

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

Date: October 13, 2009

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

AGENDA

Board Room Victor Valley Community College

1. **CALL TO ORDER** 6 p.m.

ROLL CALL

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA

PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS

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

REGULAR MEETING AGENDA

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

3. **OPEN SESSION REGULAR MEETING** 6 p.m.

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA

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
- Overview of Budget
- General Fund Assumption

5. CONSENT AGENDA

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

Approval of consent items.

YES ___ NO ___

5.1 Approval of the minutes of the September 8, 2009 regular Board meeting.

5.2 Agreement – Transition Management Solutions by Outplacing.com

Approval of the agreement between Victor Valley Community College District and Outplacing.com to provide career transition assistance to employees who have been impacted by layoffs. Fiscal Impact: Not to exceed \$3,750.00

5.3 Agreement – Mike Brown Grandstands, Inc.

Ratification of the agreement between Victor Valley Community College District and Mike Brown Grandstands, Inc to provide temporary rental equipment for athletics from September 01, 2009 through November 17, 2009. Fiscal Impact: Budgeted, \$12,638.00.

5.4 Overnight Student Travel

Approval for the Alpha Phi Gamma Chapter of Phi Theta Kappa to travel to San Diego, CA to attend the Nevada/California 2009 Regional Honors' Leadership Conference from November 20, 2009 through November 22, 2009. Fiscal Impact: \$1,110.00, funded by the Associated Student Body.

5.5 Out of State – Student Travel

Approval for Associated Student Body representatives to travel to Washington, D.C. to attend the National Student Advocacy and Leadership Fall Conference from October 23, 2009 through October 27, 2009. Fiscal Impact: Budgeted, \$10,000.00 – funded by the Associated Student Body.

5.6 Agreements – Independent Contractor – Ebmeyer Charter and Tour

Ratification of the Independent Contractor Agreements between Victor Valley Community College District and Ebmeyer Charter and Tour to provide transportation services to registered students at Victor Valley Community College, Group Leader, and Director of Athletics for various sports. Fiscal Impact: Budgeted, \$22,046.50 Associated Student Body Funds.

Vendor:	Sport:	Leave Date:	Return Date:	Budgeted: ASB Funds
Ebmeyer Charter and Tour	Men's and Women's Soccer	08/27/09	08/27/09	\$1,579.50
Ebmeyer Charter and Tour	Men's and Women's Soccer	09/03/09	09/06/09	\$5,495.00
Ebmeyer Charter and Tour	Men's and Women's Soccer	09/15/09	09/15/09	\$1,046.00
Ebmeyer Charter and Tour	Men's and Women's Soccer	09/25/09	09/25/09	\$1,046.00
Ebmeyer Charter and Tour	Men's and Women's Soccer	10/23/09	10/23/09	\$1,046.00
Ebmeyer Charter and Tour	Men's and Women's Soccer	10/30/09	10/30/09	\$ 899.00
Ebmeyer Charter and Tour	Men's and Women's Soccer	10/13/09	10/13/09	\$ 975.00
Ebmeyer Charter and Tour	Football	09/12/09	09/12/09	\$2,140.00
Ebmeyer Charter and Tour	Football	09/26/09	09/26/09	\$1,700.00
Ebmeyer Charter and Tour	Football	10/03/09	10/03/09	\$1,790.00
Ebmeyer Charter and Tour	Football	10/24/09	10/25/09	\$2,540.00
Ebmeyer Charter and Tour	Football	11/07/09	11/07/09	\$1,790.00
Total:				\$22,046.50

5.7 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: \$900.00 to the District.

Vendor:	Income to the District
Sultana High School	\$300.00
Valentini Pizza	\$300.00
Woodgrill Buffet	\$300.00
Total:	\$900.00

5.8 Agreement – Contract Education Services

Approval of the Contract Education Services' agreements listed below. Fiscal Impact: \$2,000.00 Income to the District.

Vendor:	Income to the District
Marshall Reddick Seminars	\$2,000.00
Total:	\$2,000.00

5.9 Renewal Agreement – Independent Contractor – John Tonyan

Ratification of the Independent Contractor renewal Agreement between Victor Valley Community College District and John Tonyan to provide tuning, services and repair of department pianos including the Performing Arts Center. The period of this agreement is from July 1, 2009 through June 1, 2010. Fiscal Impact: Budgeted, \$3,400.00, Music Department.

5.10 Renewal Agreement – Apple Valley Fire Protection District

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Apple Valley Fire Protection District to establish terms and conditions for the District's students' participation in Emergency Medical Technician and Emergency Medical Technician Paramedic Programs. This agreement is effective September 1, 2009. Fiscal Impact: None

5.11 Affiliation Agreement – Loma Linda University Medical Center

Approval of an affiliation agreement between Victor Valley Community College District and Loma Linda University Medical Center to provide clinical learning facilities for health sciences programs. The period of this agreement is November 1, 2009 through November 1, 2010. Fiscal Impact: None

5.12 Ratification of Renewal Agreements – Off Campus Locations

Renewal lease agreement with the schools listed to provide classroom space for the fall 2009 semester. Fiscal Impact: Not to exceed \$11,000.00.

5.13 Agreement – Frick, Frick & Jette Architects, Inc.

Ratification of the agreement between Victor Valley Community College District and Frick, Frick & Jette Architects, Inc. to provide architectural and project management services necessary to certify the Child Development Center modular buildings and the lower portables. Fiscal Impact: Not to exceed \$28,800.00, Fund 71 expenditure.

5.14 Agreement – CHJ, Inc.

Ratification of the agreement between Victor Valley Community College District and CHJ, Inc. to provide materials testing and inspection services necessary to certify the Child Development Center modular buildings and the lower portables. Fiscal Impact: Not to exceed \$10,000.00, Fund 71 expenditure.

- 5.15 Agreement for Additional Services – Spencer/Hoskins Associates
Ratification of the agreement between Victor Valley Community College District and Spencer/Hoskins Associates to increase the amount of the existing purchase order to include the balance of the cost for services for the Seismic Replacement Auxiliary Gymnasium. Fiscal Impact: \$4,620.00, Fund 71 expenditure.
- 5.16 Agreement Tri-Valley Inspections, Inc.
Ratification of the agreement between Victor Valley Community College District and Tri-Valley Inspections to provide Department of State Architect (DSA) inspection services necessary to certify the Child Development Center modular buildings and the lower portables. Fiscal Impact: \$20,000.00. Fund 71 expenditure.
- 5.17 Renewal Lease Agreement – Class Leasing, Inc.
Ratification of the renewal agreement between Victor Valley Community College District and Class Leasing, Inc. for one (1) 24x40 relocatable classroom for anticipated classroom usage. This lease agreement is for the period of one year, commencing July 2, 2009 and ending July 1, 2010. Fiscal Impact: \$5,496.00, Administrative Services budget expenditure.
- 5.18 Board of Trustees Payments Report
Approval of the Board of Trustees Payments Report. Fiscal Impact: None
- 5.19 Agreement – Identix, Inc.
Ratification of the agreement between Victor Valley Community College District and Identix, Inc. to provide maintenance services for the Live Scan fingerprinting machine. Maintenance for the period of September 1, 2009 through August 31, 2010. Fiscal Impact: Budgeted item, \$2,740.00.
- 5.20 Renewal Agreement – Sybase iAnywhere Solutions, Inc.
Ratification of the renewal agreement between Victor Valley Community College District and iAnywhere Solutions, Inc. to provide support for the SQL Anywhere software program. Renewal is for the period of October 19, 2009 through October 18, 2010. Fiscal Impact: Budgeted, \$519.00.
- 5.21 Correction to the June 9, 2009 Minutes
Approval of the corrected June 9, 2009 minutes that were approved by a unanimous vote at the July 14, 2009 board meeting. Showing agenda item 11.4 did receive a unanimous vote of 4-0. Fiscal Impact: None
- 5.22 Approval of Academic Equivalency Request – Michael E. Ray - English
Approval of the equivalency request for Michael E. Ray. Fiscal Impact: None
- 5.23 Agreement – Independent Contractor Agreement – Dr. Chester Tolson
Ratification of the agreement between Victor Valley Community College District and Dr. Chester Tolson to conduct a fundraising campaign feasibility study. The period of this agreement is October 1, 2009 through January 31, 2010. Fiscal Impact: \$5,000.00 from the District General Fund (\$2,500.00 to be reimbursed to the District by VVC Foundation).

ACTION AGENDA

6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda

YES ___ NO ___

8. INSTRUCTION

- 8.1 Boston Reed College – Memorandum of Understanding YES ___ NO ___
Ratification of a Memorandum of Understanding between Victor Valley Community College District and Boston Reed College. The Memorandum of Understanding is effective September 9, 2009. Fiscal Impact: \$500.00 per student to the District.

10. ADMINISTRATIVE SERVICES

- 10.1 Foundation Donations YES ___ NO ___
Acceptance of the donations as college property from the Victor Valley College District Foundation. The Foundation has made expenditures from cash donations to specific funds and scholarships as listed for Victor Valley College \$10,973.79 in-kind cash donations, \$238,370.43 in scholarships, for a total amount of \$249,344.22. In addition the Foundation has also received property donations as listed. These donations are for the period ending August 2009. Fiscal Impact: None

- 10.2 Public Hearing - Canceled YES ___ NO ___
Cancellation of the Public Hearing on the award of an Alternative Energy Services Contract with Cate Street Capital, its partner Sol Focus, Inc. and Victor Valley Community College District. The Board of Trustees no longer intends to award an alternative energy services contract at this time. Fiscal Impact: None

- 10.3 Draw Down of Funds from the Guaranteed Investment Contract (GIC) YES ___ NO ___
Approval to draw down funds from the Guaranteed Investment Contract for the General Fund in an amount not to exceed \$5,900,000.00 during fiscal year 2009-10. Fiscal Impact: \$5,900,000.00

- 10.4 Public Hearing and Adoption of the 2009-2010 Budget YES ___ NO ___
a) The Board president hereby declares the hearing open
b) The public may now comment on the initial 2009-10 budget proposal
c) The board president hereby declares the hearing closed

Fiscal Impact: None – formally establishes budget

11. HUMAN RESOURCES

- 11.1 Public Hearing for District Initial Negotiations Proposal to AFT-PTFU YES ___ NO ___
a) The Board president hereby declares the hearing open
b) The public may now comment on the initial proposal
c) The board president hereby declares the hearing closed

Fiscal Impact: None

- 11.2 New Classified Job Description and Position – Office Assistant YES ___ NO ___
Approval of the new classified position, job description and placement on the Classified Salary Schedule effective October 14, 2009. Fiscal Impact: Level 10 on the Classified Salary Schedule, \$2,919 per month plus benefits, categorical funding anticipated through December 2010.

11.3 Further Notification Regarding Resolution #09-08

YES ___ NO ___

Approval of notice given to employees affected by layoff, one employee submitted updated qualifications that allowed that individual to maintain seniority in the current classification. Due to displacement rights another employee must be notified. Therefore, notice of lay-off due to lack of work, effective November 30, 2009 shall be given.

12. **INFORMATION/DISCUSSION**

12.1 Board Policies - First Reading

Chapter 4 – Instruction

Chapter 5 – Student Services

Submitted as 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: September 8, 2009

Place: Closed Session 4:30-5 p.m. West Wing Conference Room Victor Valley Community College
18422 Bear Valley Road, Victorville, CA 92395

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

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

CALL TO ORDER

4:30 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on September 8, 2009 in the Board Room of the Administration building. Mr. Range, Board President called the meeting to order at 4:30p.m.

