
AGENDA

Victor Valley Community College District
Board of Trustees Special Meeting
Board Room, Administration Building
Victorville, California

This meeting is electronically recorded.

January 25, 2005

CALL TO ORDER

5 p.m.

PLEDGE OF ALLEGIANCE

ACTION

1. CLOSED SESSION

- (a) Government Code Section 54956.9:
CONFERENCE WITH LEGAL COUNSEL —
EXISTING LITIGATION: four (4) cases
 Gloria Henderson vs. Victor Valley Community College,
 Betty Underhill, Nick Halisky, VCVVS 030263;
 Nicholas Halisky and Cathleen Halisky vs. Victor Valley
 Community College District, Dennis Henderson, et. al, VCVVS 026112;
 Laymon Jordan vs. Victor Valley Community College District, VCVVS 034629
 Chris Wagenseller vs. Victor Valley Community College District, VCVVS 035285
- (b) Government Code Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: Bill Schmidt,
Willard Lewallen, Jeff Cooper, Thomas O'Neil;
Employee organizations: CSEA, CTA
- (c) Government Code Section 54957:
DISCIPLINE/DISMISSAL/RELEASE OF A PUBLIC EMPLOYEE:
two (2) positions

2. RECONVENE TO OPEN SESSION

2.1 Action as a result of Closed Session

Consider action as a result of Closed Session

YES ___ NO ___

3. GOVERNING BOARD

3.1 Announcement that persons may speak to agenda items if the Agenda Discussion Form has been completed.

Information

3.2 Agenda Additions/Revisions

YES ___ NO ___

4. REPORTS

4.1 Superintendent/President

a. Introduction of New Managers

4.2 Public Comments

This is the time for the general public to address the board. State law prohibits the board from addressing any issue not included on the agenda. Please limit comments to three minutes per individual and a total of 15 minutes per topic. Discussion of personnel matters is inappropriate for open session. The board is committed to protecting the privacy interests of district personnel. Should any member of the public wish to discuss a personnel matter, it must first be brought to the attention of the director of human resources. Speakers are cautioned that under California law, no person is immune from liability for making intentionally false or defamatory comments regarding any person simply because those comments are made at a public meeting.

5. CONSENT AGENDA

Consider approval of the following consent items to be approved in one motion.

YES ___ NO ___

5.a Agreement, Community College Foundation Statewide Independent Living Program, #336-112

Consider approval of the agreement with the Community College Foundation (TCCF) for the Independent Living Program for the 2004-2005 fiscal year. Fiscal Impact: The maximum to be paid to the district under this agreement is \$11,240.

5.b Administrative/Management/Confidential Appointments

(1) *Recruitment for the position of director of facilities construction is currently underway. Recommendations for appointment will be brought to the January 25 Board meeting as an amendment.*

(2) *Recruitment for the position of interim director of the Child Development Center is currently underway. A recommendation for appointment will be brought to the January 25 Board meeting as an amendment.*

5.c Classified Bargaining Unit Appointments, Promotions, and/or Transfers

Recruitment for senior programmer/software developer is currently underway. A recommendation for appointment will be brought to the January 25 Board meeting as an amendment.

5.d Amend Employment Contracts

Consider extending the following contracts:

- (1) The contract for Vern Hodge to be extended from December 17, 2004, to January 31, 2005, to provide administrative coverage in the areas of Admissions and Records and Financial Aid.
- (2) The contract for Mary Sypkens to be extended from December 31, 2004, to January 31, 2005, to provide administrative coverage for the Child Development Center.

5.e Non-Classified Employees

Consider approval of the Non-Classified appointments as listed.

5.f Temporary Academic

Consider approval of the temporary academic appointments as listed.

6. BOARD OF TRUSTEES

6.1 Board of Trustees' Retreat

Discuss planning for the next Board of Trustees' Retreat (i.e., suggesting a facilitator, setting possible dates, and identifying items for discussion including Board training).

Discussion

7. SUPERINTENDENT/PRESIDENT

No items.

8. INSTRUCTION

No items.

9. STUDENT SERVICES

9.1 Non-Resident Tuition Fee

Consider approval of the non-resident tuition rate of \$157 (district basis). This non-resident tuition fee will be effective for the fall semester 2005. Fiscal Impact: The district collects approximately \$140,000 annually in non-resident tuition fees.

YES ___ NO ___

10. ADMINISTRATIVE SERVICES

No items.

11. HUMAN RESOURCES

No items.

