->4300/6400
090299	01	1203 RN Program	640000	New Equipment	800		5200->4300/6400
090300	01	6780 Mgmt Info Systems	451000	Non Instruc Software		(901)	OB 5202/4510->5650
090300	01	6780 Mgmt Info Systems	520200	Travel/Conference-Admin		(1,015)	OB 5202/4510->5650
090300	01	6780 Mgmt Info Systems	565000	Contracts-Maint Agrmts	1,916		OB 5202/4510->5650
090301	78	6745 Risk Management	584000	Contracted Services	175		WINDSHIELD REPAIR
090301	78	6745 Risk Management	641000	Furniture		(175)	WINDSHIELD REPAIR
090302	01	6470 TANF Grant	148000	Salaries	12,000		TO COVER NEG BAL
090302	01	6470 TANF Grant	148300	Salaries		(12,931)	TO COVER NEG BAL
090302	01	6470 TANF Grant	311000	Benefits	712		TO COVER NEG BAL
090302	01	6470 TANF Grant	331000	Benefits		(454)	TO COVER NEG BAL
090302	01	6470 TANF Grant	351000	Benefits	25		TO COVER NEG BAL
090302	01	6470 TANF Grant	361000	Benefits	50		TO COVER NEG BAL
090302	01	6470 TANF Grant	450000	Other Supplies		(1,401)	TO COVER NEG BAL
090302	01	6470 TANF Grant	520000	Travel/Conference-Instruc	1,999		TO COVER NEG BAL
090303	01	1305 Child Development	239000	Salaries	610		UPDATE BGT
090303	01	1305 Child Development	248000	Salaries	3,000		UPDATE BGT
090303	01	1305 Child Development	311000	Benefits	2,000		UPDATE BGT
090303	01	1305 Child Development	331500	Benefits	1,000		UPDATE BGT
090303	01	1305 Child Development	335000	Benefits	100		UPDATE BGT
090303	01	1305 Child Development	351000	Benefits	1,000		UPDATE BGT
090303	01	1305 Child Development	361000	Benefits	730		UPDATE BGT
090303	01	1305 Child Development	430000	Instructional Supplies	2,670		UPDATE BGT
090303	01	1305 Child Development	520000	Travel/Conference-Instruc		(550)	UPDATE BGT
090303	01	1305 Child Development	584000	Contracted Services	60		UPDATE BGT
090303	01	1305 Child Development	761000	Student Book Service	1,500		UPDATE BGT
090303	01	1305 Child Development	762000	Other Services-Students		(12,120)	UPDATE BGT



**VICTOR VALLEY COLLEGE**  
**BUDGET TRANSFER REQUEST REPORT**  
From 04/13/09 to 06/15/09

Ref. No.	Fund	Program	Account	Amount		Description
				Increase	Decrease	
090304	01	0000 District Wide Holding Prgm	814000 Temp Assist for Needy Fam		3,390	BGT UPDATES
090304	01	1305 Child Development	135000 Personal Services	3,000		BGT UPDATES
090304	01	1305 Child Development	239000 Salaries	390		BGT UPDATES
090305	01	1305 Child Development	239000 Salaries	610		ACCT CLEANUP
090305	01	1305 Child Development	248000 Salaries	3,000		ACCT CLEANUP
090305	01	1305 Child Development	311000 Benefits	1,000		ACCT CLEANUP
090305	01	1305 Child Development	331500 Benefits	500		ACCT CLEANUP
090305	01	1305 Child Development	335000 Benefits	1,000		ACCT CLEANUP
090305	01	1305 Child Development	351000 Benefits	1,000		ACCT CLEANUP
090305	01	1305 Child Development	361000 Benefits	1,330		ACCT CLEANUP
090305	01	1305 Child Development	430000 Instructional Supplies	2,670		ACCT CLEANUP
090305	01	1305 Child Development	520000 Travel/Conference-Instruc		(550)	ACCT CLEANUP
090305	01	1305 Child Development	584000 Contracted Services	60		ACCT CLEANUP
090305	01	1305 Child Development	761000 Student Book Service	1,500		ACCT CLEANUP
090305	01	1305 Child Development	762000 Other Services-Students		(12,120)	ACCT CLEANUP
090306	01	6455 Dean of Student Services	123000 Salaries		(49,000)	ACCT CLEANUP
090306	01	6455 Dean of Student Services	128000 Salaries		(68,000)	ACCT CLEANUP
090306	01	6455 Dean of Student Services	135000 Salaries	1,500		ACCT CLEANUP
090306	01	6455 Dean of Student Services	148000 Salaries	42,431		ACCT CLEANUP
090306	01	6455 Dean of Student Services	218000 Salaries		(62,944)	ACCT CLEANUP
090306	01	6455 Dean of Student Services	321000 Benefits	2,000		ACCT CLEANUP
090306	01	6455 Dean of Student Services	331000 Benefits	1,500		ACCT CLEANUP
090306	01	6455 Dean of Student Services	331500 Benefits	500		ACCT CLEANUP
090306	01	6455 Dean of Student Services	341000 Benefits	2,000		ACCT CLEANUP
090306	01	6455 Dean of Student Services	351000 Benefits	100		ACCT CLEANUP
090306	01	6455 Dean of Student Services	361000 Benefits	750		ACCT CLEANUP
090306	01	6455 Dean of Student Services	390000 Benefits		(98,665)	ACCT CLEANUP
090306	01	6455 Dean of Student Services	450000 Other Supplies	5,573		ACCT CLEANUP
090306	01	6455 Dean of Student Services	584000 Contracted Services		(187,500)	ACCT CLEANUP
090306	01	6455 Dean of Student Services	590000 Other Expense	434,755		ACCT CLEANUP
090306	01	6455 Dean of Student Services	640500 Computers		(25,000)	ACCT CLEANUP
090307	01	6350 Student Support Svcs-Title IV	128000 Salaries		(3,135)	ACCT CLEANUP
090307	01	6350 Student Support Svcs-Title IV	135000 Salaries	5,210		ACCT CLEANUP
090307	01	6350 Student Support Svcs-Title IV	148000 Salaries	7,135		ACCT CLEANUP
090307	01	6350 Student Support Svcs-Title IV	148300 Salaries		(4,000)	ACCT CLEANUP
090307	01	6350 Student Support Svcs-Title IV	331500 Benefits	43		ACCT CLEANUP
090307	01	6350 Student Support Svcs-Title IV	335000 Benefits	650		ACCT CLEANUP
090307	01	6350 Student Support Svcs-Title IV	335000 Benefits	112		ACCT CLEANUP
090307	01	6350 Student Support Svcs-Title IV	341000 Benefits		(650)	ACCT CLEANUP
090307	01	6350 Student Support Svcs-Title IV	351000 Benefits	9		ACCT CLEANUP
090307	01	6350 Student Support Svcs-Title IV	361000 Benefits	55		ACCT CLEANUP
090307	01	6350 Student Support Svcs-Title IV	450000 Other Supplies		(5,429)	ACCT CLEANUP
090308	01	6350 Student Support Svcs-Title IV	248000 Salaries	543		TO COVER NEG BAL
090308	01	6350 Student Support Svcs-Title IV	335000 Benefits	20		TO COVER NEG BAL
090308	01	6350 Student Support Svcs-Title IV	335000 Benefits	20		TO COVER NEG BAL
090308	01	6350 Student Support Svcs-Title IV	361000 Benefits		(1,073)	TO COVER NEG BAL
090308	01	6350 Student Support Svcs-Title IV	430000 Other Supplies	275		TO COVER NEG BAL
090308	01	6350 Student Support Svcs-Title IV	520000 Travel/Conference-Instruc		(838)	TO COVER NEG BAL
090308	01	6350 Student Support Svcs-Title IV	520200 Travel/Conference-Admin	168		TO COVER NEG BAL
090308	01	6350 Student Support Svcs-Title IV	563000 Contracts-Rents & Leases	885		TO COVER NEG BAL
090309	01	0948 Automotive Technology	245500 Salaries		(12,804)	TO COVER NEG BAL
090309	01	0948 Automotive Technology	245500 Salaries	6,917		TO COVER NEG BAL
090309	01	0948 Automotive Technology	321000 Benefits	1,700		TO COVER NEG BAL
090309	01	0948 Automotive Technology	331500 Benefits	600		TO COVER NEG BAL
090309	01	0948 Automotive Technology	335000 Benefits	150		TO COVER NEG BAL
090309	01	0948 Automotive Technology	341000 Benefits	150		TO COVER NEG BAL
090309	01	0948 Automotive Technology	351000 Benefits	300		TO COVER NEG BAL
090309	01	0948 Automotive Technology	361000 Benefits	400		TO COVER NEG BAL

**VICTOR VALLEY COLLEGE**  
**BUDGET TRANSFER REQUEST REPORT**  
From 04/13/09 to 06/15/09

Ref. No.	Fund	Program	Account	Amount		Description	
				Increase	Decrease		
090309	01	0948 Automotive Technology	361000	Benefits	204		TO COVER NEG BAL
090309	01	0948 Automotive Technology	430000	Instructional Supplies	9,504		TO COVER NEG BAL
090309	01	0948 Automotive Technology	431000	Instructional Software	742		TO COVER NEG BAL
090309	01	0948 Automotive Technology	640500	Computers	3,144		TO COVER NEG BAL
090309	01	6825 Community Services Classes	569100	Prior Year Rollovers		(11,007)	TO COVER NEG BAL
090310	01	0514 Business Ed Technology	335000	Benefits		(264)	TO COVER NEG BAL
090310	01	0514 Business Ed Technology	361000	Benefits	50		TO COVER NEG BAL
090310	01	0514 Business Ed Technology	430000	Instructional Supplies		(4,000)	TO COVER NEG BAL
090310	01	0514 Business Ed Technology	520000	Travel/Conference-Instruc		(2,000)	TO COVER NEG BAL
090310	01	0514 Business Ed Technology	640500	Computers	6,214		TO COVER NEG BAL
090311	01	1200 Health Services General	335000	Benefits		(987)	TO COVER NEG BAL
090311	01	1200 Health Services General	430000	Instructional Supplies	987		TO COVER NEG BAL
090311	01	1203 RN Program	640000	New equipment		(796)	TO COVER NEG BAL
090311	01	1203 RN Program	640500	Computers	796		TO COVER NEG BAL
090311	01	1207 Respiratory Therapy	244600	Salaries	2,040		TO COVER NEG BAL
090311	01	1207 Respiratory Therapy	331500	Benefits	30		TO COVER NEG BAL
090311	01	1207 Respiratory Therapy	335000	Benefits	77		TO COVER NEG BAL
090311	01	1207 Respiratory Therapy	351000	Benefits	7		TO COVER NEG BAL
090311	01	1207 Respiratory Therapy	361000	Benefits	38		TO COVER NEG BAL
090311	01	1250 Paramedics	244600	Salaries	21,030		TO COVER NEG BAL
090311	01	1250 Paramedics	321000	Benefits	148		TO COVER NEG BAL
090311	01	1250 Paramedics	331000	Benefits	250		TO COVER NEG BAL
090311	01	1250 Paramedics	331500	Benefits	600		TO COVER NEG BAL
090311	01	1250 Paramedics	335000	Benefits	1,000		TO COVER NEG BAL
090311	01	1250 Paramedics	351000	Benefits	40		TO COVER NEG BAL
090311	01	1250 Paramedics	361000	Benefits	500		TO COVER NEG BAL
090311	01	1250 Paramedics	430000	Instructional Supplies		(14,141)	TO COVER NEG BAL
090311	01	1250 Paramedics	520000	Travel/Conference-Instruc		(106)	TO COVER NEG BAL
090311	01	1250 Paramedics	640000	New equipment	1,283		TO COVER NEG BAL
090311	01	1250 Paramedics	640500	Computers	2,388		TO COVER NEG BAL
090311	01	1305 Child Development	248000	Salaries		(1,000)	TO COVER NEG BAL
090311	01	1305 Child Development	335000	Benefits		(1,200)	TO COVER NEG BAL
090311	01	2133 Fire Control Tech	430000	Instructional Supplies	7,736		TO COVER NEG BAL
090311	01	2133 Fire Control Tech	520000	Travel/Conference-Instruc	608		TO COVER NEG BAL
090311	01	6060 Dean-Student & Wkforce Dev	331000	Benefits	376		TO COVER NEG BAL
090311	01	6060 Dean-Student & Wkforce Dev	331500	Benefits	88		TO COVER NEG BAL
090311	01	6060 Dean-Student & Wkforce Dev	351000	Benefits	19		TO COVER NEG BAL
090311	01	6060 Dean-Student & Wkforce Dev	361000	Benefits	123		TO COVER NEG BAL
090311	01	6060 Dean-Student & Wkforce Dev	450000	Other Supplies		(1,580)	TO COVER NEG BAL
090311	01	6060 Dean-Student & Wkforce Dev	520000	Travel/Conference-Instruc	709		TO COVER NEG BAL
090311	01	6060 Dean-Student & Wkforce Dev	520200	Travel/Conference-Admin		(1,648)	TO COVER NEG BAL
090311	01	6060 Dean-Student & Wkforce Dev	590000	Other Expense		(19,415)	TO COVER NEG BAL
090313	01	0000 District Wide Holding Program	812000	Higher Education Act		55,428	BGT UPDATE
090313	01	4900 Interdisciplinary Studies	248000	Salaries	42,657		BGT UPDATE
090313	01	6460 Financial Aid Admin	590000	Other Expense	12,771		BGT UPDATE
090314	01	4900 Interdisciplinary Studies	248000	Salaries	39,926		ACCT CLEANUP
090314	01	4900 Interdisciplinary Studies	335000	Benefits		(39,926)	ACCT CLEANUP
090315	01	4900 Interdisciplinary Studies	248000	Salaries	11,577		TO COVER NEG BAL
090315	01	4900 Interdisciplinary Studies	335000	Benefits	19		TO COVER NEG BAL
090315	01	4900 Interdisciplinary Studies	361000	Benefits	6		TO COVER NEG BAL
090315	01	6460 Financial Aid Admin	569100	Prior Year Rollovers		(24,984)	TO COVER NEG BAL
090315	01	6460 Financial Aid Admin	590000	Other Expense	13,382		TO COVER NEG BAL
090316	01	0000 District Wide Holding Prgm	815100	SEOG Grants		458	BGT UPDATE
090316	01	6460 Financial Aid Admin	331500	Benefits	72		BGT UPDATE
090316	01	6460 Financial Aid Admin	450000	Other Supplies	386		BGT UPDATE
090317	01	6460 Financial Aid Admin	239000	Salaries	2,681		TO COVER NEG BAL
090317	01	6460 Financial Aid Admin	331500	Benefits	48		TO COVER NEG BAL

**VICTOR VALLEY COLLEGE**  
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Ref. No.	Fund	Program	Account	Amount		Description
				Increase	Decrease	
090317	01	6460 Financial Aid Admin	335000 Benefits	123		TO COVER NEG BAL
090317	01	6460 Financial Aid Admin	351000 Benefits	10		TO COVER NEG BAL
090317	01	6460 Financial Aid Admin	361000 Benefits	60		TO COVER NEG BAL
090317	01	6460 Financial Aid Admin	520200 Travel/Conference-Admin		(2,922)	TO COVER NEG BAL
090318	01	6460 Financial Aid Admin	218000 Salaries	4,076		TO COVER NEG BAL
090318	01	6460 Financial Aid Admin	321000 Benefits	451		TO COVER NEG BAL
090318	01	6460 Financial Aid Admin	331000 Benefits	295		TO COVER NEG BAL
090318	01	6460 Financial Aid Admin	331500 Benefits	69		TO COVER NEG BAL
090318	01	6460 Financial Aid Admin	341000 Benefits	548		TO COVER NEG BAL
090318	01	6460 Financial Aid Admin	351000 Benefits	14		TO COVER NEG BAL
090318	01	6460 Financial Aid Admin	361000 Benefits	87		TO COVER NEG BAL
090318	01	6460 Financial Aid Admin	569100 Prior Year Rollovers		(3,040)	TO COVER NEG BAL
090318	01	6460 Financial Aid Admin	584000 Contracted Services		(2,500)	TO COVER NEG BAL
090320	01	0000 District Wide Holding Prgm	812000 Higher Education Act		387,061	BGT UPDATE
090320	01	6450 VP Student Services	311000 Benefits		(1,264)	BGT UPDATE
090320	01	6450 VP Student Services	321000 Benefits		(1,323)	BGT UPDATE
090320	01	6450 VP Student Services	331000 Benefits		(882)	BGT UPDATE
090320	01	6450 VP Student Services	341000 Benefits		(2,055)	BGT UPDATE
090320	01	6450 VP Student Services	580500 License Fees		(16,176)	BGT UPDATE
090320	01	6455 Dean of Student Services	311000 Benefits	4,263		BGT UPDATE
090320	01	6455 Dean of Student Services	335000 Benefits	23		BGT UPDATE
090320	01	6455 Dean of Student Services	520000 Travel/Conference-Instruc		(1,699)	BGT UPDATE
090320	01	6455 Dean of Student Services	590000 Other Expense	406,174		BGT UPDATE
090324	72	6920 Child Development Center	430000 Instructional Supplies		(50,000)	OB 4300->5900
090324	72	6920 Child Development Center	590000 Other Expense	50,000		OB 4300->5900
090325	01	6420 Child Development Center	123000 Salaries		(31,652)	TO COVER NEG BAL
090325	01	6420 Child Development Center	229000 Salaries	37,405		TO COVER NEG BAL
090325	01	6420 Child Development Center	311000 Benefits		(3,505)	TO COVER NEG BAL
090325	01	6420 Child Development Center	331500 Benefits		(900)	TO COVER NEG BAL
090325	01	6420 Child Development Center	361000 Benefits		(1,200)	TO COVER NEG BAL
090325	01	6420 Child Development Center	450000 Other Supplies	77		TO COVER NEG BAL
090325	01	6420 Child Development Center	530000 Dues & Memberships		(225)	TO COVER NEG BAL
090326	01	6421 DSPS	229000 Salaries		(17,969)	TO COVER NEG BAL
090326	01	6421 DSPS	249400 Salaries	10,847		TO COVER NEG BAL
090326	01	6421 DSPS	321000 Benefits	1,056		TO COVER NEG BAL
090326	01	6421 DSPS	331000 Benefits	2,241		TO COVER NEG BAL
090326	01	6421 DSPS	331500 Benefits	1,034		TO COVER NEG BAL
090326	01	6421 DSPS	335000 Benefits	489		TO COVER NEG BAL
090326	01	6421 DSPS	351000 Benefits	996		TO COVER NEG BAL
090326	01	6421 DSPS	361000 Benefits	1,306		TO COVER NEG BAL
090327	01	6420 DSPS	218000 Salaries		(37,145)	TO COVER NEG BAL
090327	01	6420 DSPS	218000 Salaries	48,188		TO COVER NEG BAL
090327	01	6420 DSPS	229000 Salaries		(4,121)	TO COVER NEG BAL
090327	01	6420 DSPS	249400 Salaries		(2,646)	TO COVER NEG BAL
090327	01	6420 DSPS	335000 Benefits	1,105		TO COVER NEG BAL
090327	01	6420 DSPS	430000 Instructional Supplies		(1,477)	TO COVER NEG BAL
090327	01	6420 DSPS	431000 Instructional Software		(1,166)	TO COVER NEG BAL
090327	01	6420 DSPS	450000 Other Supplies		(1,625)	TO COVER NEG BAL
090327	01	6420 DSPS	520000 Travel/Conference-Instruc		(793)	TO COVER NEG BAL
090327	01	6420 DSPS	564000 Contracts-Repairs		(320)	TO COVER NEG BAL
090330	01	6420 DSPS	128000 Salaries		(37,145)	OB 1280->2180
090330	01	6420 DSPS	218000 Salaries	37,145		OB 1280->2180
090332	01	1200 Health Services General	244600 Salaries		(10,100)	PG 1200->1250 REQ20777
090332	01	1250 Paramedics	640500 Computers	10,100		PG 1200->1250 REQ20777
090333	01	1250 Paramedics	244600 Salaries		(2,759)	ACCT CLEANUP