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

Absent: Mary Mazzola Student Trustee

MANAGEMENT PRESENT: Dr. Robert Silverman, Superintendent/President, Dr. Christopher O'Hearn, 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

Chris Mollenkamp led the Pledge of Allegiance to the Flag.

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA: None

2. CLOSED SESSION

5-6 p.m.

(a) CONFERENCE WITH LABOR NEGOTIATOR – Government Code Section
54957.6 District Representative: Robert Silverman, Superintendent/President

Employee Organizations: CTA, AFT, CSEA

PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS: None

WORKSHOP

Staff Lounge Victor Valley Community College

Reconvene from Closed Session: 5:05 p.m.

5- 6 p.m.

A budget workshop was held to provide answers to the most commonly asked questions. Information on enrollment management, budget trends, general fund budget, state categorical budget and budget reserves was presented.

Mary Mazzola Student Trustee arrived at 6 p.m.

3. OPEN SESSION OF REGULAR MEETING

6 p.m.

At 6:10 p.m. Board President, Mr. Range reconvened to open session and announced there was no report from closed session. In addition, he announced that the budget workshop that was held from 5-6 p.m. will be continued after the business meeting.

- 3.1 Closed Session Report
No report

PUBLIC COMMENTS RELATED TO AGENDA ITEMS: None

4. SUPERINTENDENT/PRESIDENT'S REPORT

Dr. Silverman provided a brief report concerning enrollment. The college is off and running to a high start. Faculty were complimented in accommodating the large amounts of students. As part of the bond obligation, a presentation will be given to the community in Apple Valley showing the progress that has been achieved on the Eastside Center. Mr. Greulich reported that this event, hosted by the Apple Valley Chamber, will be held September 24th from 5-7 p.m. at the Apple Valley Chamber building. Dr. Silverman pointed out a positive cooperative agreement with Hesperia High School that was on the consent agenda for consideration. Michelle Estrada, Assistant Principal at Hesperia High School was present to express the interest and excitement about the partnership between Hesperia High School and Victor Valley Community College.

- **Faculty Senate**

Debra Blanchard spoke on program review and indicated that training for program review was underway. According to ACCJC, program review is required for accreditation standards to assure the quality and improvement of all instructional courses and programs offered in the name of the institution. It is important to note that program review should not be used to discontinue programs. A discontinuance policy will be submitted at a later time that will address the specifics if a program will be discontinued.

ACTION AGENDA

5. CONSENT AGENDA

It was MSC (Nelson/Henderson, 5-0) to approve the consent items in one motion.

- 5.1 Approval of the minutes of the August 11, 2009 regular Board meeting.

- 5.2 Board of Trustees Payments Report

Approval of the Board of Trustees Payments Report. Fiscal Impact: None

- 5.3 Foundation Donations
Acceptance of the donations as college property from the Victor Valley College District Foundation of \$19,615.55 in-kind cash donations, (\$6,984.19 in scholarships) for a total amount of \$29,599.74. In addition the Foundation has also received property donations as listed. Donations are for the period ending July 2009. Fiscal Impact: None.
- 5.4 Amendment – Agreement Foundation for California Community Colleges
Ratification of an amendment to the agreement between Victor Valley Community College District and Foundation for California Community Colleges for the use of college facilities in support of the BAR Smog Referee and Student Training Program. Fiscal Impact: None
- 5.5 Agreement – Independent Contractor – David Prince
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and David Prince to provide services as the orchestra director for the Willy Wonka musical and teach music to students for all 8 performances and rehearsals. The period of the agreement is from June 22, 2009 through August 16, 2009. Fiscal Impact: Budgeted, \$1,300.00.
- 5.6 Agreement – Independent Contractor – Patrick C. Summers
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Patrick Summers teach songs to the cast of Willy Wonka, play piano for dance rehearsals, and play the piano with the orchestra for performances. The period of the agreement is from June 22, 2009 through August 16, 2009. Fiscal Impact: Budgeted, \$1,300.00.
- 5.7 Agreement – Independent Contractor – MKH Electronics
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and MKH Electronics to provide services and repair of ultrasound machines, combination ultrasound and stim machines, hydrocollators, and whirlpools in the Athletic Training room. The period of the agreement is from July 1, 2009 through July 23, 2009. Fiscal Impact: Budgeted, \$2,000.00.
- 5.8 Agreement – Independent Contractor – Joseph Tate
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Joseph Tate to provide pre-participation medical screening for athletics. The period of the agreement is from August 10, 2009 through May 31, 2010. Fiscal Impact: Budgeted, \$4,875.00.
- 5.9 Agreement – Independent Contractor – Luis Pena
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Luis Pena to provide maintenance and repair of all weight room equipment. The period of the agreement is from August 11, 2009 through June 30, 2010. Fiscal Impact: Budgeted, \$7,400.00.
- 5.10 Amendment – Gatlin Education Services Agreement
Approval of the amendment to the agreement with Gatlin Education Services Agreement previously approved on February 13, 2008. The amendment is effective September 10, 2009. Fiscal Impact: \$40,000.00 to the District.

5.11 Agreement – H&L Charter, Inc.

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and H&L Charter, Inc. to provide transportation service to partner high school students in the Upward Bound Program. The period of the agreement is from August 5, 2009 through August 8, 2009. Fiscal Impact: \$4,708.00 (Grant Funds).

5.12 Renewal Agreement – John J. Stroh, M.D.

Approval of the renewal agreement between Victor Valley Community College District and John J. Stroh, M.D. to serve as the Medical Director for the Victor Valley Community College District Paramedic Academy Program. The period of this agreement is from July 1, 2009 through June 12, 2010. Fiscal Impact: \$5,000.00 budgeted annually.

5.13 Agreements – Contract Education Services

Approval of the Contract Education Services' agreements listed below. Fiscal Impact: \$800.00 Income to the District.

Vendor:	Income to the District
Marta Shea	\$800.00
Total:	\$800.00

5.14 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
Cacun Restaurant	\$ 300.00
El Pollo Loco	\$ 300.00
Gobang Kok Restaurant	\$ 300.00
Panda Express	\$ 300.00
Total:	\$1,200.00

5.15 Renewal Agreement – Samuel Sepuya, M.D.

Approval of the renewal agreement between Victor Valley Community College District and Samuel Sepuya, M.D. to serve as the Medical Director for the Victor Valley Community College Respiratory Therapy Program. The period of this agreement is from August 27, 2009 through August 26, 2010. Fiscal Impact: \$4,000.00, budgeted annually.

5.16 Approval of Academic Equivalency Request – Cumore B. Denby - Spanish

Approval of the academic equivalency request for Cumore B. Denby - Spanish. Fiscal Impact: None.

5.17 Agreement – Hesperia Unified School District

Ratification of the agreement with Hesperia Unified School District to lease 5 classroom spaces at Hesperia High School to hold college courses at this site. Fiscal Impact: \$12,500.00, budgeted item.

ACTION AGENDA

6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda

8. INSTRUCTION

- 8.1 Local Agreement for Child Development Services

It was MSC (Henderson/Nelson, 5-0) to adopt the resolution and accept the Child Development Services Grant Agreement CSPP-9454 with California Department of Education for the 2009-2010 fiscal year for the State Preschool Program. Fiscal Impact: \$252,191.00 to the District.

- 8.2 Grant Agreement – California Community Colleges, Chancellor's Office

It was MSC (Henderson/Mollenkamp, 5-0) to accept the grant agreement #08-0106 between Victor Valley Community College District and the California Community Colleges Chancellor's Office to provide the Paramedic to Registered Nursing Project at Victor Valley Community College District accelerated enrollment in the Associate Degree Nursing Program. Fiscal Impact: \$125,000.00 to the District.

- 8.3 WIB – Wastewater Management Training Program

It was MSC (Henderson/Mollenkamp, Valles, Recused, 5-1) to approve the agreement between Victor Valley Community College District and the County of San Bernardino to implement contract education training in Waste Water Management. Fiscal Impact: \$154,750.00 to the district.

10. ADMINISTRATIVE SERVICES

- 10.1 Resolution #09-09 – Temporary Borrowing Between Funds

It was MSC (Nelson/Henderson, 5-0) to approve the resolution to authorize temporary borrowing between funds for the 2009-2010 fiscal year. Fiscal Impact: None

11. HUMAN RESOURCES

- 11.1 Public Hearing for AFT-PTFU Initial Negotiation Proposal to District

The Board president declared the hearing open, hearing no comments on the initial proposal the Board President declared the hearing closed.

It was MSC (Valles/ Nelson, 5-0) to accept the AFT-PTFU initial negotiation proposal submitted to the district.

12. INFORMATION/DISCUSSION

- 12.1 District Initial Negotiations Proposal to AFT-PTFU

Submitted as an informational item.

13. REPORTS (3 minute limit per report)

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

- 13.1 Foundation
Janice Olsen

- 13.2 Employee Groups

- a) CTA
Michael Butros
- b) CSEA
Margaret Kagy
- c) AFT Part-Time Faculty United
Valerie Frangelica

14. TRUSTEE COMMENTS

Trustee Mollenkamp reported on the annual nursing luncheon that he recently attended.

- ASB
Mary Mazzola reported on student activities.

15. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS: Sushawna Moore, Nancy Sexton, Richard Golden, and Ramiro Romain

16. ADJOURNMENT

It was MSC (Nelson/Henderson, 5-0) to adjourn the meeting at 6:56 p.m.

At 7:08 the budget workshop presentation continued and concluded at 9:10 p.m.

Chris Mollenkamp, Clerk

Date Approved


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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT—TRANSITION MANAGEMENT SOLUTIONS BY OUTPLACING.COM

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to provide career transition assistance to employees who have been impacted by layoffs. This assistance will include 14 in-depth training modules including preparing for the job search, personalized career coaching, resume distribution, and career liaison services.

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

Need:

Career transition assistance will aid employees who have been impacted by layoffs.

Fiscal Impact:

Expenditure not to exceed \$3750.

Recommended Action:

It is recommended that the Board of Trustees approve the agreement for career transition services provided by Transition Management Solutions by Outplacing.com not to exceed \$3750.

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 – MIKE BROWN GRANDSTANDS, INCORPORATED

SUBMITTED BY: Jaye Tashima, Athletics

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 Mike Brown Grandstands, Incorporated. The period of this agreement is from September 01, 2009, through November 17, 2009.

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

Need:

The purpose of the agreement is to provide temporary rental equipment for Athletics.

Fiscal Impact: Budgeted - \$12,638.00 – Funded by Athletics

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Victor Valley Community College District and Mike Brown Grandstands, Incorporated. The period of this agreement is from September 01, 2009, through November 17, 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: OVERNIGHT STUDENT TRAVEL

SUBMITTED BY: Robert Sewell, Auxiliary Services

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Robert Silverman 

Description/Background:

The District is requesting approval to allow the Alpha Phi Gamma Chapter of Phi Theta Kappa to travel to San Diego, California to attend the Nevada/California 2009 Regional Honors' Leadership Conference from November 20, 2009, through November 22, 2009. Students participating are registered at Victor Valley Community College. Students will accompanied by Maria Rempfer, Chapter Co-Advisor.