12. FOR INFORMATION ONLY

12.1 Classified Memorandums of Understanding

The district and the California School Employees Association (CSEA), Chapter 584, have reached agreement on the attached Memorandums of Understanding, which are included for the Board's information:

1. David Chip and James Hannaman: change of working hours as listed.

12.2 Enrollment Update and Enrollment Growth Strategies

The offices of Student Services and Instruction will present the following:

- a. VVC enrollment trends and comparisons
- b. Strategies to achieve the 6% growth target for 2004-05 and the 11% growth target for 2005-06


12.3 Receive Preliminary Report on Classification and Salary Study

Sophie Fleming of the Hay Group will present to the Board of Trustees the recommendations developed by the Hay Group as a result of the classification and salary study for classified and management employees.

13. ADJOURNMENT

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 92392-5849, (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. California Government Code Section 54954.2.

I, Penelope Majeske, Executive Assistant to the Superintendent/President, do hereby certify that I caused to be posted the foregoing agenda on Thursday, January 20, 2005, at 5:00 p.m. pursuant to California Government Code §54954.2.


Penelope A. Majeske, Executive Assistant

INSTRUCTION

JANUARY 25, 2005

TOPIC: AGREEMENT-COMMUNITY COLLEGE FOUNDATION STATEWIDE
INDEPENDENT LIVING PROGRAM #336-112

TO THE SUPERINTENDENT/PRESIDENT:

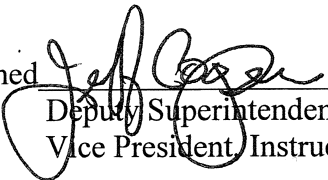
The district desires to enter into an agreement with The Community College Foundation (TCCF) for the Independent Living Program for the 2004-2005 fiscal year. This agreement is funded through the California Department of social Services (CDSS) to provide statewide educational training on life skills and college and career preparation to current and emancipated foster and probation youth for improved successful transition of youth to adulthood. In addition, all adult care providers, including but not limited to, foster parents, kinship caregivers, group home staff, foster family agencies, and other adults who provide services to current and emancipated foster youth, shall also have the opportunity to receive this educational training in conjunction with the youth. The maximum to be paid to the district under this agreement is \$11,240.

Fiscal Impact: to the District \$11,240.

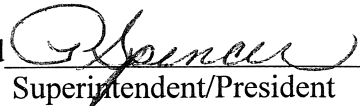
RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with The Community College Foundation for the Independent Living Program per the terms and conditions contained therein.

REFERENCE FOR AGENDA: YES

Signed  _____
Deputy Superintendent/Executive
Vice President Instruction

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed  _____
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes _____ Noes _____

INFORMATION ONLY _____



*Serving Education
& Community*

**AGREEMENT OF
THE COMMUNITY COLLEGE FOUNDATION
STATEWIDE INDEPENDENT LIVING PROGRAM
July 1, 2004 through June 30, 2005**

This Agreement is entered into between The Community College Foundation (TCCF) and Subcontractor named below for the **Independent Living Program – Statewide (ILP-DS)**.

College Name Victor Valley College (Subcontractor)

Term of Agreement July 1, 2004 through June 30, 2005

Maximum Amount \$11,240.00 Agreement No.: 336-112

The parties agree to comply with the terms and conditions of the following Sections and Exhibits which are by this reference made a part of the Agreement:

- | | |
|--------------------------------------|---------------------------------------|
| Section I – Scope of Work | Exhibit A – Training Plan |
| Section II – Fiscal Responsibilities | Exhibit B – Budget |
| Section III – General Provisions | Exhibit C – Confidentiality Agreement |
| | Exhibit D – Expenditure Report |

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first written below.

**THE COMMUNITY COLLEGE
FOUNDATION CONTRACTOR**

Delia Johnson, Vice President

David Springett, President

SUBCONTRACTOR
(Authorized Signature)

(Printed Name and Title)

Victor Valley College
(College)

18422 Bear Valley Rd
(Address)

Victorville, CA 92392-5849
(City/Zip)

(Telephone Number)

(Date)

SECTION I—SCOPE OF WORK

This is a subcontract agreement, under the terms of a prime contract between The Community College Foundation (TCCF) and the California Department of Social Services (CDSS). All representations and warranties shall insure the benefits of CDSS.