**VICTOR VALLEY COLLEGE**  
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Ref. No.	Fund	Program	Account	Amount		Description
				Increase	Decrease	
090333	01	1250 Paramedics	321000	Benefits	116	ACCT CLEANUP
090333	01	1250 Paramedics	335000	Benefits	217	ACCT CLEANUP
090333	01	1250 Paramedics	430000	Instructional Supplies	238	ACCT CLEANUP
090333	01	1250 Paramedics	520000	Travel/Conference-Instruc	589	ACCT CLEANUP
090333	01	1250 Paramedics	530000	Dues & Memberships	1,150	ACCT CLEANUP
090333	01	1250 Paramedics	564000	Contracts-Repairs	449	ACCT CLEANUP
090335	01	1203 RN Program	135000	Salaries	1,000	OB 5691->4300
090335	01	1203 RN Program	430000	Instructional Supplies	60,000	OB 5691->4300
090335	01	1203 RN Program	569100	Prior Year Rollovers		(77,800) OB 5691->4300
090335	01	6050 Dean-Health Sci & Pub Safety	584000	Contracted Services	16,800	OB 5691->4300
090338	78	6745 Risk Management	450000	Other Supplies	390	OB 5840->4500
090338	78	6745 Risk Management	584000	Contracted Services		(390) OB 5840->4500
090341	01	0839 Mens Basketball	311000	Benefits	206	TO COVER NEG BAL
090341	01	0839 Mens Basketball	335000	Benefits	54	TO COVER NEG BAL
090341	01	0839 Mens Basketball	351000	Benefits	11	TO COVER NEG BAL
090341	01	0839 Mens Basketball	361000	Benefits	69	TO COVER NEG BAL
090341	01	0839 Mens Basketball	430000	Instructional Supplies		(1,348) TO COVER NEG BAL
090341	01	0839 Mens Basketball	520000	Travel/Conference-Instruc	168	TO COVER NEG BAL
090341	01	0839 Mens Basketball	584000	Contracted Services	840	TO COVER NEG BAL
090343	01	0948 Automotive Technology	135000	Salaries	2,000	OB 2455->1350
090343	01	0948 Automotive Technology	245500	Salaries		(2,000) OB 2455->1350
090345	01	5990 Undistributed Accounts	341000	Benefits		(166,000) TO COVER NEG BAL
090345	01	5990 Undistributed Accounts	390000	Benefits		(75,296) TO COVER NEG BAL
090345	01	6570 Utilities	535000	Postage		(22,894) TO COVER NEG BAL
090345	01	6570 Utilities	551000	Natural Gas	8,968	TO COVER NEG BAL
090345	01	6570 Utilities	552000	Electric	368,426	TO COVER NEG BAL
090345	01	6570 Utilities	552000	Electric		(92,500) TO COVER NEG BAL
090345	01	6570 Utilities	553000	Water		(10,000) TO COVER NEG BAL
090345	01	6570 Utilities	553100	Sewer Svcs Thru C.S.A. 64		(11,000) TO COVER NEG BAL
090345	01	6570 Utilities	581000	Advertising Public Relations	296	TO COVER NEG BAL
090347	72	6920 Child Development Center	110000	Salaries		(37,095) TO COVER NEG BAL
090347	72	6920 Child Development Center	139400	Salaries	4,000	TO COVER NEG BAL
090347	72	6920 Child Development Center	239400	Salaries	10,000	TO COVER NEG BAL
090347	72	6920 Child Development Center	590000	Other Expense	23,095	TO COVER NEG BAL
090349	01	6460 Financial Aid Admin	450000	Other Supplies		(2,008) OB 4500-5840
090349	01	6460 Financial Aid Admin	584000	Contracted Services	2,008	OB 4500-5840
090350	01	6420 DSPTS	249400	Salaries		(876) TO COVER NEG BAL
090350	01	6420 DSPTS	431000	Instructional Software	76	TO COVER NEG BAL
090350	01	6420 DSPTS	450000	Other Supplies	500	TO COVER NEG BAL
090350	01	6420 DSPTS	520000	Travel/Conference-Instruc	300	TO COVER NEG BAL
090351	01	6470 TANF Grant	450000	Other Supplies		(2,677) OB 4500->5200/5900
090351	01	6470 TANF Grant	520000	Travel/Conference-Instruc	2,612	OB 4500->5200/5900
090351	01	6470 TANF Grant	590000	Other Expense	65	OB 4500->5200/5900
090352	01	6470 TANF Grant	148000	Salaries		(1,006) OB 1480->4500
090352	01	6470 TANF Grant	450000	Other Supplies	1,006	OB 1480->4500
090353	01	6510 Maintenance & Operations	450000	Other Supplies	1,262	FACE MASKS
090353	01	6670 VP Admin Services	569100	Prior Year Rollovers		(1,262) FACE MASKS
090354	42	0000 District Wide Holding Prgm	582000	Interest Expense	1,798,617	BGT SETUP
090354	42	0000 District Wide Holding Prgm	582000	Interest Expense	156,346	BGT SETUP
090354	42	0000 District Wide Holding Prgm	584000	Contracted Services	679,489	BGT SETUP
090354	42	0000 District Wide Holding Prgm	713100	Debt Retire Debt Redemption	52,050,000	BGT SETUP
090354	42	0000 District Wide Holding Prgm	894000	Proceeds From Bonds		54,004,963 BGT SETUP
090354	42	0000 District Wide Holding Prgm	894000	Proceeds From Bonds		12,000,000 BGT SETUP
090354	42	0000 District Wide Holding Prgm	894900	Other General Debt		679,489 BGT SETUP

**VICTOR VALLEY COLLEGE**  
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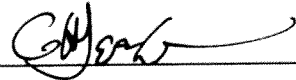
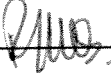
Ref. No.	Fund	Program	Account	Amount		Description
				Increase	Decrease	
090354	42	0015 Bond: Public Safety Trng Ctr	620000 Buildings-New & Remodel	12,000,000		BGT SETUP
090355	01	1305 Child Development	239000 Salaries		(610)	ACCT CLEANUP
090355	01	1305 Child Development	248000 Salaries		(3,000)	ACCT CLEANUP
090355	01	1305 Child Development	311000 Benefits		(1,500)	ACCT CLEANUP
090355	01	1305 Child Development	331500 Benefits		(750)	ACCT CLEANUP
090355	01	1305 Child Development	335000 Benefits		(550)	ACCT CLEANUP
090355	01	1305 Child Development	351000 Benefits		(1,000)	ACCT CLEANUP
090355	01	1305 Child Development	361000 Benefits		(1,030)	ACCT CLEANUP
090355	01	1305 Child Development	430000 Instructional Supplies		(2,670)	ACCT CLEANUP
090355	01	1305 Child Development	520000 Travel/Conference-Instruc	550		ACCT CLEANUP
090355	01	1305 Child Development	584000 Contracted Services		(60)	ACCT CLEANUP
090355	01	1305 Child Development	761000 Student Book Service		(1,500)	ACCT CLEANUP
090355	01	1305 Child Development	762000 Other Services-Students	12,120		ACCT CLEANUP
090356	01	6920 Child Development Center	430000 Instructional Supplies		(938)	BGT UPDATE
090356	01	6920 Child Development Center	520000 Travel/Conference-Instruc	88		BGT UPDATE
090356	01	6920 Child Development Center	535000 Postage		(250)	BGT UPDATE
090356	01	6920 Child Development Center	762000 Other Services-Students	1,100		BGT UPDATE
090357	01	0000 District Wide Holding Prgm	862000 Child Dev Apportionment		(180)	BGT UPDATE
090357	01	6920 Child Development Center	430000 Instructional Supplies		(180)	BGT UPDATE
090358	01	6420 DSPTS	249400 Salaries		(300)	OB 2494->4300
090358	01	6420 DSPTS	430000 Instructional Supplies	300		OB 2494->4300
090359	01	6420 DSPTS	249400 Salaries		(11,738)	TO COVER NEG BAL
090359	01	6420 DSPTS	311000 Benefits	2,559		TO COVER NEG BAL
090359	01	6420 DSPTS	321000 Benefits	4,233		TO COVER NEG BAL
090359	01	6420 DSPTS	331000 Benefits	2,672		TO COVER NEG BAL
090359	01	6420 DSPTS	341000 Benefits	2,274		TO COVER NEG BAL
090363	01	6460 Financial Aid Admin	239100 Salaries	76		TO COVER NEG BAL
090363	01	6460 Financial Aid Admin	341000 Benefits		(995)	TO COVER NEG BAL
090363	01	6460 Financial Aid Admin	450000 Other Supplies	397		TO COVER NEG BAL
090363	01	6460 Financial Aid Admin	553200 Bottled Water	59		TO COVER NEG BAL
090363	01	6460 Financial Aid Admin	563000 Contracts-Rents & Leases	463		TO COVER NEG BAL
090364	01	6770 Purchasing	239100 Salaries	167		XEROX INCR
090364	01	6770 Purchasing	450000 Other Supplies		(18,857)	XEROX INCR
090364	01	6770 Purchasing	563000 Contracts-Rents & Leases	28,912		XEROX INCR
090364	01	6770 Purchasing	590000 Other Expense		(10,222)	XEROX INCR
090365	01	6460 Financial Aid Admin	239000 Salaries	3		TO COVER NEG BAL
090365	01	6460 Financial Aid Admin	331500 Benefits	17		TO COVER NEG BAL
090365	01	6460 Financial Aid Admin	335000 Benefits	45		TO COVER NEG BAL
090365	01	6460 Financial Aid Admin	351000 Benefits	4		TO COVER NEG BAL
090365	01	6460 Financial Aid Admin	361000 Benefits	23		TO COVER NEG BAL
090365	01	6460 Financial Aid Admin	450000 Other Supplies		(1,251)	TO COVER NEG BAL
090365	01	6460 Financial Aid Admin	520200 Travel/Conference Admin	1,251		TO COVER NEG BAL
090365	01	6460 Financial Aid Admin	520200 Travel/Conference Admin		(867)	TO COVER NEG BAL
090365	01	6460 Financial Aid Admin	563000 Contracts Rents & Leases	775		TO COVER NEG BAL
090366	01	6776 Transportation	450000 Other Supplies		(43,171)	TO COVER NEG BAL
090366	01	6776 Transportation	552500 Fuel-Gasoline	42,402		TO COVER NEG BAL
090366	01	6776 Transportation	563000 Contracts-Rents & Leases		(225)	TO COVER NEG BAL
090366	01	6776 Transportation	564000 Contracts-Repairs	744		TO COVER NEG BAL
090366	01	6776 Transportation	574000 Assessment Fee	145		TO COVER NEG BAL
090366	01	6776 Transportation	590000 Other Expense	105		TO COVER NEG BAL
090368	01	0844 Women's Tennis	430000 Instructional Supplies		(240)	OB 4300->5840
090368	01	0844 Women's Tennis	584000 Contracted Services	240		OB 4300->5840
090369	01	6455 Dean of Student Services	135000 Salaries	2,000		SPR & SUM ACADEMY EXP.

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Ref. No.	Fund	Program	Account	Amount		Description
				Increase	Decrease	
090369	01	6455 Dean of Student Services	218000 Salaries		(9,000)	SPR & SUM ACADEMY EXP.
090369	01	6455 Dean of Student Services	450000 Other Supplies	1,000		SPR & SUM ACADEMY EXP.
090369	01	6455 Dean of Student Services	584000 Contracted Services	6,000		SPR & SUM ACADEMY EXP.
090370	01	6040 Dean-STEM Academic Prgms	135000 Salaries	22,752		SPECIAL ASSIGNMENT EXP
090370	01	6040 Dean-STEM Academic Prgms	220000 Salaries		(22,752)	SPECIAL ASSIGNMENT EXP
090373	01	4934 Basic Skills	135000 Salaries		(2,054)	OB 1350->5200
090373	01	4934 Basic Skills	430000 Instructional Supplies	1,000		OB 1350->5200
090373	01	4934 Basic Skills	520000 Travel/Conference-Instruc	1,054		OB 1350->5200
090377	01	5990 Undistributed Accounts	390000 Benefits		(25,775)	DEAN TECH
090377	01	6040 Dean-STEM Academic Prgms	122000 Salaries		(58,014)	DEAN TECH
090377	01	6790 Technical Services	122000 Salaries	77,789		DEAN TECH
090377	01	6790 Technical Services	311000 Benefits	6,000		DEAN TECH
090378	01	6790 Technical Services	220000 Salaries		(55,356)	LICENSE FEES
090378	01	6790 Technical Services	451000 Non Instructional Software		(14,609)	LICENSE FEES
090378	01	6790 Technical Services	457000 Network Supplies		(10,000)	LICENSE FEES
090378	01	6790 Technical Services	580500 License Fees	73,133		LICENSE FEES
090378	01	6790 Technical Services	640000 New Equipment	15,483		LICENSE FEES
090378	01	6790 Technical Services	640500 Computers		(8,651)	LICENSE FEES
090379	01	6930 Auxiliary Services	450000 Other Supplies	1,300		TO COVER NEG BAL
090379	01	6930 Auxiliary Services	563000 Contracts-Rents & Leases		(1,300)	TO COVER NEG BAL
090380	01	4934 Basic Skills	135000 Salaries		(5,400)	OB 1350->5840
090380	01	4934 Basic Skills	584000 Contracted Services	5,400		OB 1350->5840
090381	01	6455 Dean of Student Services	123000 Salaries	10,441		TO COVER NEG BAL
090381	01	6455 Dean of Student Services	218000 Salaries		(12,832)	TO COVER NEG BAL
090381	01	6455 Dean of Student Services	311000 Benefits	1,483		TO COVER NEG BAL
090381	01	6455 Dean of Student Services	351000 Benefits	136		TO COVER NEG BAL
090381	01	6455 Dean of Student Services	361000 Benefits	772		TO COVER NEG BAL
090382	01	6455 Dean of Student Services	218000 Salaries		(9,110)	SUMMER PGM
090382	01	6455 Dean of Student Services	450000 Other Supplies	5,000		SUMMER PGM
090382	01	6455 Dean of Student Services	761000 Student Book Service	4,110		SUMMER PGM

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

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

**TOPIC:** BOARD OF TRUSTEES PAYMENTS REPORT  
**SUBMITTED BY:** Renee Garcia, Fiscal Services  
**RECOMMENDED BY:** G.H. Javaheripour   
**APPROVED BY:** Robert Silverman 

**Description/Background:**

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

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

**Need:** N/A

**Fiscal Impact:** None

**Recommended Action:**

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

**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO

**BOARD PAYMENT REPORT  
BOARD OF TRUSTEES MEETING, JULY 14, 2009**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Revenue Bond	Student Cntr Fee
BATCH 848	\$ 5,200.08	\$176.00				
BATCH 849	\$ 7,372.64					
BATCH 849A	\$ 1,238.91					
BATCH 850	\$ 184.01					
BATCH 851	\$ 759.27					
BATCH 852	\$ 9,051.04		\$ 6,572.50			
BATCH 853			\$ 7,989.00			
BATCH 854						
BATCH 854A	\$ 268.00					
BATCH 855						
BATCH 856						
BATCH 856 VOIDED						
BATCH 856A		\$1,880.06				
BATCH 857	\$ 45,799.06					
BATCH 858	\$ 4,650.38		\$ 5,160.69			
BATCH 859	\$ 13,941.01					
BATCH 860	\$ 9,901.56					
BATCH 860A	\$ 11,340.00					
BATCH 861	\$ 1,768.17					
BATCH 861A	\$ 9,284.18					
BATCH 862	\$ 3,898.90					
BATCH 862A	\$ 6,573.02					
BATCH 863						
BATCH 864						
BATCH 864 VOID						
BATCH 864A	\$ 45,810.00					
BATCH 865	\$ 6,385.94					
BATCH 866	\$ 44,372.99					
BATCH 866A	\$ 231,847.92					
BATCH 867			\$ 22,193.59			
BATCH 868	\$ 6,263.75					
BATCH 869	\$ 17,110.00					
BATCH 870						
BATCH 871	\$ 9,007.90					
BATCH 872	\$ 23,779.85					
BATCH 872A	\$ 4,022.00		\$ 29,513.83			
BATCH 873	\$ 15,333.80					



**BOARD PAYMENT REPORT  
BOARD OF TRUSTEES MEETING, JULY 14, 2009**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 874	\$ 272.82					
BATCH 875	\$ 11,033.31					
BATCH 875A	\$ 11,706.28					
BATCH 876 VOIDED				\$ 63,159.00		
BATCH 876A						
BATCH 877 VOIDED						
BATCH 877A			\$ 1,150.50			
BATCH 878	\$ 6,578.63					
BATCH 879	\$ 7,504.82					
BATCH 880	\$ 11,040.58					
BATCH 880A	\$ 10,065.99					
BATCH 881			\$ 16,657.21			
BATCH 882		\$50.00				
BATCH 883	\$ 25,488.53					
BATCH 884 VOIDED						
BATCH 884A	\$ 2,672.81					
BATCH 885	\$ 67,623.88					
BATCH 886	\$ 15,833.96					
BATCH 886A	\$ 1,576.98					
BATCH 887	\$ 258.13					
BATCH 887A	\$ 3,529.00					
BATCH 888	\$ 5,653.78					
BATCH 888A	\$ 8,792.20					
BATCH 889			\$ 10,234.00			
BATCH 890 VOIDED						
BATCH 890A	\$ 7,203.54					
BATCH 891	\$ 9,552.77					
BATCH 891A	\$ 3,399.53					
BATCH 892	\$ 14,586.37					
BATCH 892A	\$ 2,270.74					
BATCH 893	\$ 2,120.00					
BATCH 894	\$ 9,523.15					
BATCH 895	\$ 1,613.31					
BATCH 896	\$ 7,413.90					
BATCH 897	\$ 5,333.00					
BATCH 898				\$ 412.52		
BATCH 899 CONTAINS NO BATCH						

**BOARD PAYMENT REPORT  
BOARD OF TRUSTEES MEETING, JULY 14, 2009**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 900	\$ 1,979.30					
BATCH 901	\$ 4,264.00					
BATCH 902	\$ 616.00					
BATCH 903 CONTAINS NO BATCH						
BATCH 904	\$ 21,203.98		886.79			
BATCH 904A	\$ 18,996.25					
BATCH 905	\$ 13,865.99					
BATCH 905A	\$ 5,400.00					
BATCH 906						
BATCH 907	\$ 4,592.48					
BATCH 908	\$ 2,515.02					
BATCH 909	\$ 989.55					
BATCH 910 CONTAINS NO BATCH					\$52,206,346.09	
BATCH 910A						
BATCH 911 CONTAINS NO BATCH						
BATCH 912	\$ 45,050.68					
BATCH 913	\$ 23,834.65					
BATCH 914	\$ 19,620.36					
BATCH 915	\$ 6,550.39					
BATCH 916	\$ 8,522.57					
BATCH 917	\$ 1,514.47					
BATCH 918	\$ 8,690.37					
BATCH 918A	\$ 8,000.00					
BATCH 919	\$ 141.68					
BATCH 919A	\$ 125,902.61					
BATCH 920	\$ 12,385.00					
BATCH 921	\$ 5,130.00					
BATCH 922	\$ 4,999.42					
BATCH 923						
BATCH 924	\$ 9,121.18		1,136.93			
BATCH 925	\$ 9,594.58					
BATCH 926	\$ 12,274.12					

TOTAL

TOTAL	\$ 1,163,567.04	\$0.00 \$	101,495.04 \$	63,571.52	\$0.00 \$	-
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**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** FOUNDATION DONATIONS

**SUBMITTED BY:** Victor Valley College Foundation

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

**APPROVED BY:** Robert Silverman RS

**Description/Background:**

The Victor Valley College Foundation has made expenditures from cash donations to specific funds and scholarships as listed for Victor Valley College \$25,518.92 in-kind cash donations, \$22,671.35 in scholarships) for a total amount of \$48,190.27. In addition the Foundation has also received property donations as listed. These donations are for the period ending May 2009.