Students:

Danielle Davies
Sarah Milburn

Need:

This leadership conference will provide information regarding the Phi Theta Kappa International Honors' Topic, "The Paradox of Affluence: Choices, Challenges, and Consequences." Each chapter is challenged to provide opportunities to students, staff, faculty, and the community at large to engage in activities based on the four cornerstones. This conference will also provide instruction on the topic, engages thoughtful conversation and study, and encourages creative ways to implement opportunities with the Honors' topic at its center.

Fiscal Impact: Budgeted - \$1,110.00 – Funded by the Associated Student Body.

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees approve the Alpha Phi Gamma Chapter of Phi Theta Kappa to travel to San Diego, California to attend the Nevada/California 2009 Regional Honors' Leadership Conference from November 20, 2009, through November 22, 2009. Students participating are registered at Victor Valley Community College. Students will accompanied by Maria Rempfer, Chapter Co-Advisor.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES ___ NO X ___

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

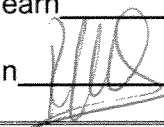
BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: OUT OF STATE – STUDENT TRAVEL

SUBMITTED BY: Robert Sewell, Auxiliary Services

RECOMMENDED BY: Christopher O’Hearn

APPROVED BY: Robert Silverman



Description/Background:

The District is requesting approval to allow the Associated Student Body representatives to travel to Washington D.C. to attend the National Student Advocacy and Leadership Fall Conference from October 23, 2009, through October 27, 2009. Students participating are registered at Victor Valley Community College. Students will be accompanied by Robert Sewell, Director of Auxiliary Services.

Students:

- Beard, Vincent
- Mazzola, Mary
- Schmoll, Judy
- Schmoll, Sheri
- Stacy, Eddie
- Vernola, Music

Need:

The conference is designed to provide general sessions, kenynote speakers, workshops, and forums to educate the student participants on the major issues that are critical to community colleges. Some of the issues include Pell Grant, Student Loan Availability, Federal Work-Study Funding, Perkins Funding for community colleges, textbook prices, and student debt relief.

Fiscal Impact: Budgeted - \$10,000.00 – Funded by the Associated Student Body

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees approve Associated Student Body representatives to travel to Washington D.C. to attend the National Student Advocacy and Leadership Fall Conference from October 23, 2009, through October 27, 2009. Students participating are registered at Victor Valley Community College. Students will be accompanied by Robert Sewell, Director of Auxiliary Services.

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 – EBMEYER CHARTER AND TOUR

SUBMITTED BY: Jaye Tashima – Athletics

RECOMMENDED BY: Christopher O’Hearn

APPROVED BY: Robert Silverman




Description/Background:

The District desires to ratify the agreements between Victor Valley Community College District and Ebmeyer Charter and Tour.

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

Vendor:	Sport:	Leave Date:	Return Date:	Budgeted: ASB Funds
Ebmeyer Charter and Tour	Men’s and Women’s Soccer	08/27/09	08/27/09	\$1,579.50
Ebmeyer Charter and Tour	Men’s and Women’s Soccer	09/03/09	09/06/09	\$5,495.00
Ebmeyer Charter and Tour	Men’s and Women’s Soccer	09/15/09	09/15/09	\$1,046.00
Ebmeyer Charter and Tour	Men’s and Women’s Soccer	09/25/09	09/25/09	\$1,046.00
Ebmeyer Charter and Tour	Men’s and Women’s Soccer	10/23/09	10/23/09	\$1,046.00
Ebmeyer Charter and Tour	Men’s and Women’s Soccer	10/30/09	10/30/09	\$ 899.00
Ebmeyer Charter and Tour	Men’s and Women’s Soccer	10/13/09	10/13/09	\$ 975.00
Ebmeyer Charter and Tour	Football	09/12/09	09/12/09	\$2,140.00
Ebmeyer Charter and Tour	Football	09/26/09	09/26/09	\$1,700.00
Ebmeyer Charter and Tour	Football	10/03/09	10/03/09	\$1,790.00
Ebmeyer Charter and Tour	Football	10/24/09	10/25/09	\$2,540.00
Ebmeyer Charter and Tour	Football	11/07/09	11/07/09	\$1,790.00
Total:				\$22,046.50

Need:

These agreements are to provide transportation services to registered students at Victor Valley Community College, Group Leader, and Director of Athletics for Men’s and Women’s Soccer and Football.

Fiscal Impact: Budgeted - \$22,046.50 Associated Student Body Funds

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify the agreements between Victor Valley Community College District and Ebmeyer Charter and Tour. \$22,046.50 is funded by Associated Student Body.

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

Vendor:	Income to the District
Sultana High School	\$300.00
Valentini Pizza	\$300.00
Woodgrill Buffet	\$300.00
Total:	\$900.00

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: \$900.00 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 BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT - 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 agreement listed below that is being offered in the Contract Education Department.

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

Vendor:	Income to the District
Marshall Reddick Seminars	\$2,000.00
Total:	\$2,000.00

Need:

The vendor will provide various workshops through Contract Education Services.

Fiscal Impact: \$2,000.00 Income to the District

Recommended Action:

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

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO

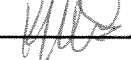
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT – INDEPENDENT CONTRACTOR

SUBMITTED BY: Thomas Miller, Music Department

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Robert Silverman 

Description/Background:

The District desires to ratify an Independent Contractor Agreement between Victor Valley Community College District and John Tonyan. The period of this agreement is from July 01, 2009, through June 01, 2010.

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

Need:

This agreement is to provide tuning, service and repair of department pianos including the Performing Arts Center.

Fiscal Impact: Budgeted - \$3,400.00 – Music Department

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an Independent Contractor Agreement between Victor Valley Community College District and John Tonyan. The period of this agreement is from July 01, 2009, through June 01, 2010.

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO

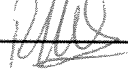
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: RENEWAL AGREEMENT – APPLE VALLEY FIRE PROTECTION DISTRICT

SUBMITTED BY: Scott Jones, Allied Health

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Robert Silverman 

Description/Background:

The District desires to approve a renewal agreement between Victor Valley Community College District and Apple Valley Fire Protection District. This agreement is effective September 01, 2009. The term of this agreement shall thereafter remain in effect unless terminated by either Party upon thirty (30) days written notice to the other Party, provided however that no termination shall be effective until the end of the District 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:

The purpose of this agreement is to establish terms and conditions for the District's students' participation in Emergency Medical Technician and Emergency Medical Technician Paramedic Programs and their associated use of agency clinical facilities.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees approve a renewal agreement between Victor Valley Community College District and Apple Valley Fire Protection District.

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: AFFLIATION AGREEMENT – LOMA LINDA UNIVERSITY
MEDICAL CENTER

SUBMITTED BY: Pat Luther, Health Sciences & Public Safety

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Robert Silverman 

Description/Background:

The District desires to approve an affiliation agreement between Victor Valley Community College District and Loma Linda University Medical Center. The period of this agreement is November 01, 2009, through November 01, 2010 provided however that either Party may terminate this agreement at any time upon giving the other Party ninety (90) days written notice of its intention to terminate. Should notice of termination be given, students assigned to Loma Linda University Medical Center shall be permitted to complete their previously scheduled assignments in progress at Loma Linda University Medical Center, subject to the business necessity of Loma Linda University Medical Center.

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

Need:

This affiliation 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 affiliation agreement between Victor Valley Community College District and Loma Linda University Medical Center. The period of this agreement is November 01, 2009, through November 01, 2010.

Legal Review: YES NOT APPLICABLE ___

Reference for Agenda: YES ___ NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT - BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: RATIFICATION OF AGREEMENTS – OFF CAMPUS LOCATIONS

SUBMITTED BY: Robert Sewell, Auxiliary Services

RECOMMENDED BY: GH Javaheripour: 

APPROVED BY: Robert Silverman: 

Description/Background:

The District wishes to submit for approval the ratification of agreements between the Victor Valley Community College District and facilities listed below in order to provide classroom space for the Fall 2009 semester.

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

Need:

These facilities are used to accommodate additional classes.

Fiscal Impact: Not to exceed \$11,000.00

Recommended Action:

These agreements have been approved by the Superintendent/President and it is recommended that the Board of Trustees ratify the agreements with the schools listed above.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

Fall 2009 Off Campus Classes

Location	Start/End	Days	Start Time	End Time	
Apple Valley High School	8/24/2009 - 12/7/2009	M	6:00 PM	9:10 PM	\$0.00
Fire Department, Station 311	12/4/2009 - 12/6/2009	F/Sa/Su	9:00 AM	4:00 PM	\$0.00
Fire Department, Station 311	10/2/2009 - 10/4/2009	F/Sa/Su	9:00 AM	4:50 PM	\$0.00
High Desert Villas	8/28/2009 - 12/11/2009	F	1:00 PM	3:00 PM	\$0.00
High Desert Villas	8/28/2009 - 12/11/2009	F	10:00 AM	12:00 AM	\$0.00
Hook Community Center	8/24/2009 - 12/11/2009	M/W/F	8:30 AM	10:00 AM	\$0.00
Hook Community Center	08/24/2009-12/11/2009	M/W/F	10:00 AM	11:30 AM	\$0.00
Hook Community Center	8/24/2009 - 12/11/2009	M/W/F	10:00 AM	11:30 AM	\$0.00
Lucerne Valley High School	8/17/2009 - 10/30/2009	M-F	7:15 AM	8:20 AM	\$0.00
Lucerne Valley High School	11/2/2009 - 12/18/2009	M-F	7:15 AM	9:24 AM	\$0.00
Oak Hills High School	8/11/2009 - 12/8/2009	T	1:00 PM	3:30 PM	\$0.00
Our Lady of the Desert	8/29/2009 - 12/12/2009	Sa	8:00 AM	11:00 AM	\$300.00
Pinon Mesa Middle School	8/24/2009 - 12/10/2009	M/Th	8:30 AM	11:30 AM	\$0.00
Pinon Mesa Middle School	8/25/2009 - 12/11/2009	T/F	8:30 AM	11:30 AM	\$0.00
Running Springs Fire Department	8/25/2009 - 12/10/2009	T/Th	5:30 PM	8:45 PM	\$0.00
Silverado High School	8/24/2009 - 12/9/2009	M/W	4:20 PM	5:10 PM	\$1,970.00
Silverado High School	9/21/2009 - 12/7/2009	M	4:00 PM	8:35 PM	\$270.00
Silverado High School	09/22/2009-12/10/2009	T/Th	6:00 PM	8:40 PM	\$300.00
Silverado High School	9/22/2009 - 12/10/2009	T/Th	6:30 PM	9:25 PM	\$360.00
Silverado High School	9/22/2009 - 12/10/2009	T/Th	3:25 PM	6:20 PM	\$360.00
Silverado High School	8/24/2009 - 12/7/2009	M	5:30 PM	8:40 PM	\$260.00
Silverado High School	08/26/2009-12/09/2009	W	5:30 PM	8:40 PM	\$260.00
Spring Valley Lake Country Club	8/28/2009 - 12/11/2009	F	12:30 PM	3:40 PM	\$0.00
Spring Valley Lake Country Club	8/25/2009 - 12/10/2009	T/Th	2:00 PM	3:30 PM	\$700.00
St. Joan of Arc Educational Center	8/24/2009 - 12/9/2009	M/W	10:40 AM	1:50 PM	\$600.00
St. Joan of Arc Educational Center	8/25/2009 - 12/10/2009	T/Th	8:30 AM	11:40 AM	\$300.00
Sterling Inn	8/24/2009 - 12/11/2009	M/W/F	9:45 AM	10:45 AM	\$0.00
Sterling Inn	8/25/2009 - 12-12-2009	T/Th/Sa	4:00 PM	5:00 PM	\$0.00
Sultana High School	8/11/2009 - 12/8/2009	T	1:00 PM	3:30 PM	\$0.00
Victor Valley High School	8/25/2009 - 12/8/2009	T	4:00 PM	7:20 PM	\$2,310.00
Victor Valley High School	8/28/2009 - 12/11/2009	F	3:40 PM	6:50 PM	\$240.00
Victor Valley High School	8/25/2009 - 12/10/2009	T/Th	9:00 AM	10:25 AM	\$240.00
Victor Valley High School	8/26/2009 - 12/10/2009	W/Th	4:00 PM	5:10 PM	\$200.00
Victor Valley High School	9/22/2009 - 12/10/2009	T/Th	3:25 PM	6:20 PM	\$360.00
Victor Valley High School	9/22/2009 - 12/10/2009	T/Th	6:30 PM	9:25 AM	\$420.00
Victor Valley High School	9/21/09-12/09/2009	M/W	5:30 PM	8:00 PM	\$300.00
Victor Valley High School	09/22/2009-12/10/2009	T/Th	5:30 PM	7:45 PM	\$270.00
TOTAL EXPECTED COST:					\$10,020.00

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

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

TOPIC: AGREEMENT – FRICK, FRICK & JETTE ARCHITECTS, INC.