TCCF, as the Contractor, agrees to provide to CDSS statewide educational training on life skills and college and career preparation to current and emancipated foster and probation youth aged 16 to 21 years, for improved successful transition of youth to adulthood. In addition, all adult care providers, including but not limited to, foster parents, kinship caregivers, group home staff, foster family agencies, and other adults who provide services to current and emancipated foster youth, shall also have the opportunity to receive this educational training in conjunction with the youth. Services will be implemented on a statewide as well as regional and local basis.

ARTICLE 1 – RESPONSIBILITIES OF THE SUBCONTRACTOR

- 1) The Subcontractor shall offer Independent Living Program (ILP) educational training to current and emancipated ILP-eligible foster and probation youth, ages sixteen (16) to twenty-one (21) years of age, as well as foster parents, kinship care providers, group home staff, foster family agency staff, social workers, and other adults, with the majority of training for youth. All ILP youth and adult training will be designed to help foster youth successfully emancipate from the child welfare system.
- 2) The Subcontractor shall offer Independent Living educational training **free** of charge to all participants.
- 3) Work with, as appropriate, the local County Welfare Directors (CWD), adult caregivers, college ILP Advisory Board, California Youth Connection (CYC), Employment Development Department (EDD)/Workforce Information Act (WIA)/Workforce Investment Board (WIB) administration and other agencies that work with current and emancipated foster and probation youth, and community members to further the educational and employment training of foster, probation, and emancipated youth.
- 4) Complete a Training Plan for FY 2004-2005. The Training Plan (Exhibit A) will include TCCF's *10 Outcome Deliverables*, curricula and other materials to be used, and a description of the Subcontractor's role in local WIA/certification/collaboration activities as it relates to job readiness and maintenance, education and career preparation for current and emancipated foster and probation youth between the ages of 16 through 21.
- 5) Provide a minimum of 30 hours per year of life skills to include job readiness and maintenance, college and career preparation, and alternative secondary education options to current and emancipated foster and probation youth ages 16 through 21. Training for adult care providers – including foster parents, kinship caregivers, group home staff, foster family agencies, resource families, and other significant adults – will focus on transition preparation that promotes a youth's more successful transition to adulthood. Adult training hours cannot exceed youth training hours.
- 6) Provide an array of competency/experiential/skill-based educational training materials, at no charge to the participants, which include Internet-based and technology curricula in addition to other cost-effective materials. Examples of specific curricula include: *This Is*

My Life; Thinking it Through; Going Out and Living Successfully (GOALS); Providing Understanding, Support and Help for Youth (PUSH); Pass It On: Helping Staff to Share Knowledge and Skills with Youth; Pathways to Transition; Taking Charge; High School Financial Planning Program. Other areas of training should include: the Ansell/Casey Life Skills Assessment, registration for WorkSource/OneStop Centers, completing job applications online, resource seeking through the Internet, financial literacy, and other relevant topics including the WIA 10 Core Elements.

- 7) Administer TCCF's *10 Outcome Deliverables*, which includes the Ansell/Casey Life Skills Assessment, to eligible foster and probation youth participating in ILP. Documentation and results will be reported to TCCF quarterly.
- 8) Set up a plan to sunset ILP Advisory Boards into a local collaboration of WIA/WIB/ILP advisory boards, if that is most beneficial to the local community's collaborative efforts, and hold at least four (4) meetings during the year to review, assess needs, prepare a yearly plan, implement, modify and help evaluate the plan and process, including responding to WIA proposals. Advisory Boards will be comprised of, but not limited to, current and/or emancipated foster and probation youth, foster parents, relative care providers, representatives from group home/foster family agencies, county departments of social services, county juvenile probation offices, county welfare director, chief probation officer, Foster Youth Services programs, EDD, local mental health director, public health nurses, local rehabilitation department representative, kinship care associations, California Ombudsman's Office, CYC and its adult supporters, local school districts, alternative secondary school agencies, occupational and skill centers, vocational and trade schools, apprenticeship programs, Job Corps, local housing authority, private business partners, WorkSource/OneStop representatives, Family Development/Resource Centers, county ILP Coordinators, and other community agencies serving foster youth. A roster of all members, including contact information for each respective member, will be given to TCCF quarterly. Agendas of scheduled ILP Advisory Board meetings and meeting minutes shall be mailed to TCCF quarterly and to the CDSS upon request.
- 9) Provide quarterly and annual reports to TCCF based on ILP data. The reports will include information on the number of ILP classes provided, total number of hours of ILP education, total number of youth and adult participants, and results of TCCF's *10 Outcome Deliverables* with the Ansell/Casey Life Skills Assessment.
- 10) Host at least one (1) Emancipation Youth Roundtable per year using TCCF's youth focused guidelines. Submit summary data to TCCF no later than with the final quarterly report.
- 11) Provide technology activities such as teaching computer skills and locating Internet sites that promote self-sufficiency of foster youth. Collaborate with other TCCF programs to link foster youth with technology training and resources. In addition, current and emancipated foster and probation youth and their care providers will be made aware of other community college resources and services that are available.
- 12) Provide training and educational services on the college campus to current and emancipated foster and probation youth at least four (4) times during the fiscal year. These services shall include, but not be limited to, Financial Aid and Scholarships, Extended Opportunity Programs and Services (EOPS), Regional Occupation Program (ROP), Certificate/Vocational Programs, Job Placement, Career Exploration, and computer labs.