**Need:** N/A

**Fiscal Impact:** N/A

**Recommended Action:**

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

**Legal Review:** YES   NOT APPLICABLE  X

**Reference for Agenda:** YES   NO  X

**VVC FOUNDATION SUPPORT TO VVC  
Expenditures Made From Cash Donations  
May, 2009**

<b>Project Description</b>	<b>Post date</b>	<b>Trans. Amount</b>	<b>Account Description</b>	<b>Reference</b>
Agriculture (Mojave Sustainability Project)	5/26/09	\$2,175.00	Licenses and Fees	ESRI Site License for GIS Classes
Agriculture (Mojave Sustainability Project)	5/26/09	\$14.67	Equipment / Supplies	Reimbursement for MSP Classes
<b>Agriculture Total:</b>		<b>\$2,189.67</b>		
Football Team	5/6/09	\$96.51	Equipment / Supplies	Credit Card Charges
Women's Tennis	5/6/09	\$181.65	Equipment / Supplies	Tennis Equipment
<b>Athletics Total:</b>		<b>\$278.16</b>		
Cinco de Mayo	5/15/09	\$2,777.04	Printing	Reimburse HDHCC for Cinco de Mayo Celebration
Cinco de Mayo	5/15/09	\$900.00	Facilities & Decorations	Reimburse HDHCC for Cinco de Mayo Celebration
Cinco de Mayo	5/15/09	\$1,235.00	Event Entertainment	Reimburse HDHCC for Cinco de Mayo Celebration
<b>Cinco de Mayo Total:</b>		<b>\$4,912.04</b>		
Fire Technology Program	5/6/09	\$437.50	Facilities & Decorations	Fire Academy Graduation
Fire Technology Program	5/26/09	\$63.16	Hospitality	Coffee Service for Fire Tech
<b>Fire Technology Total:</b>		<b>\$500.66</b>		
Model United Nations Club	5/26/09	\$1,113.26	Meals	Reimbursement for MUN Conference
Model United Nations Club	5/26/09	\$1,410.80	Travel	Reimbursement for MUN Conference
<b>MUN Total:</b>		<b>\$2,524.06</b>		
CNSA of VVC	5/26/09	\$112.97	Hospitality	Reimbursement for CNSA Fundraiser
Spring - Odd Nursing Class	5/26/09	\$178.13	Facilities & Decorations	Candles for Nursing Graduation Ceremony
Spring - Odd Nursing Class	5/12/09	\$2,504.01	Equipment / Supplies	NP4 Yearbooks
Spring - Odd Nursing Class	5/12/09	\$250.00	Awards & Recognition	NP4 Portraits
Spring - Odd Nursing Class	5/12/09	\$178.75	Facilities & Decorations	Flowers for Nursing Pinning Ceremony
Spring - Odd Nursing Class	5/6/09	\$172.77	Equipment / Supplies	Nursing Caps
Spring - Odd Nursing Class	5/6/09	\$125.00	Awards & Recognition	Reimbursement for Blood Drive Expenses
Spring - Odd Nursing Class	5/6/09	\$112.91	Office Expense	Reimbursement for Blood Drive Expenses
<b>Nursing Total:</b>		<b>\$3,634.54</b>		
Paramedic Academy	5/26/09	\$144.00	Education & Training	Coroner Office Autopsy Visit
Paramedic Academy	5/26/09	\$543.75	Awards & Recognition	Paramedic Academy Plaques
Paramedic Academy	5/26/09	\$700.00	Printing	Printing for Paramedic Graduation Announcements and Programs
<b>Paramedic Academy Total:</b>		<b>\$1,387.75</b>		
General Scholarship Clearing Fund	5/7/09	\$12,078.63	Scholarships	Scholarships Received thru 05/07/09
General Scholarship Clearing Fund	5/26/09	\$6,092.72	Scholarships	Scholarships received thru 05/18/09
PREPAID-Willmas Charitable Trust	5/26/09	\$4,500.00	Scholarships	Scholarships received thru 05/18/09
<b>Scholarships Total:</b>		<b>\$22,671.35</b>		

**VVC FOUNDATION SUPPORT TO VVC**  
**Expenditures Made From Cash Donations**  
**May, 2009**

Project Description	Post date	Trans. Amount	Account Description	Reference
Special Events	5/12/09	\$323.89	Travel	Speaker's Bureau Expense
Special Events	5/12/09	\$46.31	Hospitality	Reimbursement for Women's History Month Expenses
<b>Special Events Total:</b>		<b>\$370.20</b>		
Support to VVC	5/12/09	\$600.00	Event Entertainment	VVC Diversity Committee
Support to VVC	5/12/09	\$100.00	Event Entertainment	VVC Diversity Committee
Support to VVC	5/12/09	\$800.00	Event Entertainment	VVC Diversity Committee
Support to VVC	5/12/09	\$700.00	Event Entertainment	VVC Diversity Committee
<b>Support to VVC Total:</b>		<b>\$2,200.00</b>		
The California Wellness Foundation	5/12/09	\$4,367.52	Grants Awarded	Grant Admin 04/03/09 - 05/12/09
The California Wellness Foundation	5/29/09	\$3,154.32	Grants Awarded	Grant Admin. 5/13/09-5/29/09
<b>TCWF Total:</b>		<b>\$ 7,521.84</b>		
		<b>GRAND TOTAL:</b>		
		<b>\$</b>	<b>48,190.27</b>	

**Victor Valley College District Foundation, Inc.**  
**Gifts In Kind**

May, 2009

<b>Date</b>	<b>Constituent</b>	<b>Fund</b>	<b>Gift Value</b>	<b>Reference</b>
4/22/2009	Roland S. Yoshida	FR-Library	\$1,144.50	Book Donation (Paperback & Hardcover)
4/27/2009	Dino Bozonelos	FR-Library	\$550.00	Book Donation
5/13/2009	Louis H. Shatin	FR-Library	\$600.00	Elmo TI-025 Document Camera
5/22/2009	Ann Thompson	FR-Library	\$2,500.00	Miscellaneous Books
		<b>Grand Total:</b>	<b>\$4,794.50</b>	

4 Gift(s) listed


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

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

**TOPIC:** AGREEMENT – AMERICAN INCOME LIFE INSURANCE COMPANY

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

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

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The District wishes to enter into agreements with American Income Life Insurance Company to provide liability insurance coverage for the Upward Bound and Upward Bound Math & Science Programs.

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

**Need:**

This coverage is needed to protect program participants and student and summer academy staff in the event of an illness or accident requiring medical attention or hospitalization.

**Fiscal Impact:**

Upward Bound - Policy No: 5074 – Not to exceed \$500.00  
Upward Bound – Math & Science – Policy No: 5075 – Not to exceed \$500.00

**Recommended Action:**

These items have been approved by the Superintendent/President and it is recommended that the Board of Trustees ratify the agreements with American Income Life Insurance Company in the amounts not to exceed \$500.00 each.

**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 – CHANCELLOR'S OFFICE OF THE CALIFORNIA COMMUNITY COLLEGES

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

**RECOMMENDED BY:** Virginia Moran 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The District wishes renew it's three (3) year agreement with the Chancellor's Office of the California Community Colleges for the mandatory Student-Right-To-Know Reporting Subscription. This agreement facilitates compliance by community college districts with the information reporting requirements of the Student-Right-To-Know Act (SRTK). This agreement is for the period of July 1, 2009 – June 30.

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

**Need:**

State mandate

**Fiscal Impact:** Budgeted item - \$3,900.00 per year

**Recommended Action:**

These items have been approved by the Superintendent/President and it is recommended that the Board of Trustees ratify the agreement with Chancellor's Office of the California Community Colleges in the amount of \$3,900.00 per year for 3 years.

**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 – ELECTRICAL SWITCHGEAR  
REPLACEMENT – MO-09-001

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

**RECOMMENDED BY:** GH Javaheripour 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The District wishes to submit for approval a Notice of Completion for Rymax Electric Inc. for the Electrical Switchgear Replacement project.

A copy of the original 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 the contractor within 10 days of acceptance by the Board.

**Fiscal Impact:** No fiscal impact

**Recommended Action:**

It is recommended that the Board of Trustees approve 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  BOARD ACTION  BOARD INFORMATION (no action required)**

**TOPIC:** AGREEMENTS - CONTRACT EDUCATION SERVICES

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

**RECOMMENDED BY:** Christopher O'Hearn 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The District desires to approve the Contract Education Service agreements listed below being offered in the Contract Education Department.

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

Vendor:	Income to the District
Apple Valley Kennel Club	\$ 900.00
Preston Guillory Investigations	\$4,000.00
Southwest	\$2,000.00
Total:	\$6,900.00

**Need:**

The vendor will provide various workshops through Contract Education Services.

**Fiscal Impact:** \$6,900.00 Income to the District

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve the Contract Education Service agreements listed below being offered in the Contract Education Department.



**Legal Review:** YES  NOT APPLICABLE

**Reference for Agenda:** YES  NO

Meeting Date: July 10, 2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

TOPIC: Regional Occupation Program (ROP)  
SUBMITTED BY: Jeffrey Holmes, Student Workforce and Development  
RECOMMENDED BY: Christopher O'Hearn   
APPROVED BY: Robert Silverman 

**Description/Background:**

The District desires to approve Victor Valley Community College District's partnership with the colleges in Region IX and San Bernardino County ROP in the development of course sequences in specified career pathways that would provide a comprehensive course of study preparing students for both post secondary education and careers in compliance with AB 2448.

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

**Need:**

Compliant with AB 2448

**Fiscal Impact:** None

**Recommended Action:**

It is recommended by the Superintendent/President that the Board of Trustees approve Victor Valley Community College District's partnership with the colleges in Region IX and San Bernardino County ROP in the development of course sequences in specified career pathways that would provide a comprehensive course of study preparing students for both post secondary education and careers in compliance with AB 2448.

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

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

## Colton-Redlands-Yucaipa Regional Occupational Program

### Course Sequencing Plan May 21, 2008

#### Introduction

Governor Schwarzenegger signed AB 2448, authored by Assemblymember Hancock, on September 28, 2006 making its provisions effective January 1, 2007. AB 2448 was a comprehensive piece of legislation that changed many aspects of ROP administration and operations. Its main focus was to redirect training and service to better serve high school students. This would be accomplished by limiting the number of adults served allowing enrollment of more high school students and to require ROPs to align (sequence) their course offerings with high school and community college courses leading to apprenticeships, certificates or degrees, industry certifications or entry into high skill/high demand jobs. As prescribed by E.C. 52302 (a), the governing board of each ROP shall ensure that at least 90 percent of all state-funded courses offered by the ROP in occupation areas in which both the ROP and the community college offer instruction, are part of occupational sequences that target comprehensive skills.

To accomplish this course alignment or course sequencing, ROPs are required to develop a plan for establishing sequences of state-funded courses, in which both the ROP and community college offer instruction and submit the plan to California Department of Education (CDE) no later than June 30, 2009 [E.C. 52302(b)(1)]. The plan shall be presented at a public hearing by the governing board of each school district served by the ROP and by the county board of education [E.C. 52302(b)(2)]. Community college boards, with identified articulation programs, shall also review the ROP's plan in a public session [E.C. 52302(b)(3)]. Every four years after the plan has been submitted, the ROP shall submit an update to the plan to the local community colleges and CDE [E.C. 52302(b)(7)].

The following plan outlines the steps the Colton Redlands Yucaipa Regional Occupational Program (CRY-ROP) will implement to develop a coherent, focused and effective course sequencing plan that prepares our students for their next level of education or employment.

INSTRUCTION OFFICE

APR 16 2009

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RECEIVED

### Definition of Course Sequencing

An occupational course sequence is defined as two or more (each course must be at least 150 hours of instruction per year) Career Technical Education (CTE) courses in the same pathway offered by both the ROP and the community college in the local service area. At a minimum, the ROP must have at least one CTE course and the community college must have at least one CTE course to satisfy the two or more course requirement. The sequence may also include academic courses that are directly relevant to the student being successful in the CTE course. However, if the sequence includes academic courses, the sequence must also include two or more CTE courses as stated above.

### Required Elements of the Plan

AB 2448 added several education code sections that:

- ◆ Prescribe the content of the course sequencing plan
- ◆ Ensure the plan has adequate input as part of the development process
- ◆ Cover essential outcomes related to adequately preparing students to enter high skill/high demand jobs or to continue their education in apprenticeship or college programs

The required elements of a course sequencing plan are:

1. The plan describes the steps that will be taken to identify state-funded courses offered by the ROP in pathways in which the ROP and community college both offer instruction. E.C. 52302(b)(1).
2. The plan describes how the ROP will ensure the course sequence results in an occupational skill certificate developed in cooperation with the appropriate employer advisory board. E.C. 52302(a)(1).
3. The plan describes how the ROP will ensure the course sequence provides prerequisite courses that are needed to enter apprenticeship or postsecondary vocational certificate or degree programs. Where possible, sequenced courses shall be linked to certificate and degree programs in the region. E.C. 52302(a)(2).

4. The plan describes how the ROP will ensure the course sequence focuses on occupations requiring comprehensive skills leading to high entry-level wages or the possibility of significant wage increases after a few years on the job or both. EC. 52302(a)(3).
5. The plan describes how the ROP will ensure the course sequence offers alignment to university admission requirements, when appropriate. E.C. 52302(a)(4).
6. The plan provides a timeline for accomplishing the sequencing of courses.
7. The plan describes how the ROP maximizes local, state, and federal resources to help high school students enter employment, apprenticeships, or post-secondary education. E.C. 52302(b)(5).
8. The plan describes strategies, which will be used to fill in the gaps in course sequences identified through the planning process. E.C. 52302(b)(2).
9. The plan lists each school district governing board and the date in which the plan was presented in public hearing. E.C. 52302(b)(2).
10. The plan provides the date in which the plan was approved by the ROP governing board. E.C. 52302(b)(2).
11. The plan provides the name of the community college(s) and the date in which the plan was reviewed in public session by the colleges governing board. E.C. 52302(b)(3).

### CRY-ROP's Plan to Sequence Courses

CRY-ROP fully supports the development of course sequences in specified career pathways that would provide a comprehensive course of study preparing students for both postsecondary education and careers. Course sequencing will include CTE courses provided by our districts and community colleges, as well as ROP courses. Course sequencing will begin at the middle school level, where applicable, and continue through the community college level, when feasible. Following the proposed planning steps outlined below, CRY-ROP will have sequenced ninety percent of its courses in which both the ROP and the local community college offer instruction, by June 30, 2012.

- Step 1. Identify the industry sector and corresponding career pathway for each ROP course. See ROP Course/CTE Industry Sector & Pathway Matrix (example); appendix B.
- Step 2. Inventory and list by industry sector and pathway all CTE courses offered (middle school, high school, ROP and community college) for each of our high schools. See Career Pathways/Course Inventory (example); appendix C.
- Step 3. Review completed Career Pathways/Course Inventory form for each high school to determine the level of sequencing that exists at present. This in effect establishes our baseline from which to evaluate and begin our sequencing process. Each district and community college will then validate the course sequence inventory.
- Step 4. Assess each pathway to determine if 1) a course sequence (as defined earlier) exists for each ROP course at each high school and 2) determine whether the courses identified collectively form a sequence reflecting rigor and high expectations for student achievement and meets the CTE needs of high school pupils in the region. This analysis will provide the ROP, district and community college with the information needed to collaboratively fully sequence courses in pathways beginning with introductory coursework and leading to postsecondary courses. See Course Sequence Verification (example); appendix C.
- Step 5. If, based on the information gleaned from the above steps, the ROP determines a course sequence exists; the course sequence will be further evaluated to determine the following:



- a) The course sequence identified will result in an occupational skill certificate developed in cooperation with the appropriate employer advisory board. *Note: All students who complete an ROP course as defined by CRY-ROP policy earn an employer advisory board validated occupational competency list and students who achieve 70% or more of the course competencies are eligible to earn a certificate of competency.*
- b) The course sequence provides prerequisite courses that are needed to enter apprenticeship or postsecondary vocational certificate or degree programs. Postsecondary and apprenticeship programs, where applicable, will be asked to review and verify that sequenced courses provide the necessary prerequisites for entry into their respective programs.
- c) The course sequence focuses on occupations requiring comprehensive skills leading to high entry-level wages or possibility of significant wage increases after a few years on the job. *Note: As part of the CRY-ROP course development process, labor market information (including employment projections and wage information) is evaluated to determine the viability of offering a course in relationship to the value the course may offer a completer on an annual basis.*
- d) The course sequence offers approval aligned with university admission requirements, when appropriate.

Step 6. Review of the Career Pathways/Course Inventory and ROP Course/Industry Sector & Pathway Matrix may also determine gaps in sequencing. Identified gaps will be the basis for partner discussion in development or elimination of courses, as appropriate and/or feasible. Collaborative partners may include district, community college, apprenticeship programs and ROP.

Step 7. An action plan developed in collaboration with partner agencies will guide intervention activities related to increasing the number of courses satisfying the criteria outlined in step 5.

## Conclusion

The process as described in this plan will allow for a careful analysis of the present level of CTE course offerings in our districts, ROP and community colleges and the desired course of study that will adequately prepare students for both the workplace and post-secondary educational options.

Following the prescribed steps as outlined will ensure that CRY-ROP courses are:

- ◆ Sequenced and part of a comprehensive course of study
- ◆ Offer occupational skill certification
- ◆ Satisfy prerequisite course requirements for entry into advanced coursework
- ◆ Lead to high entry-level wages or wage increases
- ◆ Meet university admission requirements, when applicable

This plan has been developed with the input of our secondary and community college partners and reviewed by other workforce development stakeholders participating in regional collaborative projects that represent city and county government, business and industry, and labor organizations.

The plan was presented at school district and community college public hearings as noted (see appendix A).

The plan was reviewed and formally approved by the Colton Redlands Yucaipa ROP Governing board on May 21, 2008.

*Stephanie Houston*

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Stephanie Houston, Superintendent

May 21, 2008

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Date

**San Bernardino County Superintendent of Schools  
Regional Occupational Program**

**AB2448 Course Sequencing Plan  
(Date)**

Introduction

Governor Schwarzenegger signed AB 2448, authored by Assemblymember Hancock, on September 28, 2006 making its provisions effective January 1, 2007. AB 2448 was a comprehensive piece of legislation that changed many aspects of ROP administration and operations. Its main focus was to redirect training and service to better serve high school students. This would be accomplished by limiting the number of adults served allowing enrollment of more high school students and to require ROPs to align (sequence) their course offerings with high school and community college courses leading to apprenticeships, certificates or degrees, industry certifications or entry into high skill/high demand jobs. As prescribed by E.C. 52302 (a), the governing board of each ROP shall ensure that at least 90 percent of all state-funded courses offered by the ROP in occupation areas in which both the ROP and the community college offer instruction, are part of occupational sequences that target comprehensive skills.