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: GH Javaheripour 

APPROVED BY: Robert Silverman 

Description/Background:

The District wishes to enter into an agreement with Frick, Frick & Jette Architects, Inc. to provide architectural and project management services necessary to certify the Child Development Center modular buildings and the Lower portables.

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

Need:

Certification of projects is required by DSA in order to determine that projects are in compliance with the codes and regulations governing school construction. These projects were not properly closed out when they were originally constructed (Child Development Center modular buildings in 1999, Lower Portables in 2000). Failing to certify a project can hold up future projects.

Fiscal Impact: Not to exceed \$28,800.00 – Fund 71 expenditure.

Recommended Action:

This item has been approved by the Superintendent/President and it is recommended that the Board of Trustees ratify the agreement with Frick, Frick & Jette Architects, Inc. in an amount not to exceed \$28,800.00 to provide architectural and project management services to close out past projects.

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 – CHJ, INC.

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 CHJ, Inc. to provide materials testing and inspection services necessary to certify the Child Development Center modular buildings and the Lower Portables.

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

Need:

Certification of projects is required by DSA in order to determine that projects are in compliance with the codes and regulations governing school construction. These projects were not properly closed out when they were originally constructed (Child Development Center modular buildings in 1999, Lower Portables in 2000). Failing to certify a project can hold up future projects.

Fiscal Impact: Not to exceed \$10,000.00 – Fund 71 expenditure.

Recommended Action:

This item has been approved by the Superintendent/President and it is recommended that the Board of Trustees ratify the agreement with CHJ, Inc. in an amount not to exceed \$10,000.00 to provide materials testing and inspection services to close out past projects.

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 FOR ADDITIONAL SERVICES – SPENCER/HOSKINS ASSOCIATES

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: GH Javaheripour 

APPROVED BY: Robert Silverman 

Description/Background:

The Facilities Construction Department wishes to increase the amount of the existing purchase order to include the balance of the cost for services with Spencer/Hoskins Associates for the Seismic Replacement Auxiliary Gymnasium (aka: Adaptive PE) project. The scope of work was to redesign the parking layout to accommodate the existing portable buildings. The original scope called for the portables to be moved from this location, which would have cost the district more money than a redesign of the parking lot.

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

Need:

These balances were identified as the architect finalized its accounting of the project. Additional services are typically billed at the end of the contract and this oversight was noted and is now being presented to the Board for approval so the District can pay the final payment to the architect.

Recommended Action/Fiscal Impact:


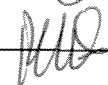
This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement for additional services with Spencer/Hoskins Associates in the amount of \$4,620.00 - Fund 71 expenditure. (This project is partially State funded and a portion of this may be reimbursable through the State.)

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 – TRI-VALLEY INSPECTIONS, INC.
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 Tri-Valley Inspections, Inc. to provide Department of State Architect (DSA) inspection services necessary to certify the Child Development Center modular buildings and the Lower Portables.

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

Need:

Certification of projects is required by DSA in order to determine that projects are in compliance with the codes and regulations governing school construction. These projects were not properly closed out when they were originally constructed (Child Development Center modular buildings in 1999, Lower Portables in 2000). Failing to certify a project can hold up future projects.

Fiscal Impact: Not to exceed \$20,000.00 – Fund 71 expenditure.

Recommended Action:

This item has been approved by the Superintendent/President and it is recommended that the Board of Trustees ratify the agreement with Tri-Valley Inspection, Inc. in an amount not to exceed \$20,000.00 to provide DSA inspection services to close out past projects.

Legal Review: YES X NOT APPLICABLE ___


Reference for Agenda: YES ___ NO X

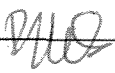
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: LEASE AGREEMENT RENEWAL – CLASS LEASING, INC.

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: GH Javaheripour 

APPROVED BY: Robert Silverman 

Description/Background:

The District wishes to renew its lease agreement with Class Leasing, Inc., for one (1) 24 x 40 Relocatable classroom. This lease agreement is for the period of one (1) year, commencing July 2, 2009 and ending July 1, 2010.

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

Need:

This facility is needed for anticipated classroom usage.

Fiscal Impact: \$5,496.00 – Administrative Services budget expenditure.

Recommended Action:

This item has been approved by the Superintendent/President and it is recommended that the Board of Trustees ratify the renewal of the lease agreement with Class Leasing, Inc. in the amount of \$5,496.00 as submitted in the agreement.

Legal Review: YES ___ NOT APPLICABLE X

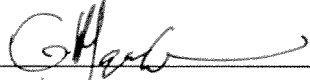
Reference for Agenda: YES ___ NO X

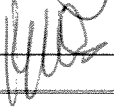
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: BOARD OF TRUSTEES 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, OCT. 13, 2009

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Revenue Bond	Student Cntr Fee
BATCH 106			\$ 150.00			
BATCH 107			\$ 150.00			
BATCH 108			\$ 150.00			
BACH 109	\$ 2,708.96					
BATCH 110	\$ 68,429.48					
BATCH 110A	\$ 65,341.04					
BATCH 111	\$ 16,622.00					
BATCH 112			\$ 48,068.30			
BATCH 112A			\$ 38,109.92			
BATCH 113			\$ 5,440.00			
BATCH 114 VOIDED						
BATCH 114A	\$ 2,110.32					
BATCH 115	\$ 3,640.17					
BATCH 116	\$ 122.99					
BATCH 117	\$ 126.84					
BATCH 118	\$ 18,522.81					
BATCH 118A	\$ 10,380.08					
BATCH 119 CONTAINS NO BATCH						
BATCH 120					\$353.44	
BATCH 121	\$ 11,694.93					
BATCH 121A	\$ 1,700.00					
BATCH 122	\$ 7,216.07					
BATCH 123	\$ 2,557.53					
BATCH 123A	\$ 7,559.38					
BATCH 124	\$ 514.00					
BATCH 125	\$ 11,524.57					
BATCH 126	\$ 1,413.16					
BACH 127						
BATCH 127A	\$ 120,727.35					
BATCH 128	\$ 10,757.22					
BATCH 128A	\$ 3,900.00					
BATCH 129	\$ 5,309.09					
BATCH 130 VOIDED						
BATCH 130A	\$ 373,136.00					

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING, OCT. 13, 2009**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Revenue Bond	Student Cntr Fee
BATCH 131	\$ 3,922.89					
BATCH 132	\$ 9,485.39					
BATCH 133	\$ 3,354.18					
BATCH 134	\$ 1,449.91					
BATCH 135	\$ 527.66					
BATCH 136	\$ 97.20					
BATCH 137 VOIDED						
BATCH 137A	\$ 1,819.78					
BATCH 138	\$ 206.96					
BATCH 139	\$ 1,776.84					
BATCH 139A	\$ 3,544.51					
BATCH 140	\$ 3,559.53					
BATCH 141	\$ 3,691.94					
BATCH 141A	\$ 8,500.00					
BATCH 142	\$ 2,159.05					
BATCH 142A	\$ 6,264.01					
BATCH 143	\$ 2,389.38					
BATCH 144	\$ 1,490.00					
BATCH 145	\$ 2,277.38					
BATCH 145A	\$ 7,490.00				\$155,026.50	
BATCH 146 VOIDED						
BATCH 147A						
BATCH 148 VOIDED						
BATCH 148A					\$158,298.75	
BATCH 149 VOIDED						
BATCH 149A					\$122,337.00	
BATCH 150 VOIDED						
BATCH 150A						
BATCH 151	\$ 450.00				\$91,215.50	
BATCH 152	\$ 5.97					
BATCH 153	\$ 5,474.46					
BATCH 154	\$ 2,712.78					
BATCH 155	\$ 466.96					
BATCH 156	\$ 588.45					
BATCH 157	\$ 1,616.76					
BATCH 158	\$ 1,980.00					
BATCH 159	\$ 9,057.19					

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING, OCT. 13, 2009**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Revenue Bond	Student Cntr Fee
BATCH 159A	\$ 25,753.00					
BATCH 160				\$ 16.23		
BATCH 161	\$ 42.45					
BATCH 162 VOIDED						
BATCH 162A					\$92,554.50	
BATCH 163					\$3,914.40	
BATCH 164	\$ 3,605.70					
BATCH 165					\$498.80	
BATCH 166 CONTAINS NO BATCH						
BATCH 167		\$ 154.00				
BATCH 167A		\$ 1,460.60				
BATCH 168	\$ 79.74					
BATCH 169	\$ 6,922.33					
BATCH 170	\$ 3,443.79					
BATCH 171	\$ 8,764.53					
BATCH 171A	\$ 3,530.00					
BATCH 172 CONTAINS NO BATCH						
BATCH 172A	\$ 139,790.50					
BATCH 173	\$ 12,822.34					
BATCH 174	\$ 5,231.39					
BATCH 174A	\$ 3,183.71					
BATCH 175 VOIDED						
BATCH 175A				\$ 1,188.21		
BATCH 176			\$ 20,316.00			
BATCH 177				\$ 362.17		
BATCH 178	\$ 341.00					
BATCH 179	\$ 1,230.77					
BATCH 180	\$ 5,729.27					
BATCH 181 VOIDED						
BATCH 181A	\$ 8,902.66					
BATCH 182 VOIDED						
BATCH 182A	\$ 6,201.73					
BATCH 183	\$ 20,681.88					

**BOARD REPORTS
BOARD OF TRUSTEES MEETING, OCT. 13, 2009**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Revenue Bond	Student Cntr Fee
BATCH 184	\$ 9,565.00					

BATCH 185	\$	2,677.47								
BATCH 186 VOIDED										
BATCH 186A	\$	6,620.27								
BATCH 187 VOIDED										
BATCH 187A	\$	5,543.85								
BATCH 188	\$	5,659.14								
BATCH 189	\$	6,265.65								
BATCH 190	\$	730.00								
BATCH 191	\$	473.61								
BATCH 192	\$	2,432.71								
BATCH 193	\$	751.72								
BATCH 194	\$	19,585.04								
BATCH 195	\$	18,225.14								
BATCH 195A	\$	11,605.05								
BATCH 196	\$	779.50								
BATCH 197	\$	3,997.54								
BATCH 198	\$	36,131.76								
BATCH 199	\$	9,641.08								
BATCH 199A	\$	11,833.68								
BATCH 200 VOIDED										
BATCH 200A					\$191,889.60					
BATCH 201 VOIDED										
BATCH 201A					\$31,981.60					
BATCH 202	\$	18,832.00								
BATCH 203	\$	35,199.89								
BATCH 204				\$ 1,055.41						
BATCH 205										
BATCH 206	\$	1,827.36								
BATCH 207	\$	5,845.88								
BATCH 208	\$	880.15								
BATCH 209	\$	4,633.54								
TOTAL	\$	1,308,366.99	\$	115,054.23	\$	1,566.61	\$868,070.09	\$	-	\$

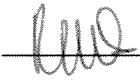
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: AGREEMENT – IDENTIX INC.

SUBMITTED BY: Campus Police

RECOMMENDED BY: GH Javaheripour 

APPROVED BY: Robert Silverman 

Description/Background:

The District wishes to enter into an agreement with Identix Inc. to provide maintenance services for the Live Scan fingerprinting machine. The Campus Police Department uses the Live Scan fingerprinting machine to process background checks. Maintenance for the period of September 1, 2009 – August 31, 2010.

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

Need:

This maintenance is needed to ensure that the Identix Live Scan finger printing machine is fully operational at all times.

Fiscal Impact: \$2,740.00 – Budgeted Item

Recommended Action:

This item has been approved by the Superintendent/President and it is recommended that the Board of Trustees ratify the agreement with Identix Inc in the amount of \$2,740.00.

Legal Review: YES X NOT APPLICABLE

Reference for Agenda: YES NO X

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

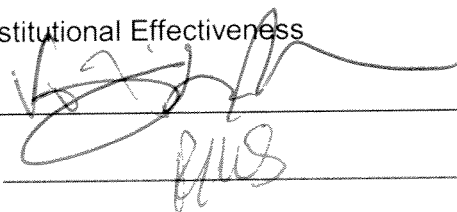
BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: AGREEMENT RENEWAL – SYBASE IANYWHERE SOLUTIONS, INC.

SUBMITTED BY: Virginia Moran, Institutional Effectiveness

RECOMMENDED BY: Virginia Moran

APPROVED BY: Robert Silverman



Description/Background:

The district requests to renew the agreement with Sybase iAnywhere Solutions, Inc. to provide support for the SQL Anywhere software program. SQL Anywhere software is used to access the districts various data bases. Renewal for the period of October 19, 2009 – October 18, 2010.

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

Need:

This software renewal is needed to continue to provide support for the SQL Anywhere software.

Fiscal Impact: \$519.00 – Budgeted Item

Recommended Action:

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with iAnywhere Solutions, Inc. in the amount of \$519.00.

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: CORRECTION TO THE JUNE 9, 2009 MINUTES

SUBMITTED BY: Annette McComas

RECOMMENDED BY: Robert Silverman

APPROVED BY: Robert Silverman  _____

Description/Background:

On July 14, 2009 the June 9, 2009 minutes were approved by a unanimous vote. However, agenda item 11.4 Public Hearing for the District and CTA Joint Initial Proposals for 2008-2009 Contract Reopeners did not show the unanimous vote, 4-0 on the minutes.

Need:

To correct and approve the June 9, 2009 minutes to show the unanimous vote of 4-0.

Fiscal Impact: None

Recommended Action:

It is recommended that the board approve the corrected June 9, 2009 minutes that were approved by a unanimous vote. Showing agenda item 11.4 Public Hearing for the District and CTA Joint Initial Proposals for 2008-2009 Contract Reopeners did receive a unanimous vote of 4-0.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

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

TOPIC: APPROVAL OF ACADEMIC EQUIVALENCY REQUEST

SUBMITTED BY: Equivalency Committee—Debra Blanchard, Chairperson

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Robert Silverman 

Description/Background:

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

Michael E. Ray
English

EQUIVALENCY

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

Need:

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

Fiscal Impact:

None

Recommended Action:

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

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

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

TOPIC: Agreement – Independent Contractor – Dr. Chester Tolson

SUBMITTED BY: Robert Silverman

RECOMMENDED BY: Robert Silverman, Superintendent President

APPROVED BY: Robert Silverman RS

Description/Background:

In partnership with Victor Valley College District Foundation, the District desires to approve an Independent Contractor Agreement with Dr. Chester Tolson to conduct a feasibility study for the implementation of a major fund development campaign.

Need:

As State budgets continue to challenge the District, the development of alternative revenue sources becomes increasingly important. This feasibility study will provide the framework for a major fund development campaign plan to be carried out jointly by the College and Foundation.

Fiscal Impact: \$5,000.00 from the District General fund (Foundation will contribute \$2,500.00 of the \$5,000.00).

Recommended Action:

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Dr. Chester Tolson to conduct a fundraising campaign feasibility study. The period of this agreement is October 1, 2009 through January 31, 2010.

Legal Review: YES X NOT APPLICABLE

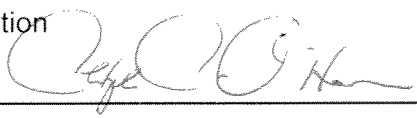
Reference for Agenda: YES NO X

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

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

TOPIC: BOSTON REED COLLEGE – MEMORANDUM OF UNDERSTANDING

SUBMITTED BY: Debbie Potts, Contract Education

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Robert Silverman 

Description/Background:

The District desires to ratify a Memorandum of Understanding between Victor Valley Community College District and Boston Reed College. The Memorandum of Understanding is effective September 09, 2009.

Need:

The vendor will provide the course, "Optometric Technician" through Contract Education Services.

Fiscal Impact: \$500.00 per student to the District

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify a Memorandum of Understanding between Victor Valley Community College District and Boston Reed College. The Memorandum of Understanding is effective September 09, 2009.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

MEMORANDUM OF UNDERSTANDING

INSTRUCTION OFFICE

SEP 15 2009

RECEIVED

Victor Valley College
Community Education Services #52
18422 Bear Valley Road
Victorville, CA 92395
Phone: (760) 245-4271 - Ext. 2741
Fax: (760) 241-9486

Boston Reed College
2799 Napa Valley Corporate Drive
Napa, CA 94558
(800) 201-1141
Fax: (707) 307-5017

**AGREEMENT FOR CONTRACTED SERVICES
- BOSTON REED COMPANY -
September 9, 2009**

This agreement made and entered into this 9th day of September 2009 by and between **Victor Valley College**, Victorville, California, hereinafter referred to as the "DISTRICT" and **BOSTON REED COLLEGE**, hereinafter referred to as the "CONTRACTOR."

CONTRACTOR agrees to provide the DISTRICT the services enumerated in Section 8 of this Agreement under the following terms and conditions:

1. The title of the course is **Optometric technician**. Services shall begin on Saturday, February 20, 2010 and shall be completed on or before Saturday, August 21, 2010 (two extra weeks included for flexibility), contract amount not to exceed \$68,850.00 (30 students @ \$2295.00 per student). This agreement is not a guarantee that any sums will be paid to Contractor; Contractor will receive the fee for those students who are enrolled and have paid the District for the Optometric technician course. The fee for the Contractor includes \$2195 plus \$100 textbook fee.
2. CONTRACTOR shall furnish, at his own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement except as follows:
 - DISTRICT will, in partnership with CONTRACTOR, offer the **Optometric technician** course and market the program in the College's schedule/catalog and/or other advertising options.
 - DISTRICT will provide classroom space and a location in the classroom for a locked cabinet (provided by Boston Reed) to store medical supplies.
 - DISTRICT will collect and process participant registrations and fees for Program.
 - DISTRICT will enter enrollees into the CONTRACTOR online database (CDI) for student record and textbook management.
 - CONTRACTOR will ship student textbook to home address.
3. CONTRACTOR understands and agrees that he/she and all of his/her employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions including Unemployment Insurance, Social Security and Income Taxes with respect to CONTRACTOR'S employees. **OPTIONAL/ONLY WHERE REQUIRED:** CONTRACTOR agrees to have the instructor complete a DISTRICT instructor application and all related forms.


4. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the authority to control and direct the performance of the details of the work.
5. CONTRACTOR, its employees, instructors, and agents shall not discriminate against any person in the provision of services, or employment of persons on the basis of race, religion, medical condition, disability, marital status, sex, age or sexual orientation and further understands that harassment of any student or employee of DISTRICT with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.
6. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR'S willful or negligent acts arising out of the performance of this Agreement, including, but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR'S employees or agents. DISTRICT agrees to defend, indemnify and hold harmless the CONTRACTOR, its employees and agents from any and all liability or loss arising in any way out of the willful or negligent acts of the DISTRICT, its employees or agents, including, but not limited to any claim due to injury and/or damage sustained by DISTRICT, and/or DISTRICT'S employees or agents.
7. CONTRACTOR shall provide the DISTRICT upon request with a Certificate of Insurance showing a minimum vehicle(s) coverage at \$100,000/person, \$300,000/accident, \$25,000 property damage, combined one million dollar single limits of general liability and workers' compensation coverage upon request by the DISTRICT.
8. Services to be rendered to the DISTRICT by the CONTRACTOR are as follows:
 - Provide instructors and class materials for the **Optometric technician** Training Program; Saturdays 9:00 AM to 4:30 PM; beginning February 20, 2010 and ending July 31, 2010 with the following exceptions: Classes DO NOT meet on and April 10, May 29, and July 3, 2010. If an instructor is ill and a co-instructor is not available, the course will be extended to August 7, 2010. For this reason and any other unforeseen reason, CONTRACTOR will provide course instruction and insurance through August 21, 2010.
 - CONTRACTOR'S instructors are not permitted to sell books, tapes, services, or otherwise promote the business of CONTRACTOR during the instruction of courses offered. CONTRACTOR may discuss with the DISTRICT the possibility of having books, tapes, or other promotional materials of CONTRACTOR available for students who inquire and request them.
9. Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.
10. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
11. Payments shall be made by the DISTRICT to the CONTRACTOR (\$2295 per paid participant up to a maximum of 30 participants) as follows:
 - CONTRACTOR will invoice district after Day 3 of class. Payment of 100% due upon receipt of invoice.
 - If SLM loan from Sallie Mae is approved for payment of student tuition, CONTRACTOR will contact the DISTRICT with student registration information and forward payment to the DISTRICT for the portion of tuition due to the DISTRICT prior to the census date of the 3rd class day.