To accomplish this course alignment or course sequencing, ROPs are required to develop a plan for establishing sequences of state-funded courses, in which both the ROP and community college offer instruction and submit the plan to CDE no later than June 30, 2009 [E.C. 52302(b)(1)]. The plan shall be presented at a public hearing by the governing board of each school district served by the ROP and by the county board of education [E.C. 52302(b)(2)]. Community college boards, with identified articulation programs, shall also review the ROP's plan in a public session [E.C. 52302(b)(3)]. Every four years after the plan has been submitted, the ROP shall submit an update to the plan to the local community colleges and CDE [E.C. 52302(b)(7)]. The following plan outlines the steps the San Bernardino County Regional Occupational Program will implement to develop a coherent, focused and effective course sequencing process that prepares our students for their next level of education or employment.

### Definition of Course Sequencing

An occupational course sequence is defined as two or more (each course must be at least 150 hours of instruction per year) CTE courses in the same pathway offered by both the ROP and the community college in the local service area. At a minimum, the ROP must have at least one CTE course and the community college must have at least one CTE course to satisfy the two or more course requirement. The sequence may also include academic courses that are directly relevant to the student being successful in the CTE course. However, if the sequence includes academic courses, the sequence must also include two or more CTE courses as stated above.

### Required Elements of the Plan

AB 2448 added several education code sections to; prescribe the content of the course sequencing plan, ensure the plan had adequate input as part of the development process, and covered essential outcomes related to adequately preparing students to enter high skill/high demand jobs or continue their education in apprenticeship or college programs. The required elements of a course sequencing plan are:

1. The plan describes the steps that will be taken to identify state-funded courses offered by the ROP in pathways in which the ROP and community college both offer instruction. E.C. 52302(b)(1).
2. The plan describes how the ROP will ensure the course sequence results in an occupational skill certificate developed in cooperation with the appropriate employer advisory board. E.C. 52302(a)(1).
3. The plan describes how the ROP will ensure the course sequence provides prerequisite courses that are needed to enter apprenticeship or postsecondary vocational certificates or degree programs. Where possible, sequenced courses shall be linked to certificate and degree programs in the region. E.C. 52302(a)(2).
4. The plan describes how the ROP will ensure the course sequence focuses on occupations requiring comprehensive skills leading to high entry-level wages or

the possibility of significant wage increases after a few years on the job or both.  
E.C. 52302(a)(3).

5. The plan describes how the ROP will ensure the course sequence offers as many courses as possible that have been approved by the University of California as courses meeting the “A—G” admissions requirements. E.C. 52302(a)(4).
6. The plan provides a timeline for accomplishing the sequencing of courses.
7. The plan describes how the ROP maximizes local, state, and federal resources to help high school students enter employment, apprenticeships, or post-secondary education. E.C. 52302(b)(5).
8. The plan describes strategies, which will be used to fill in the gaps in course sequences identified through the planning process. E.C. 52302(b)(2).
9. The plan lists each school district governing board and the date in which the plan was presented in public hearing. E.C. 52302(b)(2).
10. The plan provides the date in which the plan was approved by the ROP governing board. E.C. 52302(b)(2).
11. The plan provides the name of the community college(s) and the date in which the plan was reviewed in public session by the colleges governing board. E.C. 52302(b)(3).

### San Bernardino County ROP's Plan to Sequence Courses

The San Bernardino County ROP fully supports the development of course sequences in specified career pathways that would provide a comprehensive course of study preparing students for both postsecondary education and careers. Course sequencing will include CTE courses provided by our districts and community colleges, as well as ROP courses. Course sequencing will begin at the middle school level where applicable and continue through the community college level. Following the proposed planning steps outlined below, the San Bernardino County ROP will have sequenced ninety percent of its courses in which both the ROP and the appropriate local community college offer instruction, by June 30, 2012.

- Step 1. Identify by ROP course the corresponding industry sector and pathway in which the curriculum would prepare students. See ROP Course/CTE Industry Sector & Pathway Matrix (example); appendix B.
- Step 2. Inventory and list by industry sector and pathway all CTE courses offered (middle school, high school, ROP and community college) for each of our participating high schools. See Career Pathways/Course Inventory (example); appendix C.
- Step 3. Review completed Career Pathways/Course Inventory form for each high school to determine the level of sequencing that exists at present. This in effect establishes our baseline from which to evaluate and begin our sequencing process. Upon completion of the inventory listing the CTE courses, the inventory will be sent to each district and community college to validate the courses listed.
- Step 4. Assess each pathway to determine if 1) a course sequence (as defined earlier) exists for each ROP course at each high school and 2) determine whether the courses identified collectively forms a sequence reflecting rigor and high expectations for student achievement and reflects the needs of the community, local business and industry, and students. This analysis will provide the ROP, district and community college with the information

needed to collaboratively fully sequence courses in pathways beginning with introductory coursework and leading to postsecondary courses. See Course Sequence Verification (example); appendix D.

- Step 5. If, based on the information gleaned from the above steps, the ROP determines a course sequence exists; the course sequence will be further evaluated to determine the following:
- a) The course sequence identified will result in an occupational skill certificate developed in cooperation with the appropriate employer advisory board. *Note: All students who complete an ROP course as defined by San Bernardino County ROP policy receive a certificate of completion. The certificate of completion is based on and lists the competencies identified in the employer advisory board approved course curriculum outline.*
  - b) The course sequence provides prerequisite courses that are needed to enter apprenticeship or postsecondary vocational certificate or degree programs. Postsecondary and apprenticeship programs, where applicable, will be asked to review and verify that sequenced courses provide the necessary prerequisites for entry into their respective programs.
  - c) The course sequence focuses on occupations requiring comprehensive skills leading to high entry-level wages or possibility of significant wage increases after a few years on the job. *Note: As part of the SBCSS ROP course development process, labor market information (including employment projections and wage information) is evaluated to determine the viability of offering a course in relationship to the value the course may offer a completer.*
  - d) The course sequence offers as many courses as possible that have been approved by the University of California as meeting the “A–G” admission requirements.

- Step 6. ROP courses where the community college offers instruction that are not part of an identified sequence will be identified. All available information (i.e., Career pathways/Course Inventory, ROP Course/CTE Industry Sector & Pathway Matrix, community college course offerings, etc) will be reviewed to determine sequencing gaps in a career pathway and what possible courses (existing or to be developed) should be added to adequately prepare a student for a career and/or postsecondary education. This review and resulting action needed will be a collaborative effort involving the district, local community college, apprenticeship program, if applicable, and ROP. The resulting collaboration will ensure the maximum use of funding by clearly delineating the appropriate LEA (district, ROP, or community college) responsible for the courses needed to create a viable course of study.
- Step 7. An action plan will be developed for each course not part of a sequence but where instruction is offered by the community college and for courses that do not meet other requirements listed in Step 5. The action plan will identify the course to be sequenced, the course or courses to be added, the LEA/s responsible and the timeline for implementing. Action plans for courses not meeting the skill certificate, prerequisite, high wages or wage increase, and “A–G” requirements will also be developed outlining strategies to remedy the oversight.



Conclusion

The process as described in this plan will allow for a careful analysis of the present level of CTE/ROP course offerings in our districts, ROP and community colleges and the desired course of study that will adequately prepare students for both the workplace and post-secondary educational options. Following the prescribed steps 1 – 7 will ensure that all SBCSS ROP courses where instruction is also offered by the community college are; 1) sequenced and part of a comprehensive course of study, 2) result in an occupational skill certificate, 3) provide the needed prerequisite courses for entry into more advanced level, 4) focus on occupations leading to high entry-level wages or wage increases, and 5) where applicable have been approved to meet the “A–G” admission requirements.

This plan has been developed with the input of our secondary and community college partners and reviewed by other workforce development stakeholders participating in the Alliance for Education regional collaboratives involving representatives from city and county government, business and industry, labor organizations, as well as educational institutions both public and private.

The plan was presented at school district and community college public hearings as noted (see appendix A).

The plan was also reviewed and approved on as noted (see appendix A) by the San Bernardino County Schools Regional Occupational Program Consortium Board of Directors.

The plan was reviewed and formally approved by the San Bernardino County Board of Education on \_\_\_\_\_.

\_\_\_\_\_  
Mark Lyons, Administrator

\_\_\_\_\_  
Date

**School District Governing Board Review**

<u>District</u>	<u>Date of Public Hearing</u>
Apple Valley Unified School District	
Baker Valley Unified School District	
Barstow Unified School District	
Bear Valley Unified School District	
Fontana Unified School District	
Hesperia Unified School District	
Lucerne Valley Unified School District	
Morongo Unified School District	
Needles Unified School District	
Rialto Unified School District	
Rim of the World Unified School District	
San Bernardino City Unified School District	
Silver Valley Unified School District	
Snowline Joint Unified School District	
Trona Joint Unified School District	
Victor Valley Union High School District	

**Community College Governing Board Review**

<u>Community College</u>	<u>Date of Public Hearing</u>
Barstow Community College	
Cerro Coso Community College	
Chaffey Community College	
Copper Mountain Community College	
Crafton Hills Community College	
Mojave Community College	
Riverside Community College	
San Bernardino Valley College	
Victor Valley College	

**ROP Consortium Board of Directors Review**

The plan was reviewed and approved on \_\_\_\_\_ by the San Bernardino County Schools Regional Occupational Program Consortium Board of Directors.

**San Bernardino County Board of Education Approval**

The plan was reviewed and approved on \_\_\_\_\_ by the San Bernardino County Board of Education.

\_\_\_\_\_  
Mark Lyons, Administrator

\_\_\_\_\_  
Date

SBCSS ROP Course/CTE Industry Sector and Pathway Matrix

Course	Agriculture & Natural Rsrc								Arts, Media, & Enrtm				Bldg Trades & Constr			Ed, Child Dev, & F		
	Agricultural Business	Agricultural Mechanics	Agriscience	Animal Science	Forestry & Natl Rsrcs	Ornamental Horticulture	Plant & Soil Science	Media and Design Arts	Performing Arts	Prod & Mgr Arts	Cabinetmng & Wood Prod	Engng & Heavy Constr	Mechanical Construction	Res & Comm Construction	Child Development	Consumer Services	Education	
3D Animation																		
American Sign Language																		
Business Tech Lab																		
Careers in Education																		
Child Care Occupations																		
Computer Business Applications																		
Computer Game Design																		
Computer Aided Drafting/Design																		
Computers: Introduction																		
Construction Trades																		
Cosmetology																		
Custodial Occupations																		
Customer Service Occupations																		
Design & Electronic Prepress																		
Desktop Publishing																		
Digital Design																		
Environmental Technology																		
Esthetician																		
Floral Design & Sales																		
Fundamentals of Electric Repair																		
Fundamentals of Wildland Firefighting																		
Furniture & Cabinet Manufacturing																		
GIS Fundamentals																		
Home Health Aide																		
HVAC: Introduction																		
Landscape Design & Maintenance																		
Library Aide																		
Masonry Occupations																		
Motorcycle Maintenance																		
Nail Care - Manicuring																		
Nurse Asst/Home Health																		
Painting Occupations																		
Radio Broadcasting																		
Silk Screening																		
Stagecraft: Construction																		
Stagecraft: Design																		
Teacher Aide																		
Television & Video Productions																		
Veterinary Assistant																		
Welding Certification																		
Welding Technology																		
Woodworking Occupations																		

5-point star indicates primary industry sector  
Asterisk indicates pathways and industry sectors

**EXAMPLE**

San Bernardino County Regional Occupational Program  
Unified School District — Page 1

Appendix C

**CAREER PATHWAYS/COURSE INVENTORY**

*Middle School → → High School → → Community College*

Pathway Level	Agricultural & Natural Resources Industry Sector Pathway	Arts, Media, & Entertainment Industry Sector Pathway	Building Trades & Construction Industry Sector Pathway	Education, Child Development & Family Services Industry Sector Pathway	Energy & Utilities Industry Sector Pathway
Grade 6,7,8					
Grade 9					
Grade 10					
Grade 11					
Grade 12					
Grade 13	* Certificate Programs	* Certificate Programs	* Certificate Programs	* Certificate Programs	* Certificate Programs
Grade 14	* AA/AS Degree Programs	* AA/AS Degree Programs	* AA/AS Degree Programs	* AA/AS Degree Programs	* AA/AS Degree Programs

(1) Barstow Community College  
(6) Chaffey College

(2) Copper Mountain College  
(7) Riverside Community College

(3) Crafton Hills College

(4) San Bernardino Valley College

(5) Victor Valley College

**EXAMPLE**

San Bernardino County Regional Occupational Program  
Unified School District — Page 2

**CAREER PATHWAYS/COURSE INVENTORY**

Appendix C

*Middle School → → High School → → Community College*

Pathway Level	Engineering & Design Industry Sector Pathway	Fashion & Interior Design Industry Sector Pathway	Finance & Business Industry Sector Pathway	Health Science & Medical Terminology Industry Sector Pathway	Hospitality, Tourism, & Recreation Industry Sector Pathway
Grades 6,7,8					
Grade 9					
Grade 10					
Grade 11					
Grade 12					
Grade 13	* Certificate Programs	* Certificate Programs	* Certificate Programs	* Certificate Programs	* Certificate Programs
Grade 14	* AA/AS Degree Programs	* AA/AS Degree Programs	* AA/AS Degree Programs	* AA/AS Degree Programs	* AA/AS Degree Programs

(1) Barstow Community College  
(6) Chaffey College

(2) Copper Mountain College  
(7) Riverside Community College

(3) Crafton Hills College

(4) San Bernardino Valley College

(5) Victor Valley College

**EXAMPLE**

San Bernardino County Regional Occupational Program  
Unified School District — Page 3

**CAREER PATHWAYS/COURSE INVENTORY**

Appendix C

*Middle School → → High School → → Community College*

Pathway Level	Information Technology Industry Sector Pathway	Manufacturing & Product Development Industry Sector Pathway	Marketing, Sales, & Service Industry Sector Pathway	Public Service Industry Sector Pathway	Transportation Industry Sector Pathway
Grades 6,7,8					
Grade 9					
Grade 10					
Grade 11					
Grade 12					
Grade 13	* Certificate Programs	* Certificate Programs	* Certificate Programs	* Certificate Programs	* Certificate Programs
Grade 14	* AA/AS Degree Programs	* AA/AS Degree Programs	* AA/AS Degree Programs	* AA/AS Degree Programs	* AA/AS Degree Programs

(1) Barstow Community College  
(6) Chaffey College

(2) Copper Mountain College  
(7) Riverside Community College

(3) Crafton Hills College

(4) San Bernardino Valley College

(5) Victor Valley College







San Bernardino County Superintendent of Schools  
REGIONAL OCCUPATIONAL PROGRAM

COURSE SEQUENCE VERIFICATION—COUNTY WIDE SURVEY

Appendix D

\* Riverside

NAME OF ROP COURSE	OFFERED BY COMM. COLLEGE		DISTRICTS WHERE OFFERED															COMMUNITY COLLEGE WHERE OFFERED							COUR: SEQUEN		
	Yes	No	Apple	Baker	Barstow	Bear	Fontana	Hesperia	Lucerne	Morongo	Needles	Rialto	Rim	S.B. City	Silver Valley	Snowline	Trona	Victor Valley	Barstow	Chaffey	Crafton Hills	Copper Mnt.	SBVC	* Other			
Fundamentals of Wildland Firefighting																										Yes	
Furniture/Cabinet Manufacturing and Finishing																											
Geographic Information Systems Fundamentals																											
Home Health Aide																											
Hospital Health Careers																											
Hospitality Occupations																											
Interior Design																											
Introduction to Computer Programming																											
Introduction to Computers																											
Introduction to Health Careers																											
Introduction to Hospital Careers																											
Introduction to Heating, Ventilation & Air Conditioning																											
Introduction to Vocational Nursing																											
Landscape Design & Maintenance																											
Legal Office Assistant																											
Library Aide																											
Machine Embroidery																											
Masonry Occupations																											
Medical Assistant—Administrative and Clinical																											
Medical Assistant—Back Office																											
Medical Assistant—Front Office																											
Medical Assistant Review																											
Medical Insurance Billing																											
Medical Records Specialist																											
Medical Terminology																											
Medical Transcription																											
Motorcycle Maintenance																											





Meeting Date: July 14, 2009

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VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

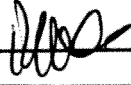
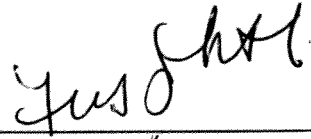
BOARD CONSENT \_\_\_ BOARD ACTION X BOARD INFORMATION (no action required) \_\_\_

TOPIC: SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi

APPROVED BY: Robert Silverman



**Description/Background:**

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

**Need:** The Supplemental Employee Retirement Plan is an opportunity for employees to take advantage of the early retirement program and for the district to save monies.

**Fiscal Impact:**

**Recommended Action:** It is recommended that the Board adopt the resolution to provide the Supplemental Employee Retirement Plan as listed.

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

RESOLUTION OF THE BOARD OF TRUSTEES  
SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN  
July 14, 2009

WHEREAS, California Government Code Section 53224 authorizes school districts to make contributions to retirement plans; and

WHEREAS, the Victor Valley Community College District desires to provide retirement benefits to its employees under such a plan; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Victor Valley Community College District hereby establishes a retirement plan for certain eligible employees of the district effective September 1, 2009;

RESOLVED FURTHER that the eligibility requirements for employees to participate in such plan shall be as follows:

- 50 years of age
- Five year of service at Victor Valley College

RESOLVED FURTHER that the Board of Trustees hereby adopts the Supplemental Employee Retirement Plan, effective September 1, 2009.

RESOLVED FURTHER that the "Life Only" benefit under such plan shall be based on an annuity as determined by the district.

RESOLVED FURTHER that the Victor Valley Community College District shall make all contributions to the plan to fund said benefits.

RESOLVED FURTHER that for purposes of the limitations on contributions and benefits under the plan as prescribed by Section 415 of the Internal Revenue Code of 1986, as amended, the "limitation year" shall be the "plan year" as defined under the terms and provisions of the plan.

RESOLVED FURTHER that for purposes of clarification of administration of the plan, but not for purposes of making said plan subject to Title I of ERISA, the Board of Trustees hereby designated the district as the plan administrator.

RESOLVED FURTHER that the Board of Trustees hereby appoints the following individuals to comprise the Plan Committee:

Robert Silverman, Superintendent/President  
GH Javaheripour, Vice President of Administrative Services  
Fusako Yokotobi, Vice President of Human Resources  
Sheri Nolan Foster, Director of Payroll and Benefits  
Mary Pringle, Director of Fiscal Services

RESOLVED FURTHER that the Board of Trustees hereby authorizes any member of the Plan Committee to execute on behalf of the district the Form 2848, Power of Attorney and Declaration of Representative.

RESOLVED FURTHER that the Board of Trustees hereby appoints Keenan Financial Services as the contract administrator to assist the district in the implementation and administration of the plan.

RESOLVED FURTHER that the Board of Trustees hereby authorizes and directs Fusako Yokotobi and Mary Pringle to take the following actions:

- A. Execute the plan and any and all other documents necessary or proper to implement the plan.
- B. Contract with Keenan Financial Services as contract administrator to provide all services described in the contract.
- C. Execute any and all documents, including any amendment to the plan, necessary or proper to maintain favorable determination of the plan.
- D. Enter into any other contract or agreement which he or she deems necessary or proper to administer and/or fund the plan and to attain and maintain the income tax qualification of the plan under the Internal Revenue Code of 1986 as amended.

PASSED AND ADOPTED by the Board of Trustees of the Victor Valley Community College District, in San Bernardino County, California, this 14th day of July, 2009.

AYES:

NOES:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA, COUNTY OF SAN BERNARDINO

I, Angela Valles, Clerk of the Board of Trustees of the Victor Valley Community College District of San Bernardino County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a regular meeting thereof on the 14th day of July, 2009 and passed by a majority vote of said Board of Trustees.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of July, 2009.

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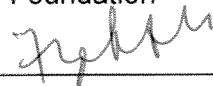
Angela Valles  
Clerk of the Board of Trustees

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

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

TOPIC: FOUNDATION EMPLOYMENT AGREEMENTS

SUBMITTED BY: Victor Valley College Foundation

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Robert Silverman 

**Description/Background:**

The district wishes to enter into agreements with the Foundation to be reimbursed by the Foundation for the employment of the Foundation's executive and executive/financial assistant.

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

**Need:** Approval of these agreements is necessary to continue employment of these individuals.

**Fiscal Impact:** No fiscal impact to the district; funds are reimbursed by the Foundation.

**Recommended Action:** It is recommended that the Board approve the agreements with the Foundation for the employment of the Foundation's executive and executive/financial assistant as listed.

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

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



## **VICTOR VALLEY COLLEGE DISTRICT FOUNDATION, Inc.**

### **EMPLOYMENT AGREEMENT**

THIS AGREEMENT is entered into this   1   day of June 2009 by and between **Glennis Callahan** ("Employee" of the Victor Valley College District Foundation), the Victor Valley College District Foundation ("Foundation") and the Victor Valley Community College District ("District").

The Foundation wishes to continue employing the Employee, and the Employee wishes to maintain employment with the Foundation, on the terms and subject to the conditions set forth in this Agreement. It is therefore agree as follows:

**1. Employment.** The Foundation shall employ the Employee and the Employee shall serve the Foundation as the **Executive / Financial Assistant** of the Foundation, with such duties and responsibilities as may be assigned to the Employee by the Executive Director of the Foundation, identified within the adopted Job Description for this position (BP4) and as are normally associated with a position of this nature. The Employee shall devote her best efforts to the performance of her duties under this Agreement and shall perform them faithfully, diligently and in a manner consistent with the policies of the Foundation as determined from time to time by the Board of Directors of the Foundation. The Employee shall report to the Executive Director of the Foundation. The Employee shall not serve as a director (or equivalent) position of any company or other entity and shall not receive fees or other remuneration for work performed either within or outside the scope of her employment without the prior written consent of the Executive Director. This consent shall not be unreasonably withheld.

**2. Terms of Employment.** The Employee's employment by the Foundation under this Agreement shall commence on **July 1, 2009 and terminate on June 30, 2010** unless terminated by either party pursuant to the provisions of this Agreement.

**3. Compensation.** As full compensation for all services rendered by the Employee to the Foundation under this Agreement, the District shall pay the Employee the compensation set forth in Schedule A attached hereto. The compensation schedule may be amended from time to time in writing upon approval of the Foundation's Board of Directors and acceptance by the Employee. The Foundation shall reimburse the District for all costs associated with this compensation as allowed by the Master Agreement between the Foundation and the District.

#### **4. Fringe Benefits; Expenses.**

- A. The Employee shall be entitled to all medical, dental, vision, disability, workers compensation and pension benefits provided by the District to its management employees. The Foundation shall reimburse the District for all costs associated with providing these benefits to the Employee as allowed by the Master Agreement between the Foundation and the District.
- B. The Employee shall be entitled to all paid holidays provided by the District to its management employees.



- C. The Employee shall be entitled to 10 days of paid vacation annually, to be taken at times selected by her, with prior concurrence of the Executive Director. Vacation will not accrue beyond the term of this agreement.
- D. The Employee shall be entitled to 5 days of paid sick leave. Sick leave shall not accrue beyond the term of this agreement.
- E. The Foundation shall reimburse the Employee for all reasonable and necessary expenses incurred by her in connection with the performance of her services for the Foundation in accordance with the Foundation's policies and upon submission of appropriate documentation.

**5. Termination:** The Foundation shall have the right to terminate this Agreement and the Employee's employment with the Foundation for cause. For purposes of this Agreement, the term "cause" shall mean:

- A. Any breach of the Employee's obligations under this Agreement.
- B. Fraud, theft or gross malfeasance on the part of the Employee, including without limitation, conduct of a felonious or criminal nature, conduct involving moral turpitude, embezzlement or misappropriation of assets;
- C. The habitual use of drugs or intoxicants;
- D. The Employee's failure, refusal or neglect to perform his duties under this Agreement within a reasonable period under the circumstances after written notice from the Executive Director describing the breach and offering the Employee the opportunity to cure same;
- E. Repeated violation by the Employee of any of the work rules or written policies of the Foundation after written notice of the violation has been provided in writing to the Employee;
- F. Breach of standards adopted by the Foundation governing professional independence or conflicts of interest.
- G. Death or disability which permanently impairs the ability of the Employee to fulfill her duties under this Agreement.

If the employment of the Executive is terminated for cause, neither the Foundation, or the District shall not be obligated to make any further payment to the Employee or to continue to provide any benefit to the Employee under this Agreement.

**6. Severance:** If for any reason other than for cause as defined in this Agreement, the Foundation terminates this Agreement and the Employee's employment with the Foundation, the Employee shall be entitled to severance compensation equal to two (2) weeks wages under the terms of this Agreement.

**7. Miscellaneous:**

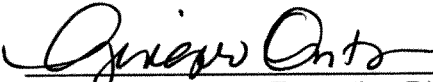
- A. This Agreement shall be governed by and construed in accordance with the laws of the State of California.
- B. This Agreement contains a complete statement of all arrangements made between the Foundation, District and the Employee with respect to its subject matter, supersedes all previous agreements, written or oral, among them relating to its subject matter and cannot be modified, amended or terminated orally. Amendments may be made to this Agreement at any time if mutually agreed upon in writing.
- C. The failure of any party to insist upon the strict adherence of any term of this Agreement on any occasion shall not be considered a waiver or deprive that party of the right

thereafter to insist upon strict adherence to that term or any other term of this Agreement.

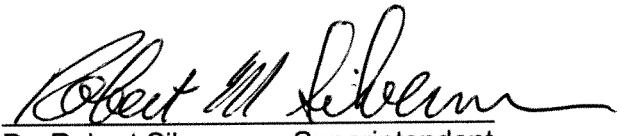
- D. The invalidity or unenforceability of any term or provision of this Agreement shall not affect the validity or enforceability of the remaining terms or provisions of this Agreement which shall remain in full force and effect and any such invalid or unenforceable term or provision shall be given full effect as far as possible. If any term or provision of this Agreement is invalid or unenforceable in one jurisdiction, it shall not affect the validity or enforceability of that term in any other jurisdiction.
- E. This Agreement is not assignable by any party without express written consent of all parties.

**8. Signatures:** IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.


By:

  
Ginger Ontiveros, Executive Director  
Victor Valley College Foundation  
"The FOUNDATION"

By:

  
Dr. Robert Silverman, Superintendent  
Victor Valley Community College District  
"The DISTRICT"

By:

  
Glennis Callahan  
"The EMPLOYEE"

SCHEDULE A – Compensation  
Employee: Glennis Callahan

The Employee shall be compensated as allowed in the Employment Agreement as followed:

For the period beginning July 1, 2009 to June 30, 2010:

\$41,500 annually to be paid by the District and will be reimbursed by the Foundation per the terms of the Employment Agreement



## VICTOR VALLEY COLLEGE DISTRICT FOUNDATION, Inc.

### EMPLOYMENT AGREEMENT

THIS AGREEMENT is entered into this 1 day of July 2009 by and between Virginia Ontiveros ("Executive" of the Victor Valley College District Foundation), the Victor Valley College District Foundation ("Foundation") and the Victor Valley Community College District ("District").

The Foundation wishes to continue employing the Executive, and the Executive wishes to maintain employment with the Foundation, on the terms and subject to the conditions set forth in this Agreement. It is therefore agree as follows:

**1. Employment.** The Foundation shall employ the Executive and the Executive shall serve the Foundation as the Executive Director of the Foundation, with such duties and responsibilities as may be assigned to the Executive by the Board of Directors of the Foundation and as are normally associated with a position of this nature. The Executive shall devote her best efforts to the performance of her duties under this Agreement and shall perform them faithfully, diligently and in a manner consistent with the policies of the Foundation as determined from time to time by the Board of Directors of the Foundation. The Executive shall report to the President of the Foundation as the designated leader of the Foundation's Board of Directors. The Executive shall not serve as a director (or equivalent) position of any company or other entity and shall not receive fees or other remuneration for work performed either within or outside the scope of her employment without the prior written consent of the Board of Directors. This consent shall not be unreasonably withheld.

The Foundation Board shall develop in conjunction with the Executive Director goals and objectives upon which evaluation of performance will be based.

**2. Terms of Employment.** The Executive's employment by the Foundation under this Agreement shall commence on July 1, 2009 and terminate on June 30, 2010 unless terminated by either party pursuant to the provisions of this Agreement.

**3. Compensation.** As full compensation for all services rendered by the Executive to the Foundation under this Agreement, the District shall pay the Executive the compensation set forth in Schedule A

attached hereto. The compensation schedule may be amended from time to time in writing upon approval of the Foundation's Board of Directors and acceptance by the Executive. The Foundation shall reimburse the District for all costs associated with this compensation as allowed by the Master Agreement between the Foundation and the District.

#### **4. Fringe Benefits; Expenses.**

- A. The Executive shall be entitled to all medical, dental, vision, disability, workers compensation and pension benefits provided by the District to its management employees. The Foundation shall reimburse the District for all costs associated with providing these benefits to the Executive as allowed by the Master Agreement between the Foundation and the District.
- B. The Executive shall be entitled to all paid holidays provided by the District to its management employees.
- C. The Executive shall be entitled to 20 days of paid vacation annually, to be taken at times selected by her, with prior concurrence of the Executive Committee. Vacation will not accrue beyond the term of this agreement.
- D. The Executive shall be entitled to 5 days of paid sick leave. Sick leave shall not accrue beyond the term of this agreement.
- E. The Foundation shall reimburse the Executive for all reasonable and necessary expenses incurred by her in connection with the performance of her services for the Foundation in accordance with the Foundation's policies and upon submission of appropriate documentation.
- F. The Foundation shall provide and pay for term life insurance coverage with a face amount of \$100,000 for the Executive.

**5. Termination:** The Foundation shall have the right to terminate this Agreement and the Executive's employment with the Foundation for cause. For purposes of this Agreement, the term "cause" shall mean:

- A. Any breach of the Executive's obligations under this Agreement.
- B. Fraud, theft or gross malfeasance on the part of the Executive, including without limitation, conduct of a felonious or criminal nature, conduct involving moral turpitude, embezzlement or misappropriation of assets;
- C. The habitual use of drugs or intoxicants;
- D. The Executive's failure, refusal or neglect to perform his duties under this Agreement within a reasonable period under the circumstances after written notice from the Foundation President describing the breach and offering the Executive the opportunity to cure same;
- E. Repeated violation by the Executive of any of the work rules or written policies of the Foundation after written notice of the violation has been provided in writing to the Executive;

- F. Breach of standards adopted by the Foundation governing professional independence or conflicts of interest.
- G. Death or disability which permanently impairs the ability of the Executive to fulfill her duties under this Agreement.

If the employment of the Executive is terminated for cause, neither the Foundation, or the District shall not be obligated to make any further payment to the Executive or to continue to provide any benefit to the Executive under this Agreement.

**6. Severance:** If for any reason other than for cause as defined in this Agreement, the Foundation terminates this Agreement and the Executive's employment with the Foundation, the Executive shall be entitled to severance compensation equal to six (6) weeks wages under the terms of this Agreement.

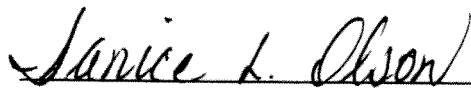
**7. Miscellaneous:**

- A. This Agreement shall be governed by and construed in accordance with the laws of the State of California.
- B. This Agreement contains a complete statement of all arrangements made between the Foundation, District and the Executive with respect to its subject matter, supersedes all previous agreements, written or oral, among them relating to its subject matter and cannot be modified, amended or terminated orally. Amendments may be made to this Agreement at any time if mutually agreed upon in writing.
- C. The failure of any party to insist upon the strict adherence of any term of this Agreement on any occasion shall not be considered a waiver or deprive that party of the right thereafter to insist upon strict adherence to that term or any other term of this Agreement.
- D. The invalidity or unenforceability of any term or provision of this Agreement shall not affect the validity or enforceability of the remaining terms or provisions of this Agreement which shall remain in full force and effect and any such invalid or unenforceable term or provision shall be given full effect as far as possible. If any term or provision of this Agreement is invalid or unenforceable in one jurisdiction, it shall not affect the validity or enforceability of that term in any other jurisdiction.
- E. This Agreement is not assignable by any party without express written consent of all parties.

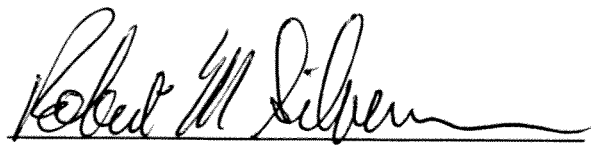
**8. Signatures:** IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

By:

By:



Janice Olson  
Victor Valley College Foundation  
"The FOUNDATION"



Dr. Robert Silverman, Superintendent/President  
Victor Valley Community College District  
"The DISTRICT"

By:



Ginger Ontiveros  
"The EXECUTIVE"

SCHEDULE A – Compensation  
Employee: Virginia Ontiveros

The Employee shall be compensated as allowed in the Employment Agreement as followed:

For the period beginning July 1, 2009 to June 30, 2010:

\$110,000 annually (\$9,166.67 per month) to be paid by the District and will be reimbursed by the Foundation per the terms of the Employment Agreement.



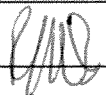
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** VICTOR VALLEY COLLEGE EQUAL EMPLOYMENT OPPORTUNITY PLAN

**SUBMITTED BY:** Fusako Yokotobi

**RECOMMENDED BY:** Fusako Yokotobi 

**APPROVED BY:** Robert Silverman 

**Description/Background:**

The Victor Valley College Equal Employment Opportunity Plan reflects the District's commitment to equal employment opportunity. The District believes that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment which is welcoming to all and will foster diversity and promote excellence.

The *Plan's* immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable title 5 regulations, (section 53000 et seq.).

The Equal Employment Opportunity Plan was approved by consensus at the College Council meeting on May 6, 2009.

**Need:** Approval of the Equal Employment Opportunity plan is needed.

**Fiscal Impact:** None

**Recommended Action:** It is requested that the Board approve the Equal Employment Opportunity Plan.

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

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

**Victor Valley College  
Equal Employment Opportunity Plan**


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## 1. Introduction

The Victor Valley College Equal Employment Opportunity Plan reflects the district's commitment to equal employment opportunity. The district believes that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment which is welcoming to all will foster diversity and promote excellence.

The *Plan's* immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable title 5 regulations (section 53000 et seq.) and the steps the district shall take in the event of underrepresentation of monitored groups. The *Plan* contains an analysis of the demographic makeup of the district's workforce population and an analysis of whether underrepresentation of monitored groups exists. The *Plan* also includes the requirements for a complaint procedure for noncompliance with the title 5 provisions relating to equal employment opportunity programs, establishment of a Diversity Committee, methods to support equal employment opportunity and an environment which is welcoming to all, and procedures for dissemination of the *Plan*. To properly serve a growing diverse population, the district will endeavor to hire and retain faculty and staff who are sensitive to and knowledgeable of the needs of the continually changing student body it serves.

  
Robert Silverman, Ph.D.  
Superintendent/President

## 2. Definitions

[Title 5, § 53001(a)-(p)]

- A. *Adverse Impact*: a statistical measure (such as those outlined in the EEO Commission's *Uniform Guidelines on Employee Selection Procedures*) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.
- B. *Business Necessity*: circumstances which justify an exception to the requirements of Section 53021(b) (1) because compliance with that section would result in substantial additional financial cost to the district or pose a significant threat to human life or safety. Business necessity requires greater financial cost than mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.
- C. *Chancellor's Office* – California Community College's Chancellor's Office (aka System Office).
- D. *Diversity*: means a condition of broad inclusion in an employment environment that offers equality and respect for all persons. A diverse educational community recognizes the educational benefits that flow from employee populations that are varied by accent, age, ancestry, citizenship status, color, disability, economic status, ethnic group identification, gender, marital status, medical condition, national origin, parental status, race, religion, sexual orientation, or veteran status.
- E. *Equal Employment Opportunity*: means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the district. Equal employment opportunity should exist at all levels and in all job categories listed in Section 53004(a). Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination by title 5, Section 53000 et seq.
- F. *Equal Employment Opportunity Plan*: a written document in which a district's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.
- G. *Equal Employment Opportunity Programs*: all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of Section 53006.
- H. *Ethnic Minorities*: American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, and Hispanics/Latinos.
  - 1) *Ethnic Group Identification*: means an individual's identification in one or more of the ethnic groups reported to the chancellor pursuant to Section 53004. These groups shall be more specifically defined by the chancellor consistent with state and federal law.

- I. *Goals for Persons with Disabilities*: a statement that the district will strive to attract and hire additional qualified persons with a disability in order to achieve the level of projected representation for that group by a target date established by taking into account the expected turnover in the workforce and the availability of persons with disabilities who are qualified to perform a particular job. Goals are not "quotas" or rigid proportions.
- J. *In-house or Promotional Only Hiring*: means that only existing district employees are allowed to apply for a position.
- K. *Monitored Group*: means those groups identified in Section 53004(b) for which monitoring and reporting is required pursuant to Section 53004(a). (These groups are men, women, American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African Americans, Hispanics/Latinos, Caucasians, and persons with disabilities).
- L. *Person with a Disability*: any person who (1) has a physical or mental impairment as defined in Government Code, Section 12926 which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.
- M. *Projected Representation*: the percentage of persons from a monitored group determined by the chancellor to be available and qualified to perform the work in question.
- N. *Reasonable Accommodation*: the efforts made on the part of the district to remove artificial or real barriers, which prevent or limit the employment and upward mobility of persons with disabilities. "Reasonable accommodations" may include the items designated in Section 53025.
- O. *Screening or Selection Procedures*: any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.
- P. *Significantly Underrepresented Group*: any monitored group for which the percentage of persons from that group employed by the district in any job category listed in Section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.
- Q. *Target Date*: a point in time by which the district plans to meet an established goal for persons with disabilities and thereby achieve projected representation in a particular job category.
- R. *Timetable*: a set of specific annual hiring objectives that will lead to meeting a goal for persons with a disability by a projected target date.

### **3. Policy Statement**

*[Education Code, § 87106, et seq.]*

The district is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, diversity, and provide equal consideration for all qualified candidates.

#### **4. Delegation of Responsibility, Authority and Compliance**

*[Title 5, §§ 53003(c)(1) and 53020]*

It is the goal of Victor Valley College that all employees promote and support equal employment opportunity because such a goal requires a commitment and a contribution from every segment of the district. The general responsibilities for the prompt and effective implementation of this *Plan* are set forth below.

##### *A. Board of Trustees*

The Board of Trustees is ultimately responsible for proper implementation of the district's *Plan* at all levels of district and college operation, and for ensuring equal employment opportunity as described in the *Plan*.

##### *B. Superintendent/President*

The Board of Trustees delegates to the Superintendent/President the responsibility for ongoing implementation of the *Plan* and for providing leadership in supporting the district's equal employment opportunity policies and procedures. The Superintendent/President shall advise the governing board concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on *Plan* implementation. The Superintendent/President shall include in the evaluation of the performance of all administrators who report directly to him/her on actions taken in support of the *Plan*.