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

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

TOPIC: FOUNDATION DONATIONS

SUBMITTED BY: Victor Valley College Foundation

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Robert Silverman 

Description/Background:

The Victor Valley College Foundation has made expenditures from cash donations to specific funds and scholarships as listed for Victor Valley College \$10,973.79 in-kind cash donations, \$238,370.43 in scholarships, for a total amount of \$249,344.22. In addition the Foundation has also received property donations as listed. These donations are for the period ending August 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 X NO ___

VVC FOUNDATION SUPPORT TO VVC
Expenditures Made From Cash Donations
August, 2009

Project Description	Post date	Trans. Amount	Account Description	Reference
Agriculture (Mojave Sustainability Project)	8/5/09	\$ 500.00	Catering	Catering for MUN Event
Agriculture (Mojave Sustainability Project)	8/6/09	\$ 200.00	Facilities & Decorations	Sustainability Summit
Agriculture Total:		\$ 700.00		
Fall - Odd Nursing Class	8/18/09	\$ 300.00	Catering	Catering for NP4 Luncheon
Fall - Odd Nursing Class	8/25/09	\$ 200.00	Facilities & Decorations	Deposit for Nursing Graduation
Nursing Total:		\$ 500.00		
Fire Technology Program	8/18/09	\$ 1,760.00	Equipment / Supplies	Bags for Fire Tech
Fire Technology Program	8/18/09	\$ 67.10	Hospitality	Coffee Service for Fire Tech
Fire Technology Program Total:		\$ 1,827.10		
Friends of Botanical Gardens	8/6/09	\$ 400.00	Facilities & Decorations	Return Gazebo Deposit
Friends of Botanical Gardens Total:		\$ 400.00		
Football Team	8/20/09	\$ 200.00	Scholarships	Scholarships Received thru 8/19/09
Brandon E. Smith Memorial Scholarship	8/6/09	\$ 20,000.00	Scholarships	Other Initiative / Scholarship Endowment
Brandon E. Smith Memorial Scholarship	8/13/09	\$ 500.00	Scholarships	Scholarship Transfers thru 8/12/09
Charles A. Peterson Memorial - Growth	8/18/09	\$ 2,500.00	Scholarships	Scholarship Transfers thru 8/17/09
General Scholarship Clearing Fund	8/13/09	\$ 4,340.00	Scholarships	Scholarships Received thru 8/11/09
General Scholarship Clearing Fund	8/13/09	\$ 2,000.00	Scholarships	Scholarship Transfers thru 8/12/09
General Scholarship Clearing Fund	8/5/09	\$ 500.00	Scholarships	Scholarship Transfer for Rae Ontiveros
General Scholarship Clearing Fund	8/4/09	\$ 36,267.95	Scholarships	Scholarships Received thru 08/04/09
General Scholarship Clearing Fund	8/13/09	\$ 1,000.00	Scholarships	Scholarship for Ricky Rich #0213430
General Scholarship Clearing Fund	8/18/09	\$ 6,050.00	Scholarships	Scholarship Transfers thru 8/17/09
General Scholarship Clearing Fund	8/26/09	\$ 65,569.31	Scholarships	Scholarships Received thru 8/26/09
General Scholarship Clearing Fund	8/20/09	\$ 16,117.67	Scholarships	Scholarships Received thru 8/19/09
General Scholarship Clearing Fund	8/25/09	\$ 2,150.00	Scholarships	Scholarships Transferred to Bookstore
H.D. Council of Eng. Surveyors - Growth	8/18/09	\$ 1,000.00	Scholarships	Scholarship Transfers thru 8/17/09
Jack H. Harrison Memorial - Growth	8/18/09	\$ 250.00	Scholarships	Scholarship Transfers thru 8/17/09
Kids College Scholarship	8/18/09	\$ 250.00	Scholarships	Kids College Tuition
Marian J Spafford Memorial Fund - Growth	8/18/09	\$ 250.00	Scholarships	Scholarship Transfers thru 8/17/09
Mojave Desert Rothschild Enviro - Growth	8/18/09	\$ 500.00	Scholarships	Scholarship Transfers thru 8/17/09
Nancy K Fishbaugh Memorial - Growth	8/18/09	\$ 1,000.00	Scholarships	Scholarship Transfers thru 8/17/09
PREPAID-Altrusa Club of Victor Valley	8/20/09	\$ 500.00	Scholarships	Scholarships Received thru 8/19/09
PREPAID-Apple Valley Women's Club	8/13/09	\$ 400.00	Scholarships	Scholarship Transfers thru 8/12/09
PREPAID-Desert Valley Hospital Auxiliary	8/13/09	\$ 7,000.00	Scholarships	Scholarship Transfers thru 8/12/09
PREPAID-Victorville Elks Lodge	8/18/09	\$ 2,500.00	Scholarships	Scholarship Transfers thru 8/17/09
PREPAID-VVC Foundation General Scholarship Fund	8/18/09	\$ 3,100.00	Scholarships	Scholarship Transfers thru 8/17/09
PREPAID-Willmas Charitable Trust	8/18/09	\$ 5,625.00	Scholarships	Scholarship Transfers thru 8/17/09
Soccer	8/25/09	\$ 440.00	Scholarships	Scholarship for Spring and Summer '09

VVC FOUNDATION SUPPORT TO VVC
Expenditures Made From Cash Donations
August, 2009

Project Description	Post date	Trans. Amount	Account Description	Reference
Soccer	8/26/09	\$ 360.50	Scholarships	Scholarships Received thru 8/26/09
The California Wellness Foundation	8/13/09	\$ 15,500.00	Scholarships	Scholarship Transfers thru 8/12/09
Tommy Hom	8/13/09	\$ 1,000.00	Scholarships	Scholarship Transfers thru 8/12/09
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 1,250.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 1,250.00	Scholarships	Fall '09 Scholarship - DVH

VVC FOUNDATION SUPPORT TO VVC
Expenditures Made From Cash Donations
August, 2009

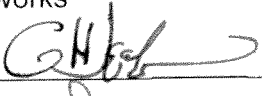
Project Description	Post date	Trans. Amount	Account Description	Reference
VVC Nursing Weekend College	8/4/09	\$ 1,250.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 1,250.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 1,250.00	Scholarships	Fall '09 Scholarship - DVH
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - SMMC
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - SMMC
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - SMMC
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - SMMC
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - SMMC
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - SMMC
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - SMMC
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - SMMC
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - SMMC
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - SMMC
VVC Nursing Weekend College	8/4/09	\$ 750.00	Scholarships	Fall '09 Scholarship - SMMC
Scholarships Total:		\$ 238,370.43		
Parachute Project	8/18/09	\$ 200.00	Admission / Entry Fees	20 Summer Campus Parking Permits
Parachute Project	8/5/09	\$ 115.43	Meals	Student Vouchers for Parachute Program
Parachute Project	8/5/09	\$ 614.74	Meals	Student Vouchers for Parachute Program
Parachute Project	8/5/09	\$ 187.88	Facilities & Decorations	Rentals for Parachute program
Parachute Project	8/5/09	\$ 120.00	Awards & Recognition	Student Gift Cards for Parachute Program
Parachute Project Total:		\$ 1,238.05		
The California Wellness Foundation	8/18/09	\$ 2,669.04	Grants Awarded	Grant Admin. 8/4/09-8/18/09
The California Wellness Foundation	8/4/09	\$ 3,639.60	Grants Awarded	Grant Admin. 7/15/09-8/3/09
TCWF Total:		\$ 6,308.64		
GRAND TOTAL:		\$ 249,344.22		

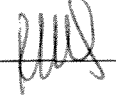
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: CANCELED - PUBLIC HEARING AND APPROVAL OF THE POWER PURCHASE AGREEMENT AND GROUND LEASE AGREEMENT

SUBMITTED BY: Al McQuilkin, gkkworks

RECOMMENDED BY: GH Javaheripour 

APPROVED BY: Robert Silverman 

Description/Background:

The District desires to cancel the Public Hearing on the award of an Alternative Energy Services Contract with Cate Street Capital, and its partner Sol Focus, Inc. The Board of Trustees no longer intends to award an alternative energy services contract at this time.

Need: N/A

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees approve the cancellation of the Public Hearing on the Energy Services Contract with Cate Street Capital, its partner Sol Focus, Inc. and Victor Valley Community College District.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES ___ NO X

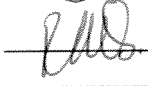
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: DRAW DOWN OF FUNDS FROM THE GUARANTEED INVESTMENT CONTRACT (GIC)

SUBMITTED BY: GH Javaheripour, Administrative Services

RECOMMENDED BY: GH Javaheripour 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to withdraw \$ 5,900,000.00 from the Guaranteed Investment Contract to establish a trust for Other Post Employment Benefits (OPEB), pay off balance of SERP1 & SERP2 expenses and to balance the General Fund budget.

Need:

Establish a trust for Other Post Employment Benefits (OPEB), pay off balance of SERP1 & SERP2 expenses and to balance the General Fund budget.

Fiscal Impact: \$5,900,000.00

Recommended Action:

It is recommended that the Board of Trustees approve the draw down of funds from the Guaranteed Investment Contract for the General Fund in an amount not to exceed \$5,900,000.00 during fiscal year 2009-10.

Legal Review: YES ___ NOT APPLICABLE X

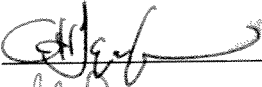
Reference for Agenda: YES ___ NO X

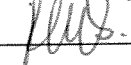
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: PUBLIC HEARING AND ADOPTION OF THE 2009 – 2010 BUDGET

SUBMITTED BY: Mary Pringle, Director of Fiscal Services

RECOMMENDED BY: GH Javaheripour  _____

APPROVED BY: Robert Silverman  _____

Description/Background:

The district wishes to have the Board of Trustees hold a public hearing and adopt the 2009 – 2010 budget as presented. Pursuant to Section 58301 of Title 5 of the California Code of Regulations, the Board of Trustees must adopt a budget for the operation of the college on or before October 15. The district has complied with all public posting requirements.

Need:

Mandatory requirement Pursuant to Section 58301 of Title 5 of the California Code of Regulations

Fiscal Impact: None – Formally establishes budget.

Recommended Action:

1. It is recommended the Board of Trustees open and close a public hearing to accept comments regarding the budget.
2. It is recommended the Board of Trustees adopt the 2009 – 2010 budget as submitted.

Legal Review: YES ___ NOT APPLICABLE X

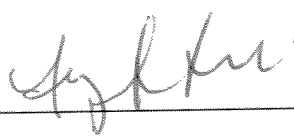
Reference for Agenda: YES X NO ___


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

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

TOPIC: PUBLIC HEARING FOR DISTRICT INITIAL NEGOTIATIONS
PROPOSAL TO AFT-PTFU

SUBMITTED BY: Lori Kildal

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Robert Silverman 

Description/Background:

The district requests that the Board of Trustees conduct a public hearing to provide the opportunity for comments on its initial proposal to AFT-PTFU as listed on the attached sheet:

1. The board president declares the hearing open
2. The public may comment on the initial proposal
3. The board president declares the hearing closed

Need:

The district wishes to sunshine the articles listed on the attached sheet per Article 19 of the AFT-PTFU contract.

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees hold a public hearing as noted above.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___

District Sunshine Items
For AFT Contract

Article 4: Union Rights: Bulletin boards, mail room, employee data, regular meetings, hours of compensation

Article 9, Workload: Enrollment in online classes and delivery of instruction

Article 10, Benefits

Article 11, Working Conditions: Mailboxes, travel

Article 12, Compensation: Compensation COLA and reopeners

Article 13, Faculty assignments: Faculty assignments, eligibility for full-time faculty positions

Article 19, Reopening negotiations

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

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

TOPIC: NEW CLASSIFIED JOB DESCRIPTION AND POSITION

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi *Fusako Yokotobi*

APPROVED BY: Robert Silverman *RS*

Description/Background:

As a result of categorical Workforce Development funding availability anticipated through December 2010, the district desires a new classified position—office assistant, Workforce Investment Projects.

Need:

Board approval is required to approve the attached job description and position.

Fiscal Impact: Level 10 on the Classified Salary Schedule, \$2919 per month plus benefits, categorical funding anticipated through December 2010.

Recommended Action: It is recommended that the Board of Trustees approve the new classified position, job description and placement effective October 14, 2009.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES ___ X ___ NO ___

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: OFFICE ASSISTANT, WORKFORCE INVESTMENT PROJECTS
(categorically funded, anticipated funding through December 2010)

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of responsible clerical duties involving typing, filing and maintaining records or reports in support of a special program or District function.

REPRESENTATIVE DUTIES:

Perform a variety of responsible clerical duties to support a special program or District function, including typing letters, memoranda, bulletins, reports, schedules, lists, examinations, forms or other materials as requested. *E*

Maintain a variety of logs, records and files related to assigned office; ensure accuracy and confidentiality of documents as appropriate; sort, classify and file materials in alpha, numeric or other established sequence; may maintain basic program/function financial records as assigned. *E*

Perform receptionist duties and answer telephones; take and relay messages; greet students and the public; direct inquiries to the appropriate person or office; make telephone calls to request, provide or verify information as directed. *E*

Provide routine information and assistance to students and the public regarding assigned program or function. *E*

Type and perform other clerical duties for the assigned supervisor, instructors and other staff members as directed. *E*

Schedule appointments and meetings; make travel arrangements as required; maintain various schedules and calendars. *E*

Receive applications or other documents for assigned program/function; review for accuracy and completion. *E*

Operate a variety of office equipment such as typewriter, fax machine and copier; operate computer equipment to enter and retrieve data, maintain records and generate reports.

Maintain supply and material inventory of assigned area as required; order, receive and distribute materials, equipment and supplies as directed.

Ensure the timely duplication and distribution of a variety of records, reports and other

materials as directed.

Sort and distribute incoming U.S. and District mail.

Train, provide work direction and coordinate schedules of student workers as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic operation and procedures in assigned program/function.

Modern office practices, procedures and equipment.

Record-keeping techniques.

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

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a special program or District function.

Learn and apply rules and regulations involved in assigned clerical activities.

Understand and follow oral and written directions.

Type at an acceptable rate of speed.

Operate a variety of office equipment including computer equipment, fax machine, copier and typewriter.

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

Meet schedules and time lines.

Maintain records and prepare reports.

Train and provide work direction.

Answer telephones and greet the public courteously.

Communicate effectively both orally and in writing.

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

Exercise patience, tact and sensitivity with students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of responsible clerical experience.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is required to perform light lifting; bend, stretch/reach, push and pull to maintain files; sit for extended periods of time; use hands and fingers to operate a computer keyboard, typewriter and other office equipment; speak and hear to exchange information. Incumbent may be occasionally exposed to dissatisfied or abusive individuals.

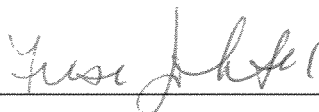
Office environment; subject to interruptions and distractions.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: FURTHER NOTIFICATION REGARDING RESOLUTION #09-08

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Robert Silverman 

Description/Background:

As a result of notice given to employees affected by layoff, one employee submitted updated qualifications that allowed that individual to maintain seniority in the current classification. Due to displacement rights another employee must be notified. Therefore, notice of lay-off due to lack of work, effective November 30, 2009, shall be given to

<u>CLASSIFICATION (Number of Positions)</u>	<u>FTE</u>	<u>DEPARTMENT</u>
Senior instructional assistant (1)	1.0	ESL
Administrative Secretary I (1)	1.0	CaWORKS

Need: Approval of this item is needed to update notification to the affected individuals.

Fiscal Impact: None.

Recommended Action: It is recommended that the Board of Trustees approve notification to the individuals in the position listed above, effective November 30, 2009.

Legal Review: YES ___ NOT APPLICABLE X


Reference for Agenda: YES ___ NO X

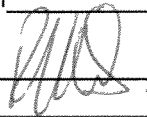
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: FIRST READING – BOARD POLICIES, CHAPTERS 4 AND 5

SUBMITTED BY: Christopher O’Hearn

RECOMMENDED BY: Christopher O’Hearn 

APPROVED BY: Robert Silverman 

Description/Background:

Board policies require periodic review and revision to concur with changes in the law and the Education Code.

Need:

To review Chapters 4 and 5 of Board Policy.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees review for first reading Chapters 4 and 5.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

Table of Contents

Chapter 4: Instruction

Standards of Educational Excellence.....	4000
Academic Calendar	4010
Program, and Curriculum, Course Development & Program .	
Discontinuance	4020
Philosophy and Criteria for Associate Degree and GE	4025
Academic Freedom	4030
Academic Collegial Consultation.....	4035
Library Services	4040
Articulation	4050
Delineation of Functions Agreements	4060
Auditing and Auditing Fees	4070
Graduation Requirements for Degrees and Certificates	4100
Honorary Degrees	4110
Standards of Scholarship	4220
Course Repetition	4225
Multiple and Overlapping Enrollment	4226
Grading Symbols	4230
Grade Changes	4231
Credit by Examination	4235
Academic Renewal	4240
Probation, Disqualification and Readmission	4250
Pre-requisites and Co-requisites	4260
Field Trips and Excursions	4300
Community Services	4400

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Standards of Educational Excellence

4000

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

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

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Academic Calendar

4010

The Superintendent/President shall, in consultation with the appropriate groups, submit to the Board for approval an academic calendar.

Reference: Education Code Section 70902(b)(12)

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Program, ~~and~~ Curriculum, Course Development & Program Discontinuance 4020

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Superintendent/President shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance. Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes.
- regular review and justification of programs and course descriptions.
- opportunities for training for persons involved in aspects of curriculum development.
- Consideration of job market and other related information for vocational and occupational programs.

All new programs and program deletions shall be approved by the Board.

~~New courses that are not part of an existing approved program and~~ All new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Nondegree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Reference: Education Code Sections **70901(b)**, **70902(b)**, **78016**; Title 5 Sections **51000**, **51022(a)**; **55100**, **55130**, **55150**

See **Administrative Procedure: 4021**

Board adopted 9/11/01

Approved by College Assembly for second read 3/7/06 (with recommended changes from CCLC)

Board revised 4/11/06

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Philosophy and Criteria for Associate Degree and General Education 4025

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In the establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Superintendent/President shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

Reference: Title 5 Section ~~55805~~ 55061; Accreditation Standard II. A. 3

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Academic Freedom

4030

Victor Valley College believes academic freedom in relation to teaching duties is fundamental and essential to the teaching profession:

1. Teachers must be free to teach and students free to learn. Both must have access to and be free to explore and discuss issues and divergent points of view. Both must be free to form, hold, and express judgments and opinions, responsibly identifying them as such. The profession must defend itself and its members from any abridgment of academic freedom.
2. Teachers must have the responsibility for developing curriculum and selecting instructional materials and methods to meet the goals of that curriculum. Teachers and governing boards must develop procedures to be followed when there are criticisms/objections to methods or materials. The content of instruction must be judged and controlled by skilled professionals without undue interference by any individual or group. Individuals or groups, which seek to inhibit academic freedom, must not have influence over the hiring, firing, promotion or due process rights of teachers.
3. The same policies and protections applied to full-time teachers apply also to part-time and temporary teachers.
4. Teachers must be free to evaluate, criticize, and/or advocate personal points of view concerning educational matters in the classroom. Teachers must not be restricted when assisting their colleagues in the event their academic and/or professional freedoms are violated.
5. Teachers must be employed, promoted, or retained in relation to their teaching abilities and performance without discrimination or harassment regarding their personal opinions or their scholarly, literary, or artistic endeavors. The presence during class of any individual or organization whose intent is to decide or determine what is accurate or inaccurate inhibits academic freedom.

Reference: Title 5 Section 51023; Accreditation Standard 2-2 II.A.7

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Academic Collegial Consultation

4035

The Victor Valley College Board of Trustees will operate according to the provisions of Title 5, Section 53200-53204 in "Consulting Collegially" with the Academic Senate for Victor Valley College.

"Consult collegially" means that the District Governing Board shall develop policies on academic and professional matters through either or both of the following methods according to its own discretion:

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

For the following items, the Board of Trustees will rely primarily upon the advice of the Academic Senate:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review
10. Processes for institutional planning and budget development;
and
11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate.

Reference: Title 5 Sections 53200 – 53204

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Library Services

4040

The District shall have library services that are an integral part of the educational program.

Reference: Education Code Section 78100

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Articulation

4050

The Superintendent/President shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions.

The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

Reference: Title 5 Section 51022(b); **Education Code Sections 66720-66744**

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Delineation of Functions Agreements

4060

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Superintendent/President shall present an appropriate memorandum of understanding to the Board for approval.

Reference: Education Code Sections 8535, 8536

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Auditing and Auditing Fees

4070

Students may audit courses.

The fee for auditing courses shall be no more than \$15.00 per unit. Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit towards a degree or certificate.

Reference: Education Code Section 76370

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Graduation Requirements for Degrees and Certificates

4100

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations

Students may be awarded a Certificate of Achievement upon successful completion of ~~courses of study or curriculum for which the district offers a certificate. The district has certificate programs that upgrade and develop occupational and vocational proficiency.~~ **a minimum of 18 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.**

The Superintendent/President shall establish procedures to determine degree and certificate requirements **that include appropriate involvement of the local curriculum committee. The procedures shall** ~~and to~~ assure that graduation requirements are published in the District's catalog and included in other resources that are convenient for students.

Reference: Education Code Section 70902(b)(3); Title 5, Sections ~~55800~~ **55060**, et seq.

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Honorary Degrees

4110

Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Board.

The Superintendent/President shall establish procedures and criteria for the award of honorary degrees.

Reference: Education Code Section 72122

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Standards of Scholarship

4220

The Superintendent/President shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq. and Board policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the District catalog.

Reference: Education Code Section 70902(b)(3); Title 5, Sections ~~55750~~ **55020**, et seq.,
55030 et seq., 55040 et seq.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Course Repetition

4225

Students may repeat ~~one~~ **twice** courses in which substandard grades (less than "C" and including "FW") were earned. ~~Under special circumstances, students may repeat a course a second time. The special circumstances are defined in Administrative Procedures.~~

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Under special circumstances, students may repeat courses in which a "C" or better grade was earned. The special circumstances are defined in Administrative Procedures.

Reference: Title 5 Sections ~~55761-55765~~ **55040, 55041, 55042, 55044, 58161**
See Administrative Procedure: 4225

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Multiple and Overlapping Enrollments

4226

The Superintendent/President shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Superintendent/President shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 55007.

Reference: Title 5 Section 55007

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Grading Symbols

4230

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

The grading system shall be published in the college catalog(s) and made available to students.

The grading system shall include the "FW" grade for unofficial withdrawal.

Reference: Title 5 Section ~~55758~~ **55023**

See Administrative Procedure: 4230

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Grade Changes

4231

The Superintendent/President shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following;

- **Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.**
- **Procedures for students to challenge the correctness of a grade.**
- **The installation of security measures to protect grade records and grade storage systems from unauthorized access.**
- **Limitations on access to grade records and grade storage systems.**
- **Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.**
- **Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.**

Also see BP 3310 titled Records Retention and Destruction, and BP/AP 5040 titled Student Records.

Reference: Education Code Sections 76224, 76232; Title 5 Section 55025

Reviewed/Updated 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Credit by Examination

4235

Credit may be earned by students who satisfactorily pass authorized examinations. The Superintendent/President shall establish Administrative Procedures to implement this policy.

Reference: Title 5 Section ~~55753~~ **55050**

Reviewed/Updated 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Academic Renewal

4240

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Superintendent/President shall establish procedures that provide for academic renewal.