##### *C. Equal Employment Opportunity Officer*

The district has designated the Vice President of Human Resources as its equal employment opportunity officer who is responsible for the day-to-day implementation of the *Plan*. If the designation of the equal employment opportunity officer changes before this *Plan* is next revised, the district will notify employees and applicants for employment of the new designee. The equal employment opportunity officer is responsible for administering, implementing and monitoring the *Plan* and for assuring compliance with the requirements of title 5, Sections 53000 et seq. The equal employment opportunity officer is also responsible for receiving complaints described in section 6 of the *Plan* and for ensuring that applicant pools and selection procedures are properly monitored.

##### *D. Diversity Committee*

The district has established a Diversity Committee to act as an advisory body to the equal employment opportunity officer and the district as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Diversity Committee assists in the development and implementation of the *Plan* in compliance with state and federal regulations and guidelines, monitors equal employment opportunity progress, and provides suggestions for *Plan* revisions as appropriate.



*E. Agents of the District*

Any organization or individual, whether or not an employee of the district, who acts on behalf of the governing board with regard to the recruitment and screening of personnel, is an agent of the district and is subject to all the requirements of this *Plan* and will be given a copy of it.

*F. Good Faith Effort*

The district shall make a continuous good faith effort to comply with all the requirements of its *Plan*.

## **5. Advisory Committee**

*[Title 5 § 53005]*

The district has established a Victor Valley College Diversity Committee to assist the district in implementing its *Plan*. The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention, and diversity. The equal employment opportunity officer or designee shall train the advisory committee on equal employment compliance and the *Plan* itself. The committee shall include a diverse membership whenever possible. A substantial good faith effort to maintain a diverse membership is expected. If the district has been unable to meet this objective, it will document what efforts were made to recruit advisory committee members who are members of monitored groups. The committee will be composed of two members of the faculty appointed by the Academic Senate President, two members of the classified staff appointed by the CSEA President, one member appointed by the Management Team, two students recommended by the ASB president, two community representatives appointed by the Superintendent/President, and one member of the administration appointed by the Superintendent/President.

Each year, the committee will be initially convened and chaired by the Equal Employment officer. Terms of office for the voting members shall be for two years. The Victor Valley College Diversity Committee shall hold a minimum of four (4) meetings per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the advisory committee shall make recommendations to the governing board, the Superintendent/President, and the equal employment opportunity officer.

## 6. Complaints

[Title 5, §§ 53003(c)(2), 53026 and 59300 et seq.]

- A. *Complaints Alleging Violation of the Equal Employment Opportunity Regulations (title 5 Section 53026).* The district has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations<sup>1</sup> have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the district to waive the sixty (60) day limitation. Complaints alleging violations of the *Plan* that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. As directed by the Chancellor's Office, the decision of the district in complaints pursuant to Section 53026 is final. (See *California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints* at:

<http://www.cccco.edu/divisions/legal/guidelines/Guidelines%20for%20Minimum%20Conditions%20Complaints.htm>.

The district may return without action any complaints that are inadequate because they do not state a clear violation of the EEO regulations. All returned complaints must include a district statement of the reason for returning the complaint without action.

The complaint shall be filed with the equal employment opportunity officer. If the complaint involves the equal employment opportunity officer, the complaint may be filed with the Superintendent/President. A written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. If this is not practical, a written notification will be provided to the complainant as to the reasons for the extension and estimated date of completion. The equal employment opportunity officer will forward copies of all written complaints to the Chancellor's Office upon receipt.

In the event that a complaint filed under Section 53026 alleges unlawful discrimination, it will be processed according to the requirements of Section 59300 et seq.

- B. *Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.)* The district has adopted procedures for complaints alleging unlawful discrimination or harassment. The Vice President of Human Resources is responsible for receiving such complaints and for coordinating their investigation.

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<sup>1</sup> The equal employment opportunity regulations are found in California Code of Regulations, title 5, section 53000 et seq.

## **7. Notification to District Employees**

*[Title 5, § 53003(c)(3)]*

The commitment of the Board of Trustees and the Superintendent/President to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity policy statement and the *Plan*. The policy statement will be printed in the college catalog and class schedule. The *Plan* and subsequent revisions will be distributed to the district's governing board, the Superintendent/President, administrators, the academic and classified senate councils, union representatives and members of the District Diversity Committee. The *Plan* will be available on the district's Website and, when appropriate, may be distributed by email. The Human Resources Department will provide all new employees with a copy of the written notice described above when they commence their employment with the district. Each year, the district will inform all employees by email of the *Plan*'s availability including a written summary of the provisions of the *Plan*. The annual notice will emphasize the importance of the employee's participation and responsibility in ensuring the *Plan*'s implementation.

## **8. Training for Screening/Selection Committees**

*[Title 5, § 53003(c)(4)]*

Any organization or individual, whether or not an employee of the district, who is involved in the recruitment and screening/selection of personnel shall receive appropriate training on the requirements of the title 5 regulations on equal employment opportunity (Section 53000 et. seq.); the requirements of federal and state nondiscrimination laws; the requirements of the district's Equal Employment Opportunity Plan; the district's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency;<sup>2</sup> and the value of a diverse workforce. Persons serving in the above capacities will be required to receive training. The Equal Employment Opportunity Officer or designee is responsible for providing the required training.

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<sup>2</sup> "Cultural proficiency" involves successful teaching and other interactions with both students and colleagues from a variety of cultures. It requires a contextual understanding that numerous social and institutional dynamics, including the effects of inequities, affect how students have been taught and treated, and translates that understanding to the removal of barriers to student success. "Culture" refers to those things that are shared within a group or society: shared knowledge and beliefs, shared values, shared behavioral expectations, and principles that are widely used or recognized. "Culture" therefore refers to more than simply race and ethnicity.

## **9. Annual Written Notice to Community Organizations**

*[Title 5, § 53003(c)(5)]*

The Equal Employment Opportunity officer or designee will provide annual written notice to appropriate community-based and professional organizations concerning the *Plan*. The notice will include a summary of the *Plan*, inform these organizations how they may obtain a copy, and shall solicit their assistance in identifying diverse qualified candidates. The notice will also include the internet address where the district advertises its job openings and the HR department phone number to call in order to obtain employment information. The district will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources, especially for underrepresented populations. A list of organizations which will receive this notice is attached to this *Plan* (*Appendix A*). This list may be revised from time to time as necessary.

## 10. Analysis of District Workforce and Applicant Pool

[Title 5, § 53003(c)(6)]

The Human Resources Department will annually survey the district's workforce composition and shall monitor applicants for employment on an ongoing basis to evaluate the district's progress in implementing the *Plan*, to provide data needed for the reports required by this *Plan*, and to determine whether any monitored group is underrepresented. Monitored groups are men, women, American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.

For purposes of the survey and report, each applicant or employee will be afforded the opportunity to voluntarily identify her or his gender, ethnic group identification and, if applicable, her or his disability. Persons may designate as many ethnicities as they identify with, but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s). At least every three years, the *Plan* will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

- A) Executive/Administrative/Managerial
- B) Faculty and other instructional staff:
  - Adult education
  - Career education
  - English
  - Health and physical education
  - Humanities
  - Instructional and support services
  - Mathematics
  - Natural sciences
  - Social sciences
  - Part-Time
- C) Professional non-faculty
- D) Secretarial/Clerical
- E) Technical and paraprofessional
- F) Skilled drafts
- G) Service and maintenance

**DISTRICT WORKFORCE ANALYSIS – FALL 2007**

	<b>Total</b>	<b>Male</b>	<b>Female</b>	<b>American Indian Alaska Native Male/ Female</b>	<b>Black African American Male/ Female</b>	<b>Asian Pacific Islander Male/ Female</b>	<b>Hispanic Male Female</b>	<b>White Male/ Female</b>	<b>Other/ Unknown</b>
Exec/Admin	15	6	9	0/0	2/1	0/0	0/1	4/5	0/2
Professional/ Non-faculty	9	5	4	0/0	1/0	0/0	1/1	3/3	0/0
Secretarial/ Clerical	109	10	99	0/2	1/12	0/4	1/30	8/51	0/0
Technical/ Paraprofessional	63	27	36	0/1	1/0	4/4	2/14	20/17	0/0
Skilled Craft	6	6	0	0/0	0/0	0/0	0/0	6/0	0/0
Service/ Maintenance	42	31	11	0/0	4/0	0/0	7/3	19/7	0/2
Faculty - Adult Education	32	17	15	1/1	1/0	0/1	2/3	13/10	0/0
Faculty - Career Education	22	18	4	1/0	2/1	0/1	0/0	15/2	0/0
Faculty - English	13	4	9	0/0	0/0	0/0	0/0	4/9	0/0
Faculty - Health and P.E.	30	15	15	2/0	1/0	0/0	3/3	9/11	0/1
Faculty - Humanities	20	13	7	0/0	1/1	0/0	1/2	11/4	0/0
Faculty - Instructional and Support Services	1	1	0	0/0	0/0	0/0	0/0	1/0	0/0
Faculty - Mathematics	17	12	5	0/0	1/0	0/2	1/0	10/3	0/0
Faculty - Natural Sciences	14	6	8	0/0	0/0	0/0	0/0	6/8	0/0
Faculty - Social Sciences	24	18	6	0/0	1/0	1/1	0/0	16/5	0/0
Faculty - Part- Time	384	213	171	0/1	18/7	13/7	13/19	164/131	5/6
Persons with Disabilities	24	11	13	0/1	0/0	0/0	2/2	9/10	0/0
<b>Totals</b>	<b>825</b>	<b>413</b>	<b>412</b>	<b>4/6</b>	<b>34/22</b>	<b>18/20</b>	<b>33/78</b>	<b>318/276</b>	<b>5/11</b>



**DISTRICT APPLICANT POOL ANALYSIS – 2007 through 2008**

	Total	Male	Female	American Indian/Alaska Native Male/Female	Black/African American Male/Female	Asian/Pacific Islander Male/Female	Hispanic Male/Female	White Male/Female	Other / Unknown
Executive/ Administration	37	15	11	2/0	1/1	0/0	1/1	6/4	14/6
Faculty - Career Education	33	13	15	0/0	2/4	0/1	0/1	11/9	1/1
Faculty - Instructional and Support Services	28	8	13	0/0	1/2	0/2	3/3	4/6	7/7
Faculty - Natural Sciences	45	37	5	0/0	3/0	10/0	0/0	15/3	11/2
Faculty - Part- time	481	221	237	1/0	16/28	14/15	15/26	96/87	1/182
Professional/ Non-faculty	31	7	19	0/2	3/3	0/2	1/4	3/8	6/5
Secretarial/ Clerical	386	77	308	0/2	15/54	1/8	17/62	31/111	67/16
Service/ Maintenance	221	177	42	4/0	24/4	6/0	53/15	65/14	30/6
Skilled Craft	19	6	13	0/0	0/2	0/0	1/3	5/6	2/0
Technical/ Paraprofessional	64	47	15	1/0	5/2	1/1	11/2	24/8	4/7
<b>Totals</b>	<b>1345</b>	<b>608</b>	<b>678</b>	<b>8/4</b>	<b>70/100</b>	<b>32/29</b>	<b>102/117</b>	<b>260/256</b>	<b>143/232</b>

## **11. Other Measures Necessary to Further Equal Employment Opportunity**

*[Title 5, § 53003(c)(10)]*

The district recognizes that multiple approaches are appropriate to fulfill its mission to ensure equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the district. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination. To that end, in addition to the steps to address underrepresentation and/or significant underrepresentation, the district will implement a diversity program. Having a campus that has accepted principles of diversity and multiculturalism can make implementation and maintenance of an effective equal employment opportunity program much easier. For that reason, institutionalizing a diversity program that is well planned out, well funded, and supported by the leadership of the district can be of great value. The district will sponsor cultural events and speakers on issues dealing with diversity and explore how to infuse diversity into the classroom and curriculum. The district will promote the concept of cultural proficiency and it will develop an evaluation form that integrates diversity into the evaluation of employees. The district will also promote learning opportunities and personal growth in the area of diversity and evaluate how the physical environment can be responsive to its diverse employee and student populations. In implementing a diversity program, the district shall consider steps such as:

Establishing a formal Office of Diversity that is part of the structure of the district and that will be adequately funded and supported by the district leadership.

- A. Conducting campus climate studies to identify hidden barriers.
- B. Including guest speakers from underrepresented groups who are in leadership positions and who may inspire students and employees alike.
- C. Highlighting the district's equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications.
- D. Conducting diversity dialogues, forums, and cross-cultural workshops.
- E. Reviewing and revising college publications and other marketing tools to reflect diversity in pictures, graphics, and text to project an inclusive image.
- F. Recognizing and valuing staff and faculty who have promoted diversity and equal employment opportunity principles by awarding a yearly diversity recognition award.
- G. Offering a series of EEO/diversity workshops in conjunction with staff development programs.
- H. Establishing an "Equal Employment Opportunity and Diversity" online presence by highlighting the district's diversity and equal employment opportunity, ADA, and sexual harassment and nondiscrimination policies, procedures and programs on the district's Website. The Website will also list contact persons for further information on all of these topics.
- I. Promoting sabbaticals that will assist the district in achieving its equal employment opportunity and diversity objectives.

- J. Promoting various cultural celebrations on campus.
- K. Recognizing multilingualism and knowledge of multiculturalism as a desired and, when appropriate, required skill and qualification for community college employees.
- L. Establishing a *Community Outreach Advisory Council* to involve community-based organizations in the recruitment and other equal employment opportunity efforts of the college. Recommended membership will include representatives from local business and industry as well as from diverse community groups such as NAACP, chambers of commerce, and city council(s).

## **12. Graduate Assumption Program of Loans for Education**

*[Education Code, §§ 87106, 69618 et seq.]*

The district will encourage community college students to become qualified for and seek employment as community college employees. The district shall research and inform students about programs that may assist them to complete their graduate studies and become community college employees. The district will post informational flyers on the campuses concerning such programs, and make information available in the student guidebook and in locations accessible to students. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.

### **13. Goals for Hiring Persons with Disabilities**

*[Title 5, §§ 53003(d), 53025]*

**Goals for persons with disabilities and associated requirements for analysis and action will be completed upon receipt of legally valid availability data from the State Chancellor's Office.**

#### **Reasonable Accommodations**

Applicants and employees with disabilities shall receive reasonable accommodations consistent with the requirements of Government Code, sections 11135 et seq. and 12940(m); Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act. The ADA Compliance Officer is the Director of Disabled Student Programs and Services/ADA Compliance Officer.

Appendix A – Community Organizations and contact information

High Desert Hispanic Chamber of Commerce  
14443 Park Avenue  
Victorville, CA 92392  
760-241-6661

Victor Valley African American Chamber of Commerce  
14368 St. Andrews Drive  
Victorville, CA 92392  
760-952-9152

Korean Chamber of Commerce  
14443 Park Avenue, #C3  
Victorville, CA 92392  
760-955-5504

League of Women Voters  
568 No. Mt. View Avenue, suite 150  
San Bernardino, CA 92401  
909-338-4163

Mexican American Legal Defense & Education Fund  
634 S. Spring Street  
Los Angeles, CA 90013  
213-629-2512

National Association for the Advancement of Colored People  
Antelope Branch  
P.O. Box 2466  
Lancaster, CA 93539

National Council of La Raza  
523 W 6<sup>th</sup> Street, suite 840  
Los Angeles, CA 90014  
213-489-3428

Japanese America Citizen League  
Pacific Southwest Regional Office  
244 S. San Pedro Street, suite 406  
Los Angeles, CA 90012  
213-626-4471

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

VICTOR VALLEY CCD

Chapter 2

**Vacancies on the Board**

**BP 2110**

Vacancies on the Board may be caused by any of the events specified in the Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by EC 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall determine whether to order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date no less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in EC 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for District governing Board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

The Superintendent/President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting

Reference: Ed Code 5090, et seq., Government Code 1770.

See Administrative Procedure: 2110

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

TOPIC: ADMINISTRATOR CONTRACT, INTERIM DEAN, INSTRUCTIONAL PROGRAMS – STUDENT & WORKFORCE DEVELOPMENT

SUBMITTED BY: Robert Silverman

RECOMMENDED BY: Robert Silverman \_\_\_\_\_

APPROVED BY: Robert Silverman  \_\_\_\_\_

**Description/Background:**

The Board will consider ratifying the administrative contract for the Interim Dean, Instructional Programs – Student & Workforce Development, from July 1, 2009 to July 31, 2009.

**Need:**

Board approval is needed to ratify interim administrator contract, while recruitment for the position of Dean, Instructional Programs –Student & Workforce Development is completed.

**Fiscal Impact:** Budgeted

**Recommended Action:** It is recommended that the Board approve the contract.

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

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



BOARD OF TRUSTEES OF THE  
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

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

Date of Offer: July 15, 2009

The Board of Trustees of the Victor Valley Community College District offers you employment in the position of Interim Dean, Instructional Programs, Student & Workforce Development for the period commencing July 1, 2009 and ending on July 31, 2009. This offer of employment is valid for ten (10) calendar days from the date of offer specified above. Your failure to accept this offer and to enter into this contract within the ten-day period will result either in the offer expiring, or, if you are employed, will result in your employment as an administrator being at-will at the pleasure of the Board of Trustees, pursuant to Section 72411.5 of the Education Code.

This contract expires on July 31, 2009 and is not subject to automatic re-employment pursuant to sub-section 'c' of Section 72411 of the Education Code.

This contract of employment is subject to all the rules and regulations of the Board of Trustees and all the laws of the State of California in effect during the period of employment. The terms and conditions of your employment may be changed by the District during the period of time covered by the agreement. Your compensation shall be on Range 20 of the Victor Valley College management salary schedule. In addition, you shall receive a monthly stipend of \$300 for use of personal vehicles to conduct college business. Any earned, unused vacation remaining on the last day of employment with the District, up to a maximum accrual of 44 days, will be paid on the next available payroll.

Pursuant to Education Code Section 72411.5, if you do not have tenure in the District as a faculty member, you may be dismissed, suspended, or demoted for cause, including but not limited to unsatisfactory performance, unprofessional conduct, unfitness for service, and insubordination. If you do have tenure as a faculty member, the imposition of dismissal or other penalties, for cause shall be in accordance with the provisions of the education Code applicable to faculty members.

Pursuant to Government Code Section 53260, if this contract is terminated, the maximum cash settlement that you may receive is to be an amount equal to the monthly salary of the employee multiply by the number of months left on the unexpired term of the contract. However, if the unexpired term of the contract is greater than 18 months, the maximum cash settlement is an amount equal to the monthly salary of the employee multiply by 18.

If you desire to accept this contract, please sign and return to:

Victor Valley community College District  
Office of Human Resources  
18422 Bear Valley Road  
Victorville, CA 92395

BOARD OF TRUSTEES OF THE VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

By \_\_\_\_\_  
Robert Silverman, Ph.D., Superintendent President

I accept the offer of employment set forth above subject to the terms and conditions therein

\_\_\_\_\_ Date \_\_\_\_\_  
Jeffrey Holmes

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM

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

TOPIC: RENEWAL OF ADMINISTRATOR CONTRACT

SUBMITTED BY: Robert Silverman

RECOMMENDED BY: Robert Silverman \_\_\_\_\_

APPROVED BY: Robert Silverman  \_\_\_\_\_

**Description/Background:**

The Board will consider renewing the administrative contract for the Director of Disabled Student Programs and Services/ADA Compliance Officer, beginning on or after August 1, 2009.

**Need:**

Board approval is needed to renew administrator contract.