Reference: Title 5 Section ~~55764~~ **55044**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Probation, Disqualification and Readmission
Probation

4250

A student shall be placed on academic probation if a minimum of 12 semester units of work has been attempted and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if the student is enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC" and "NP" were recorded reaches or exceeds fifty percent. A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC" and "NP" drops below fifty percent.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three (3) consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC" and "NP" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if, upon review and approval, it is determined that there are extenuating circumstances or the student demonstrates significant improvement in academic performance.

Readmission

A student who has been dismissed may request reinstatement after at least one semester has passed following the term of dismissal. Readmission may be granted, denied or postponed according to criteria contained in administrative procedures.

BP 4250 - Probation, Disqualification and Readmission

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Reference: Education Code Section 70902(b)(3); Title 5 Sections ~~55754, 55755, 55756, 55759, 55764~~ **55030 through 55034**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Pre-Requisites and Co-Requisites

4260

The Superintendent/President is authorized to establish prerequisites, co-requisites and advisories on recommended preparation for courses in the curriculum. All such prerequisites, co-requisites and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites and advisories shall be identified in District publications available to students.

Reference: Title 5 Sections ~~55200~~ 55000, 55003

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Field Trips and Excursions

4300

The Superintendent/President shall establish procedures that regulate the use of district funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

~~No district funds shall be used to support student expenses for out-of-state field trips or excursions.~~ **The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source.** The expenses of instructors, chaperons, and other personnel traveling with students may **also** be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Reference: Title 5 Section ~~55450~~ **55220**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Instruction

Chapter 4

Community Services Programs

4400

The District ~~may~~ **shall** maintain a community services program that may include classes in civic, vocational, literacy, health, homemaking, technical and general education, including but not limited to classes in the fields of basic skills training, parenting, ESL, music, drama, art, handicraft, science, literature, nature study, and physical fitness.

The community services program shall be designed to contribute to the physical, mental, moral, economic or civic development of the individuals or groups enrolled in it.

Community services classes shall be open for admission of adults and of minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community services classes. Students involved in community services classes shall be charged a fee not to exceed the cost of maintaining the classes. Classes may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

Reference: Education Code Section 78300

Table of Contents

Chapter 5: Student Services

Admissions and Concurrent Enrollment.....	5010
Residence Determination	5015
Non-Resident Tuition	5020
Fees	5030
Withholding of Student Records	5035
Student Records and Directory Information	5040
Matriculation	5050
Open Enrollment.....	5052
Enrollment Priorities	5055
Counseling	5110
Transfer Center	5120
Financial Aid	5130
Disabled Student Services and Programs	5140
Extended Opportunity Programs and Services	5150
Student Health Services	5200
Student Accident Insurance	5205
Communicable Disease	5210
Student Equity	5300
Associated Students Organization	5400
Associated Students Elections	5410
Associated Students Finance	5420
Standards of Conduct	5500
Speech: Time, Place, and Manner	5550
Student Credit Card Solicitations.....	5570
Athletics	5700
Prevention of Identity Theft in Student Financial Transactions	5800

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Admissions and Concurrent Enrollment

5010

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Superintendent/President or his or her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Section 3077 of the Labor Code.
- Any student whose age or class level is equal to grades K-12 grades is eligible to attend concurrently as a special part-time student for advanced scholastic or vocational courses.
- Any student whose age or class level is equal to grade K-12 grades is eligible to attend as a special full-time student.
- Any students enrolled in K-12 may attend summer session.

The Superintendent/President shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission

- If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.
- The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

BP 5010 - Admissions and Concurrent Enrollment

The Superintendent/President shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

Claims for State Apportionment for Concurrent Enrollment:

- Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Superintendent/President shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

Reference: Education Code Section 76000, 76001, 76002; Labor Code Section 3077

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Residence Determination

5015

Students shall be classified at the time of each registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Superintendent/President shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

Reference: Education Code Sections 68040; 76140, Title 5, Sections 54000, et seq.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Nonresident Tuition

5020

Nonresident students shall be charged nonresident tuition for all units enrolled, **unless specifically required otherwise by law.**

Not later than ~~January~~ **February** 1 of each year, the Superintendent/President shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Superintendent/President shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

Reference: Education Code Sections 68050, 68051, ~~68052~~, 68130, **68130.5, 76141; Title 5 Section 54045.5**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Fees

5030

The Board authorizes the following fees. The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

Enrollment fee: Each student shall be charged a fee for enrolling in credit courses as required by law.

Auditing fees: Persons auditing a course shall be charged a fee of not more than \$15.00 per unit per semester. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Parking fee: The Superintendent/President shall present for Board approval fees for parking for students.

Student representation fee: Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

Transcript fees: The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The superintendent/president is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International students application processing fee: The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Superintendent/President. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

BP 5030 – Fees

Instructional materials usage fees: ~~The Superintendent/President is authorized to establish instructional materials/usage fees which may vary by course.~~ **Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.**

Reference: ~~Education Code Sections 76300, et seq., Education Code 76370, Education Code 76360, Education Code 76060.5, Education Code 76223, Education Code Section 76142~~ **76060.5, 76142, 76223, 76300, 76360, 76365, 76370; Title 5 Sections 59400, et seq.**

See Administrative Procedure: 5030.

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Withholding of Student Records

5035

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.

Reference: Title 5, Section 59410

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Student Records and Directory Information, and Privacy

5040

The Superintendent/President shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Superintendent/President may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the district has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- ~~Name and dates of attendance~~, Degrees, certificates, and awards received by students, including honors, scholarship awards, athletic awards and academic recognition and Deans List recognition.

The Superintendent/President shall establish procedures regarding student records and directory information.

Reference: Education Code Sections 76200 et seq.; Title 5, Sections 54600, et seq.
See Administrative Procedures: 5040 and 5045

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Matriculation

5050

The District shall provide matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of matriculation is to bring the student and the district into agreement regarding the student's educational goal through the District's established programs, policies and requirements.

The Superintendent/President shall establish procedures to assure implementation of matriculation services that comply with the Title 5 regulations.

Reference: Education Code Sections 78210 et seq.; Title 5 Section 55500

***NEW*Reviewed 9/2009**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Open Enrollment

5052

The policy of the District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulation

The Superintendent/President shall assure that this policy is published in the catalog and schedule of classes.

Reference: Title 5 Sections 51006, 55200

Reviewed/Updated 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Enrollment Priorities

5055

NOTE: If Board adopts BP 5052, then the language in the first paragraph may be deleted from this policy.

~~All courses of the district shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.~~

The Superintendent/President shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

Reference: Title 5 Sections **51006**, 58106, 58108

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Counseling

5110

Counseling services are an essential part of the educational mission of the District. The Superintendent/President shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

Reference: Education Code Section 72620; Title 5, Section 51018

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Transfer Center

5120

The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

The Superintendent/President shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.

Reference: Title 5, Section 51027. Education Code Section 66720-66744

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIÉS

Student Services

Chapter 5

Financial Aid

5130

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state and other applicable regulatory requirements.

The Superintendent/President shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

Reference: 20 U.S.C. Sections 1070, et seq.;
34 CFR Section 668; Education Code Section 76300

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Disabled Students Programs and Services

5140

Students with disabilities shall be assisted to participate whenever possible in the regular educational programs in the District.

The Disabled Students Programs and Services (DSPS) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.

No student with disabilities is required to participate in the Disabled Students Programs and Services program.

The Superintendent/President shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

Reference: Education Code Sections 67310, 84850; Title 5, Sections 56000 et seq.

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Extended Opportunity Programs and Services

5150

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Superintendent/President shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.

Reference: Education Code 69640 – 69656; Title 5 Sections 56200 et seq.

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Student Accident Insurance

5205

The District shall assure that students are covered by accident insurance in those instances required by law or contract.

Reference: Education Code Section 72506

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Communicable Disease

5210

The Superintendent/President shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

Reference: Education Code Section 76403

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Student Equity

5300

The Board is committed to assuring student equity in educational programs and college services. The Superintendent/President shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

Reference: Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5
Section 54220

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Students Services

Chapter 5

Associated Students Organization

5400

The students of the District are authorized to organize a student body association. The Board hereby recognizes that association as the Associated Student Body of Victor Valley College.

The Associated Students' organization is recognized as the official voice for the students in district decision-making processes. It may conduct other activities as approved by the Superintendent/President. The Associated Students' activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Superintendent/President.

The Associated Students shall be granted the use of District premises subject to such administrative procedures as may be established by the Superintendent/President. Such use shall not be construed as transferring ownership or control of the premises.

Reference: Education Code Section 76060

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Associated Students Elections

5410

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Superintendent/President.

Any student elected as an officer in the Associated Students shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his or her term of office, with a minimum of five semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (see Board Policy 4220 and related administrative procedures).

Reference: Education Code Section 76061

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Associated Students Finance

5420

Associated Student funds shall be deposited with and disbursed by the Superintendent/President.

The funds shall be deposited, loaned or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- the Superintendent/President or designee;
- the employee who is the designated adviser of the particular student body organization; and
- a representative of the student body organization.

The funds of the Associated Students shall be subject to an annual audit.

Reference: Education Code Sections 76063–76065

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Standards of Conduct

5500

The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The Board shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in by the college president.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.

BP 5500 – Standards of Conduct

5. Causing or attempting to cause damage to district property or to private property on campus.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the district.
14. Unauthorized entry upon or use of college facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at district-sponsored or supervised functions.
16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District Administrative Procedures, or the substantial disruption of the orderly operation of the district.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- 18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not**

BP 5500 – Standards of Conduct

limited to handwritten or typewritten class notes, except as permitted by any District policy or Administrative Procedure.

Reference: Education Code Section 66300, **66301**, ~~66450~~, Accreditation Standard II:
A.7.b

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Speech: Time, Place and Manner

5550

The college(s) of the District is/are non-public forums, except for those areas that are generally available for use by students or the community, which are limited public forums. The Superintendent/President shall enact such Administrative Procedures as are necessary to reasonably regulate the time, place and manner of the exercise of free expression in the limited public forums.

The Administrative Procedures promulgated by the Superintendent/President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin Boards designated for such use, the distribution of printed materials or petitions in those parts of the college designated as areas generally available to students and the community, and the wearing of buttons, badges, or other insignia.

Students shall be free to exercise their rights of free expression, subject to the requirements of this policy.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on district property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, intimidation, or hate violence unless such speech is constitutionally protected.

Reference: Education Code Section 76120, 66301

***NEW*Reviewed 9/2009**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Student Credit Card Solicitations

5570

The Superintendent/President shall establish procedures that regulate the solicitation of student credit cards on campus.

Reference: Title 5 Section 54400; Civil Code Section 1747.02(m); education Code Section 99030.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Athletics

5700

The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Superintendent/President shall assure that the athletics program complies with **state law**, the California Community Colleges Commission on Athletics Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

Reference: Education Code Section 78223, 66271.6, 66271.8, **67360, et seq.**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Athletics

5700

The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Superintendent/President shall assure that the athletics program complies with **state law**, the California Community Colleges Commission on Athletics Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

Reference: Education Code Section 78223, 66271.6, 66271.8, **67360, et seq.**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Prevention of Identity Theft in Student Financial Transactions

5800

The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students. This is because the District serves as a creditor in relation to its students. The Superintendent/President is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

Reference: Fair and Accurate Credit Transactions Act, (Pub.L. 108-159)