**Fiscal Impact:** Budgeted

**Recommended Action:** It is recommended the Board approve the contract.

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

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

BOARD OF TRUSTEES OF THE  
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

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

Date of Offer: July 15, 2009

The Board of Trustees of the Victor Valley Community College District offers you employment in the position of Director of Disabled Student Programs and Services/ADA Compliance Officer for the period commencing August 1, 2009 and ending on June 30, 2011. This offer of employment is valid for ten (10) calendar days from the date of offer specified above. Your failure to accept this offer and to enter into this contract within the ten-day period will result either in the offer expiring, or, if you are employed, will result in your employment as an administrator being at-will at the pleasure of the Board of Trustees, pursuant to Section 72411.5 of the Education Code.

This contract expires on June 30, 2011 and is not subject to automatic re-employment pursuant to subsection 'c' of Section 72411 of the Education Code.

This contract of employment is subject to all the rules and regulations of the Board of Trustees and all the laws of the State of California in effect during the period of employment. The terms and conditions of your employment may be changed by the District during the period of time covered by the agreement. Your compensation shall be on Range 19 of the Victor Valley College management salary schedule. Any earned, unused vacation remaining on the last day of employment with the District, up to a maximum accrual of 44 days, will be paid on the next available payroll.

Pursuant to Education Code Section 72411.5, if you do not have tenure in the District as a faculty member, you may be dismissed, suspended, or demoted for cause, including but not limited to unsatisfactory performance, unprofessional conduct, unfitness for service, and insubordination. If you do have tenure as a faculty member, the imposition of dismissal or other penalties, for cause shall be in accordance with the provisions of the Education Code applicable to faculty members. In addition, employment is contingent upon availability of funds.

Pursuant to Government Code Section 53260, if this contract is terminated, the maximum cash settlement that you may receive is to be an amount equal to your monthly salary multiplied by the number of months left on the unexpired term of the contract. However, if the unexpired term of the contract is greater than 18 months, the maximum cash settlement is an amount equal to your monthly salary multiplied by 18.

If you desire to accept this contract, please sign and return to:

Victor Valley Community College District  
Office of Human Resources  
18422 Bear Valley Road  
Victorville, CA 92395

BOARD OF TRUSTEES OF THE VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

By \_\_\_\_\_  
Robert Silverman, Ph.D., Superintendent President

I accept the offer of employment set forth above subject to the terms and conditions therein

\_\_\_\_\_ Date \_\_\_\_\_  
Jeffrey Holmes

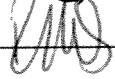
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES  
AGENDA ITEM**

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

**TOPIC:** MONTHLY FINANCIAL REPORTS

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

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

**APPROVED BY:** Robert Silverman  \_\_\_\_\_

**Description/Background:**

Financial reports are being presented for the period ending May 31, 2009, for the General Fund (01), Debt Service Payment Fund (29), Capital Outlay Projects Fund (71), Child Development Center Fund (72), Student Center Fee Fund (73), Insurance Trust Fund (75), Health Trust Fund (78), ASB, Auxiliary Services, Bookstore, and Federal Grant Funds.

A copy of the original monthly financial reports is available in the Superintendent/President's office.

**Need:** N/A

**Fiscal Impact:** None

**Recommended Action:**

This is an information only item.

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

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

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2008-2009 Financial Statements**  
**GENERAL FUND - FUND 01**  
**As of 5/31/09**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/08</b>	\$ 6,918,094			
<b>Revenues</b>				
Federal	\$ 5,369,274	\$ 1,756,350	\$ 3,612,924	67.29%
State	41,300,887	35,496,477	5,804,410	14.05%
Local	17,102,628	11,570,323	5,532,305	32.35%
Transfers In	5,000,000	2,312,310	2,687,690	53.75%
<b>Total Revenues</b>	<b>\$ 68,772,789</b>	<b>\$ 51,135,460</b>	<b>\$ 17,637,329</b>	<b>25.65%</b>
<b>Expenditures</b>				
Academic Salaries	\$ 26,234,691	\$ 20,809,568	\$ 5,425,123	20.68%
Classified Salaries	15,518,208	12,744,140	2,774,068	17.88%
Benefits	9,515,721	7,738,813	1,776,908	18.67%
Supplies	2,001,582	1,187,370	814,212	40.68%
Operating Expenses	10,175,925	6,328,712	3,847,213	37.81%
Capital Outlay	1,657,935	1,406,951	250,984	15.14%
Transfers, Grants	696,603	537,711	158,892	22.81%
Contingency	679,567	0	679,567	100.00%
Debt Service Retirement/Interest	3,050,000	1,418,179	1,631,821	53.50%
<b>Total Expenditures</b>	<b>\$ 69,530,232</b>	<b>\$ 52,171,444</b>	<b>\$ 17,358,788</b>	
Excess Revenues/(Expenditures)	\$ (757,443)	\$ (1,035,984)		
<b>Month Ending Fund Balance 5/31/09</b>		<b>\$ 5,882,110</b>		
<b>Projected Ending Fund Balance</b>	<b>\$ 6,160,651</b>			

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2008-2009 Financial Statements**  
**DEBT SERVICE PAYMENT - FUND 29**  
**As of 5/31/09**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/08</b>	\$ 32,252,405			
<b><u>Revenues</u></b>				
Local Revenues	\$ 1,017,040	\$ 2,110,620	\$ (1,093,580)	-107.53%
Transfers In		\$ -	\$ -	
<b><u>Total Revenues</u></b>	<u>\$ 1,017,040</u>	<u>\$ 2,110,620</u>	<u>\$ (1,093,580)</u>	-107.53%
<b><u>Expenditures</u></b>				
Debt Service Payments	<u>\$ 9,200,000</u>	<u>\$ 4,000,000</u>	<u>\$ 5,200,000</u>	56.52%
<b><u>Total Expenditures</u></b>	<u>\$ 9,200,000</u>	<u>\$ 4,000,000</u>	<u>\$ 5,200,000</u>	
 Net Change in Fund Balance	 \$ (8,182,960)	 \$ (1,889,380)		
<b>Month Ending Fund Balance 5/31/09</b>		<b>\$ 30,363,025</b>		
 <b>Projected Ending Fund Balance</b>	 <b>\$ 24,069,445</b>			

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2008-2009 Financial Statements**  
**CAPITAL OUTLAY PROJECTS - FUND 71**  
**As of 5/31/09**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/08</b>	\$ 1,705,078			
<b><u>Revenues</u></b>				
State	\$ 8,926,718	\$ 1,553,425	\$ 7,373,293	82.60%
Interest Income	25,000	84,503	-59,503	-238.01%
Redevelopment	696,150	1,702,349	-1,006,199	-144.54%
Miscellaneous Income	244,816	244,816	0	
Transfers In	4,700,000	2,000,000	2,700,000	57.45%
<b><u>Total Revenues</u></b>	<b>\$ 14,592,684</b>	<b>\$ 5,585,093</b>	<b>\$ 9,007,591</b>	<b>61.73%</b>
<b><u>Expenditures</u></b>				
Supplies	\$ 4,886	\$ 3,477	\$ 1,409	28.84%
Contracts	86,800	40,803	45,997	52.99%
Sites	0	0	0	
Buildings-New & Remodel	14,444,498	5,239,979	9,204,519	63.72%
Equipment	56,500	0	56,500	100.00%
Transfers/Grants/Contingency	0	0	0	
<b><u>Total Expenditures</u></b>	<b>\$ 14,592,684</b>	<b>\$ 5,284,259</b>	<b>\$ 9,308,425</b>	
 Net Change in Fund Balance	 \$ -	 \$ 300,834		
 <b>Month Ending Fund Balance 5/31/09</b>		 <b>\$ 2,005,912</b>		
 <b>Projected Ending Funding Balance</b>	 <b>\$ 1,705,078</b>			

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2008-2009 Financial Statements**  
**CHILD DEVELOPMENT CENTER - FUND 72**  
**As of 5/31/09**

	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/08</b>	\$ 583,555			
<b><u>Revenues</u></b>				
Federal	\$ -	\$ (75,302)	\$ 75,302	
State (OB 8620)		\$ (259,252)	\$ 259,252	
State	241,262	229,068	12,194	5.05%
Local	0	175,124	-175,124	
Transfers In	0	0	0	
<b>Total Revenues</b>	<b>\$ 241,262</b>	<b>\$ 69,638</b>	<b>\$ 171,624</b>	<b>71.14%</b>
<b><u>Expenditures</u></b>				
Academic Salaries	\$ 191,754	\$ 159,225	\$ 32,529	16.96%
Classified Salaries	105,301	89,818	15,483	14.70%
Benefits	105,537	77,034	28,503	27.01%
Instructional Supplies	21,340	2,973	18,367	86.07%
Operating Expenses	77,495	75,003	2,492	
Equipment	0	0	0	
Reserve/Contingencies	0	0	0	0.00%
<b>Total Expenditures</b>	<b>\$ 501,427</b>	<b>\$ 404,053</b>	<b>\$ 97,374</b>	
 Net Change in Fund Balance	 \$ (260,165)	 \$ (334,415)		
 <b>Month Ending Fund Balance 5/31/09</b>		 \$ 249,140		



**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2008-2009 Financial Statements**  
**STUDENT CENTER FEE - FUND 73**  
**As of 5/31/09**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/08</b>	\$ 8,170			
<b><u>Revenues</u></b>	\$ 93,000	\$ 95,719	\$ (2,719)	-2.92%
<b><u>Expenditures</u></b>				
Transfers Out	\$ 93,000	\$ 45,661	\$ 47,339	50.90%
Net Change in Fund Balance	\$ -	\$ 50,058		
<b>Month Ending Fund Balance 5/31/09</b>		\$ 58,228		

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2008-2009 Financial Statements**  
**HEALTH TRUST FUND - FUND 75**  
**As of 5/31/09**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/08</b>	\$ 62,819			
<b><u>Revenues</u></b>				
Interest Income	\$ 200	\$ 1,505	\$ (1,305)	-652.50%
Transfers In	15,800	0	15,800	0.00%
<b><u>Total Revenues</u></b>	<b>\$ 16,000</b>	<b>\$ 1,505</b>	<b>\$ 14,495</b>	<b>90.59%</b>
<b><u>Expenditures</u></b>				
Reserve For Contingencies	\$ -	\$ -	\$ -	
Outgoing Transfers	70,410	62,310	8,100	
<b><u>Total Expenditures</u></b>	<b>\$ 70,410</b>	<b>\$ 62,310</b>	<b>\$ 8,100</b>	
 Net Change in Fund Balance	 \$ (54,410)	 \$ (60,805)		
 <b>Month Ending Fund Balance 5/31/09</b>		 \$ 2,014		
 <b>Projected Ending Fund Balance</b>	 \$ 8,409			

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2008-2009 Financial Statements**  
**SELF INSURANCE TRUST - FUND 78**  
**As of 5/31/09**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/08</b>	\$ 146,872			
<b><u>Revenues</u></b>				
Interest Income	\$ 12,900	\$ 3,109	\$ 9,791	75.90%
Miscellaneous Income	0	0	0	
Transfers In	41,100		41,100	
<b><u>Total Revenues</u></b>	<b>\$ 54,000</b>	<b>\$ 3,109</b>	<b>\$ 50,891</b>	<b>17.98%</b>
<b><u>Expenditures</u></b>				
Supplies	\$ 1,890	\$ 1,880	\$ 10	0.53%
Contracted Services	47,738	39,155	8,583	17.98%
New Equipment	4,372	3,716	656	0.00%
Reserve for Contingencies	0	0	0	
<b><u>Total Expenditures</u></b>	<b>\$ 54,000</b>	<b>\$ 44,751</b>	<b>\$ 9,249</b>	<b>17.13%</b>
 Net Change in Fund Balance	 \$ -	 \$ (41,642)		
 <b>Month Ending Fund Balance 5/31/09</b>		 \$ 105,230		
 <b>Projected Ending Fund Balance</b>	 \$ 146,872			

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2008-2009 Financial Statements**  
**RAMS BOOKSTORE**  
**As of 5/31/09**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/08</b>	\$ 1,947,271			
<b>Revenues</b>	\$ 4,683,000	\$ 4,021,665	\$ 661,335	14.12%
Less: Cost of Goods Sold	\$ 3,550,000	3,580,688	\$ (30,688)	
Gross Margin from Local Revenues	\$ 1,133,000	\$ 440,977	\$ 692,023	
Total Other Income		28,254		
<b>Total Revenues</b>	\$ 1,133,000	\$ 469,231		
<b>Expenditures</b>	\$ 1,442,500	\$ 1,021,384		
Estimated labor to be invoiced		51,500		
<b>Total Expenditures</b>	\$ 1,442,500	\$ 1,072,884	\$ 369,616	25.62%
Revenues/(Expenditures)	-\$309,500	\$ (603,653)		
<b>Month Ending Fund Balance 5/31/09</b>		\$ 1,343,618		
<b>Projected Ending Fund Balance</b>	\$ 1,637,771			

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2008-2009 Financial Statements**  
**AUXILIARY SERVICES**  
**As of 5/31/09**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/08</b>	\$ 239,902			
<b>Revenues</b>	\$ 443,000	\$ 332,082	\$ 64,890	14.65%
Estimated "Due From" District		<u>46,028</u>		
<b><u>Total Revenues</u></b>		<u>\$ 378,110</u>		
<b>Expenditures</b>				
District	\$ 443,000	\$ 335,668	\$ 79,332	17.91%
<b><u>Total Expenditures</u></b>		<u>28,000</u>		
		<u>\$ 363,668</u>		
Revenues/(Expenditures)	\$ -	\$ 14,442		
<b>Month Ending Fund Balance 5/31/09</b>		\$ 254,344		
<b>Projected Ending Fund Balance</b>	\$ 239,902			

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2008-2009 Financial Statements**  
**ASB FUND**  
**As of 5/31/09**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/08</b>	\$ 139,336			
<b><u>Revenues</u></b>	\$150,000	\$153,460	(\$3,460)	-2.31%
Estimated amount "Due From" District		24,146		
<b><u>Total Revenues</u></b>		<u>\$177,606</u>		
<b><u>Expenditures</u></b>	\$150,000	\$92,698	\$57,302	38.20%
<b><u>Total Expenditures</u></b>				
Revenues/(Expenditures)	\$ -	\$ 84,908		
<b>Month Ending Fund Balance 5/31/09</b>		\$ 224,244		
<b>Projected Ending Fund Balance</b>	\$ 139,336			

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**2008-2009 Financial Statements**  
**FEDERAL/STATE GRANT FUNDS**  
**As of 5/31/09**

	Budget	Actual	Budget Remaining	Percentage Remaining
<b>Beginning Fund Balance 7/1/08</b>	\$ 65,911			
<b><u>Revenues</u></b>				
PELL	\$ 10,035,212	\$ 12,367,135	\$ (2,331,923)	
SEOG	310,138	260,636	49,502	
Direct Loan	423,417	6,630,944	-6,207,527	
Cal Grant	742,062	916,020	-173,958	
CARE	103,595	160,000	-56,405	
TRIO	30,000	30,000	0	
EOPS	8,800	0	8,800	
ACG	0	16,600	-16,600	
<b>Total Revenues</b>	<b>\$ 11,653,224</b>	<b>\$ 20,381,335</b>	<b>\$ (8,728,111)</b>	
<b><u>Expenditures</u></b>				
PELL	\$ 10,035,212	\$ 12,513,193	\$ (2,477,981)	
SEOG	310,138	260,500	49,638	
Direct Loan	423,417	6,350,647	-5,927,230	
Cal Grant	742,062	917,016	-174,954	
CARE	103,595	126,904	-23,309	
TRIO	30,000	15,000	15,000	
EOPS	8,800	0	8,800	
ACG	0	16,600	-16,600	
Bank Charges	0	0	0	
Origination Fee	0	0	0	
<b>Total Expenditures</b>	<b>\$ 11,653,224</b>	<b>\$ 20,199,860</b>	<b>\$ (8,546,636)</b>	
 Net Change in Fund Balance	 \$ -	 \$ 181,475		
<b>Month Ending Fund Balance 5/31/09</b>		<b>\$ 247,386</b>		
 <b>Projected Ending Fund Balance</b>	 \$ 65,911			

Meeting Date: July 14, 2009

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

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

**TOPIC:** First Reading – Revised and New Board Policies – Chapter 2

**SUBMITTED BY:** Don Nelson, Trustee and Angela Valles, Vice President, Board of Trustees

**RECOMMENDED BY:** Robert Silverman, Superintendent/President \_\_\_\_\_

**APPROVED BY:** Robert Silverman  \_\_\_\_\_

**Description/Background:**

Policy templates were developed by CCLC in conjunction with Liebert, Cassidy, Whitmore. The policies included are those required by federal and state laws and regulations, accreditation, for protection against litigation, or advised for the effective operation of the district. An Ad Hoc committee consisting of Don Nelson, Trustee and Angela Valles, Vice President, Board of Trustees reviewed and made recommendations to the Chapter 2 policies. If the change is an alteration to an existing policy deleted words are indented by strikeout and new words are in bold. If it is not an alteration of the current policy the recommend change is in bold.

**Need:**

The policy and procedure service provides references to appropriate laws and regulations for the policies and automatically updates policies as the regulations change.

**Fiscal Impact:** None

**Recommended Action:**

This is an information item only.

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

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



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BOARD OF TRUSTEES

Chapter 2

**Board Membership**

**2010**

The Board shall consist of 5 members elected by the qualified voters of the District. Members shall be elected at large.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the board.

An employee of the District may not be sworn into office as an elected or appointed member of the governing board unless he or she resigns as an employee.

No member of the governing board shall, during the term for which he or she is elected, hold an incompatible office.

Reference: Education Code 72023, 72103, 72104

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter 2

**Student Member**

**2015**

The Board shall include one non-voting student member. The term of office shall be one year commencing June 1.

The student member shall be a resident of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of six semester units in the district at the time of nomination and throughout the term of service. **The student member is not required to give up employment with the District.** The student shall maintain a 2.0 GPA.

The student member shall be seated with the board and shall be recognized as a full member of the board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

On or before May 15 of each year, the board shall consider whether to afford the student member any of the following privileges:

- The privilege to make and second motions;
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance at a level of \$600 per semester. See Board Policy 2725;
- The privilege to serve a term commencing on June 1.

Reference: Education Code Sections 72023.5 et seq.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

Board of Trustees

Chapter 2

**Board Elections**

**2100**

The term of office of each trustee shall be four years, commencing the first board meeting in December following the election. Elections shall be held every two years, in ~~odd~~ **even** numbered years. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election.

Reference: Education Code Sections 5000 et seq.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BOARD OF TRUSTEES

Chapter 2

**Election of Student Members**

**2105**

The student member shall be chosen by the students enrolled in the district as follows:

The student member shall be elected by all the students of the student body in a general election held for that purpose. Normally an election will be held in the spring semester so that the office is filled by the first working day following commencement or the first working day following the end of spring term, whichever comes later.

Special elections shall be held if the office becomes vacant by reason of the resignation or disqualification of an elected student member, or by any other reasons. Special elections shall be held within thirty (30) days after notice of the vacancy comes to the attention of the Superintendent/President.

Candidates for the position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with administrative procedures established by the Superintendent/President.

See Administrative Procedure #2105

**Education Code Sections 72023.5, 72103**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICIES

Board of Trustees

Chapter 2

**Vacancies on the Board**

**2110**

Vacancies on the board may be caused by any of the events specified in the Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the board shall be governed by EC 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall determine whether to order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date no less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in EC 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the board members at a public meeting.

The Superintendent/President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting

Reference: Ed Code 5090, et seq., Government Code 1770.  
See Administrative Procedure 2110.

**The Board may, by a vote of the membership of the board, act to submit to the electors of the district a proposal to limit the number of terms a member of the governing board may serve on the Board. Any proposal to limit the number of terms a member of the board may serve shall not become operative unless it is submitted to the electors of the district at a regularly scheduled election and a majority of the votes cast on the question favor adoption of the proposal. Any such proposal shall be subject to the administrative procedures set forth in the California Elections Code, Section 9500 *et seq.***

**Reference:**

**Education Code Section 72103(c)**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BOARD OF TRUSTEES

Chapter 2

**Board Duties and Responsibilities**

**2200**

**The Board of Trustees governs on behalf of the citizens of the Victor Valley Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.**

**The Board is committed to fulfilling its responsibilities to:**

- **Represent the public interest**
- **Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations**
- **Hire and evaluate the Superintendent/President**
- **Delegate power and authority to the Superintendent/President to effectively lead the district**
- **Assure fiscal health and stability**
- **Monitor institutional performance and educational quality**
- **Advocate and protect the district**

**Reference:**

**Accreditation Standard IVB.1.d**

**(NOT CURRENTLY A VVC BOARD POLICY)**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter 2

**Officers**

**2210**

**The Board has an official system of rotating officers. The officers include; president, vice president, and clerk. The vice president becomes president, the clerk becomes vice president and the next in line becomes clerk with the outgoing president moving to the end of the rotation. New board members will be placed at the end of the rotation. Any board member can decline to serve as an officer with no explanation necessary, in which case the next in line would be eligible for that seat.**

~~At the annual organizational meeting, the board shall elect from among its members a president, vice president, and clerk of the board. The term of officers shall be for one year. The board does not have an official system of rotating of officers; it elects the officers each year from among all its members.~~

The duties of the president of the board are:

- Preside over all meetings of the board
- Call emergency and special meetings of the board as required by law
- Consult with the superintendent/president on board meeting agendas
- Appoint all committees unless otherwise directed by the board
- Shall have the right, as other members, to offer resolutions, make motions, discuss questions, and vote thereon
- Sign official district documents that require the signature of the office
- Communicate with individual board members about their responsibilities
- Participate in the orientation process for new board members
- Assure board compliance with policies on board education, self-evaluation, and superintendent/president's evaluation
- Represent the board at official events or ensure board representation.

The duties of the vice president of the board are:

- Preside at meetings of the board in the absence of the president
- Call special meetings of the board in the absence of the president
- Call special meetings of the board upon the request of two or more members
- Sign official district documents in the absence of the clerk

The duties of the clerk of the board are:

- Preside at meetings of the board in the absence of the president and vice president
- Call special meetings of the board in the absence of the president or vice president
- Call special meetings of the board upon the request of two or more members
- Attest to reports and documents requiring the signature of the clerk



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter 2

**Officers**

**2210**

The superintendent/president shall act as secretary to the board. The duties of the secretary to the board are:

- Attend all board meetings

Make physical arrangements

Record board decisions

Prepare, check and distribute minutes in advance of the next meeting.

Maintain properly authenticated official copy of the minutes and one additional copy in the files of the district.

Maintain official record of policies of the board.

Advise the board of pertinent provisions of the Education Code concerning its responsibilities.

- Prepare for board meetings

Prepare the agenda.

Call to the board's attention legal matters.

Draft policy motions for the board's approval.

- Handle correspondence

Open all non-confidential mail addressed to the board or its officers.

Manage routine correspondence directly.

Deal with other correspondence as follows:

Draft replies in advance, when possible, for board consideration.

Write to those persons with whom the board wishes direct contact, as in requesting or expressing appreciation for services.

- Maintain board's reference files, and see that all documents required by law are open for public inspection.
- Supervise the board's publicity.
- Arrange and supervise district elections in accordance with the law.

Reference: Education Code Section 72000

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter 2

**Committees of the Board**

**2220**

The Board may by action establish committees that it determines are necessary to assist the board in its responsibilities. Any committee established by board action shall comply with the requirements of the California Public Meetings Act and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the board **that are advisory**, ~~and do not have authority that may lawfully be exercised by the board itself~~, are not required to comply with the Brown Act, or with these policies regarding open meetings, **unless they are standing committees.**

Board committees **that are only advisory** have no authority or power to act on behalf of the board. Findings or recommendations shall be reported to the board for consideration.

Reference: Government Code Section 54952

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

Board of Trustees

Chapter 2

**Annual Organizational Meeting**

**2305**

The annual organizational meeting of the Board will be held at the regular meeting held the first two weeks of December. The purpose of the annual organizational meeting is to ~~elect a~~ **fill the positions of** President, Vice President, Clerk, and a voting representative to the County Committee on School District Organization and conduct any other business as required by law or determined by the board.

Reference: Education Code Section 72000(c)(2)(A)

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BOARD OF TRUSTEES

Chapter 2

**Regular Meetings of the Board**

**BP 2310**

Regular meetings of the Board shall be held the second Tuesday of each month. Regular meetings of the board shall normally be held in the Victor Valley College Board Room, 18422 Bear Valley Road, Victorville, California.

A notice identifying the location, date, and time of each regular meeting of the board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the board shall be held within the boundaries of the district except in cases where the board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the district.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Reference:

Education Code Section 72000(d)

Governments Code 54952.2, 54953 et seq.; 54961

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BOARD OF TRUSTEES

Chapter 2

**Closed Session**

**BP 2315**

Closed sessions of the board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the district's position regarding labor negotiations and giving instructions to the district's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees; and
- consideration of gifts from a donor who wishes to remain anonymous.
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the board or by law.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BOARD OF TRUSTEES

Chapter 2

**Closed Session**

**BP 2315**

If any person requests an opportunity to present complaints to the board about a specific employee, such complaints shall first be presented to the superintendent/president. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the board.

Reference: Government Code Sections 54956.8, 54956.9, 54957, 54957.6, 11125.4;  
Education Code Section 72122

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BOARD OF TRUSTEES

Chapter 2

**Special and Emergency Meetings**

**BP 2320**

**Special meetings** may from time to time be called by the president of the board or by a majority of the members of the board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with Brown Act requirements. No business other than that included in the notice may be transacted or discussed.

**Emergency meetings** may be called by the president of the board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety. No closed session shall be conducted during an emergency meeting.

The superintendent/president shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

See Administrative Procedure # 2320

Reference:

Government Code Section 54956, 54956.5, 54957;  
Education Code Section 72129

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BOARD OF TRUSTEES

Chapter 2

**Quorum and Voting**

**BP 2330**

A quorum of the board shall consist of three members. The board shall act by majority vote of all of the membership of the board, except as noted below.

No action shall be taken by secret ballot.

The following actions require a two-thirds majority of all members of the board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the district exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property.

The following actions require a unanimous vote of all members of the board:

- Resolution authorizing a sale or lease of district real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of district property under a lease for the production of gas.

Reference: Education Code Section 72000(d)(3), 81310 et seq., 81365, 81511, 81432;  
Government Code Section 53094; Code of Civil Procedure Section 1245.240



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter 2

**Agendas**

**2340**

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. **If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with disability.**

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the board.

The superintendent/president shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the district on an agenda for a board meeting by submitting a written summary of the item to the superintendent/president. The written summary must be signed by the initiator. The board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the superintendent/president in consultation with the board president.

Agenda items submitted by members of the public must be received by the office of the superintendent/president three weeks prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the board’s agenda following the items of business initiated by the board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.

Reference: Government Code Sections 54954 et seq., 6250 et seq.; Education Code Section 72121, 72121.5

**Public Participation at Board Meetings**

**2345**

The board shall provide opportunities for members of the general public to participate in the business of the board.

Members of the public may bring matters directly related to the business of the district to the attention of the board in one of two ways:

1. There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda.

Members wishing to present such items shall submit a written request at the beginning of the meeting to the board president that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken may be taken by the board on such items.

2. Members of the public may place items on the prepared agenda in accordance with board policy 2340.

A written summary of the item must be submitted to the CEO at least three weeks prior to the board meeting. The summary must be signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.

Members of the public also may submit written communications to the board on items on the agenda and/or speak to agenda items at the board meeting. Written communication regarding items on the board's agenda should reach the office of the president not later than five working days prior to the meeting at which the matter concerned is to be before the board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writing that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with disabilities.

Claims for damages are not considered communications to the board under this rule, but shall be submitted to the district.

Reference:

Government Code Sections 54954.3, 54957.5; Education Code 7121.5

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## BOARD OF TRUSTEES

Chapter 2

### **Speakers**

**2350**

Persons may speak to the board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item. The designated time for public comment is at the beginning of the meeting, following the approval of minutes on the agenda.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the board are subject to the following:

- The president of the board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this board implementing that section.
- They shall complete a written request to address the board at the beginning of the meeting at which they wish to speak.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the president of the board.
- Each speaker will be allowed a maximum of three minutes per topic. Fifteen minutes shall be the maximum time allotment for public speakers on any one

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter 2

**Speakers**

**2350**

subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the board, these time limits may be extended.

- Each speaker coming before the board is limited to one presentation per specific agenda item before the board, and to one presentation per meeting on non-agenda matters.

Reference: Government Code Sections 54950, et seq.; Education Code Section 72121.5

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter 2

**Decorum**

**2355**

The following will be ruled out of order by the presiding officer:

- Remarks or discussion in public meetings on charges or complaints which the board has scheduled to consider in closed session.
- Profanity, obscenity and other offensive language.
- Physical violence and/or threats of physical violence directed towards any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the board for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the president of the board. If the behavior continues, the person(s) may be removed by a vote of the board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the board may order the meeting room cleared and may continue in session. The board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

Education Code Section 72121.5; Government Code Section 54954.3(b)

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter 2

**Minutes**

**2360**

The Superintendent/President shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the board. The minutes shall also record all motions, the names of those making and seconding motions, and dissenting votes. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats for persons with a disability.

Reference: Education Code Section 72121(a)

**Government Code Section 54957.5**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter 2

**Recording**

**2365**

If the Board causes any tape or video recording of a meeting, the recording shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250, et seq. The Superintendent/President is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

Government Code Sections 54953.5, 54953.6;  
Education Code Section 72121(a);

See Administrative Procedure [ ].

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter 2

**Policy and Administrative Procedure**

**2410**

The Board may adopt such policies as are authorized by law or determined by the board to be necessary for the efficient operation of the district. Board policies are intended to be statements of intent by the board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing board policy. Such administrative procedures shall be consistent with the intent of board policy. Administrative procedures may be revised as deemed necessary by the Superintendent/President.

The Superintendent/President shall biennially provide each member of the board with revisions of the administrative procedures. The Board reserves the right to direct revisions of the administrative procedures should they, in the board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the Superintendent/President.

Reference: Education Code Section 70902, Accreditation Standard IV: B.1, b & e.

See Administrative Procedure [ ].



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BOARD OF TRUSTEES

Chapter 2

**Delegation of Authority to Superintendent/ President**

**BP 2430**

The board delegates to the superintendent/president the executive responsibility for administering the policies adopted by the board and executing all decisions of the board requiring administrative action.

The board delegates to the superintendent/president the authority to enter into contracts on behalf of the District for up to \$64,000. Expenditures of \$250 or less do not require board ratification.

The board delegates to the superintendent/president the authority to make expenditures on behalf of the district pursuant to contracts.

The board delegates to the superintendent/president the authority to accept the resignation of any district employee and to fix the time when the resignation takes effect, without need for action by the board.

The board delegates to the superintendent/president the authority to hire district employees, with the exception of academic managers.

The superintendent/president may delegate any power and duties entrusted to him or her by the board, but will be specifically responsible to the board for the execution of such delegated powers and duties.

The superintendent/president is empowered to reasonably interpret board policy. In situations where there are no board policy directions, the superintendent/president shall have the power to act. It is the duty of the superintendent/president to inform the board of such action and to recommend written board policy if one is required.

The superintendent/president is expected to perform the duties contained in the superintendent/president job description and fulfill other responsibilities as be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the board in consultation with the superintendent/president.

The superintendent/president shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

**BP 2430 – Delegation of Authority to Superintendent/ President**

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The superintendent/president shall make available any information or give any report requested by the board as a whole. Individual trustee request for information shall be met if, in the opinion of the superintendent/president, they are not unduly burdensome or disruptive district operations. Information provided to any trustee shall be available to all trustees.

The superintendent/president shall act as professional advisor to the board in policy formation.

Reference: Education Code Section 70902(d), 72400, 87730; Public Contract Code Section 20658

Board adopted 9/11/01

Board approved with revisions 1/9/07

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter 2

**Superintendent/President Selection**

**BP 2431**

In the case of a Superintendent/President vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations, including Accreditation Standard IV.B.1, IV.B.1.j.

Reference:

Accreditation Standard IV.B.1, IV.B.1.j; Title 5, Sections 53000 et seq.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter2

**Superintendent/President Succession**

**BP 2432**

The Board delegates authority to the Superintendent/President to appoint an acting Superintendent/President to serve in his or her absence for short periods of time, not to exceed thirty (30) calendar days at a time.

In the absence of the Superintendent/President where an acting president has not been named, administrative responsibility shall reside with (in order):

1. Deputy Superintendent/Executive Vice President, Instruction
2. Vice President, Student Services
3. Vice President, Administrative Services
4. Director, Human Resources

The Board shall appoint an acting superintendent/president for periods exceeding thirty (30) days.

Reference:

Education Code Section 70902(d); Title 5 Section 53021(b)

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VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter 2

**Evaluation of Superintendent/President**

**2435**

The Board shall conduct an evaluation of Superintendent/President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the superintendent/president as well as this policy.

The Board shall evaluate the Superintendent/President using an evaluation process developed and jointly agreed to by the board and the superintendent/president.

The criteria for evaluation shall be based on board policy, the Superintendent/President job description, and performance goals and objectives developed in accordance with Board Policy 2430.

Reference: Accreditation Standard IV: B.1

**Participation in Local Decision Making**

**2510**

The board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the board is committed to its obligation to ensure that appropriate members of the district participate in developing recommended policies for board action and administrative procedures for superintendent/president action under which the district is governed and administered. This policy shall not be interpreted to imply that there must be total agreement by all participants with majority rule. The ultimate responsibility for decisions rests with the Board of Trustees.

Each of the following shall participate as required by law in the decision-making processes of the district:

- **Academic Senate(s)** (Title 5, Sections 53200-53206.)  
The board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.
- **Staff** (Title 5, Section 51023.5.)  
Classified staff shall be provided with opportunities to participate in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of the CSEA will be given every reasonable consideration.
- **Students** (Title 5, Section 51023.7.)  
The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on district committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, *et seq.*

Reference: Education Code Section 70902(b)(7); Title 5, Sections 53200 *et seq.*, (Academic Senate), 51023.5 (staff), 51023.7 (students), Accreditation Standard IV: A.

Policy adopted 9/11/01  
Policy revised 11/11/03

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter 2

**Presentation of Initial Collective Bargaining Proposals**

**2610**

The Superintendent/President is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the board of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the district itself presents an initial proposal for consideration as prescribed in collaborative bargaining agreements.

Reference:

Government Code Section 3547



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BOARD OF TRUSTEES

Chapter 2

**Conflict of Interest**

**2710**

Board members shall not be financially interested in any contract made by the board or in any contract they make in their capacity as board members

A board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A board member who has a remote interest in any contract considered by the board shall disclose his or her interest during a board meeting and have the disclosure noted in the official board minutes. The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.

A board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the district. **A board member shall not simultaneously hold two public offices that are incompatible.**

**Upon leaving the board, former members shall not, for a period of one year act as an attorney, agent or otherwise represent for compensation others appearing before the board.**

In compliance with law and regulation, the Superintendent/President shall establish administrative procedures to provide for disclosure of assets of income of board members who may be affected by their official actions, and prevent members from making or participating in the making of board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

Board members are encouraged to seek counsel from the district's legal advisor in every case where any question arises.

Reference: Government Code Sections 1090, et seq.; 1126; 87200, et seq.;  
Title 2, Sections 18730 et seq.

See Administrative Procedure #2710 and 2712

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BOARD OF TRUSTEES

Chapter 2

**Code of Ethics/Standards of Practice**

**2715**

The Board maintains high standards of ethical conduct for its members. Members of the board are responsible to:

- authorize the superintendent/president to act as the board executive officer and shall confine board action to policy determination, planning, overall approval and evaluation, maintenance of the fiscal stability of the district, hiring of competent personnel, and other duties and responsibilities as prescribed by law.
- protect the interests of students in every decision and shall assure the opportunity for quality education for every student.
- recognize and actively communicate that authority rests only with the whole board assembled in a legally-constituted meeting and make no personal promises nor take any action which would give the appearance of a conflict of interest.
- use appropriate channels of communication.
- respect the letter and intent of the Ralph M. Brown Act, taking official actions in public sessions.
- recognize that the primary duty of every trustee is to represent the general interest of the college district.
- prevent conflicts of interest and the perception of conflicts of interest.
- join with other members of the board, staff, community, and students in becoming fully informed about the nature, value, and direction of contemporary education in our society.
- devote time, thought, and study to the duties and responsibilities of a community college board member that they may render effective and credible service.
- be scrupulous about any expenses for which they are reimbursed by the district.
- maintain the confidentiality of privileged and executive session information.
- maintain an atmosphere in which controversial issues can be debated openly and fairly, protecting the dignity of individuals.

Reference: Accreditation Standard ~~10.A.5~~ IV: B.1.a, e., & h

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT BOARD POLICY

BOARD OF TRUSTEES

Chapter2

**Political Activity**

**BP 2716**

Members of the Board, faculty or staff shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Governing Board.

**Initiative or referendum measures may be drafted on an area of legitimate interest to the district. The Board may by resolution express the board's positions on the ballot measures. Public resources may be used only for informational efforts regarding ballot measures.**

Reference:

Education Code Sections 7054, 7056; Government Code 8314

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter 2

**Personal Use of Public Resources**

**2717**

**No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purposes not authorized by law.**

**Government Code Section 8314; Penal Code Section 424**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter 2

**Communications Among Board Members**

**2720**

Members of the board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the board.

Reference: Government Code Section 54952.2

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BOARD OF TRUSTEES

Chapter 2

**Board Member Compensation**

**BP 2725**

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

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

Reference: Education Code Section **1090, 35120, 72024, 72425**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter 2

**Board Member Health Benefits**

**2730**

Members of the board shall be permitted to participate in the district's health benefit programs.

Former members of the board may continue to participate in the district's health benefits programs upon leaving the board if the following criteria are met: the member must have begun service on the board after January 1, 1981; the member must have been first elected to the board before January 1, 1995; and the member must have served at least 12 years. All other former board members may continue to participate in the district's health benefits programs on a self-pay basis.

Reference: Government Code Section 53201

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter 2

**Board Member Travel**

**2735**

Members of the Board shall have travel expenses paid whenever they travel as representatives of and perform services directed by the board.

Reference: Education Code Section 72423  
See Administrative Procedure [ ].



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Chapter 2

**Board Education**

**2740**

The board is committed to its ongoing development as a board and to a trustee education program that includes new trustee orientation.

To that end, the board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

Reference: Accreditation Standard IV: B.1.f

**Board Self-Evaluation**

**2745**

The board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the board has established the following processes:

- A committee of the board shall be appointed in April to determine the instrument or process to be used in board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, as well as criteria defining board effectiveness promulgated by recognized practitioners in the field.
- The process for evaluation shall be recommended to and approved by the board.
- If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the board president.
- A summary of the evaluations will be presented and discussed at a board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

Reference: Accreditation Standard IV: B.1, e & g