- 13) A minimum of one staff member from each Subcontractor ILP is required to participate in the annual ILP Training for Trainers Conference.
- 14) Prepare quarterly narrative reports, survey reports as requested and fiscal reports that reflect the actual funds expended by the college ILP.

SECTION II—FISCAL RESPONSIBILITIES

- 1) The total amount payable under this Agreement shall not exceed the sum of **\$11,240.00** for the period of July 1, 2004 through June 30, 2005. Subcontractor shall submit a budget using the attached “Budget” form, Exhibit B.
- 2) The Subcontractor may make changes in any individual line item in the budget, provided such changes in the aggregate as to any line item shall not exceed 10% of that budget category. Additional budget changes are allowable only with prior written approval of TCCF Statewide ILP Program Manager. The Foundation reserves the right to review service levels and billing procedures as these impact charges against this Agreement.
- 3) For work performed in accordance with this Agreement, Subcontractor shall submit quarterly fiscal reports using the “Expenditure Report” form (sample attached as Exhibit C) sent to you on a quarterly basis using the following schedule:

<u>Fiscal Period:</u>	<u>Reports Due No Later Than:</u>
July 1, 2004 through September 30, 2004	October 15, 2004
October 1, 2004 through December 31, 2004	January 15, 2005
January 1, 2005 through March 31, 2005	April 15, 2005
April 1, 2005 through June 30, 2005	July 15, 2005

- 4) Payment to the Subcontractor will be based upon the Subcontractor program narrative reports submitted quarterly as required in Scope of Work Article I, item 15) and the Subcontractor Expenditure Reports received by TCCF as required in SECTION II, item 3) stated above. The Subcontractor Expenditure Reports will be in keeping with the program plan as indicated in the Subcontractor Training Plan, Exhibit A. No single payment will exceed seventy-five percent (75%) of the Subcontractor total budget for that fiscal period without written permission of Statewide ILP Program Manager.
- 5) TCCF reserves the right to **withhold** funding from any Subcontractor whose performance does not comply with the terms of this Agreement

SECTION III — GENERAL PROVISIONS

- 1) The contracting parties agree to be subject to the examination and audit of the Auditor General for a period of five (5) years after final payment under this Agreement.
- 2) The Subcontractor shall maintain necessary program records documenting services, and fiscal records showing expenditures made under the Agreement. Records shall be maintained for at least five (5) years from the end of the fiscal year during which this Agreement is terminated or until all state and federal audits are complete for the fiscal year during which this Agreement is terminated, whichever is later. The Subcontractor shall make these records available to the State or TCCF upon request
- 3) All reports shall become the property of TCCF.
- 4) The Subcontractor agrees to obtain a financial program compliance and internal control structure audit of its organization in accordance with the Federal Office of Management and Budget (OMB) Circular A-133. The Subcontractor agrees to send a copy of the completed audit report to TCCF.
- 5) It being understood that the funding source herein is a federal appropriation, and it being further understood that the Subcontractor is responsible for administering the program as described herein, the Subcontractor agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by the appropriate state and/or federal audit agencies, directly related to the provisions of this Agreement
- 6) In the event of a dispute, the Subcontractor agrees to file a “Notice of Dispute” with TCCF within ten (10) days of the discovery of the problem. Within ten (10) days of the filing of the Notice, TCCF shall meet with the Subcontractor and Statewide Program Manager for purposes of resolving the dispute. The decision of TCCF shall be final.
- 7) The copyright to all materials produced, as a result of this Agreement shall belong to the State of California. The Subcontractor assigns all rights, title and interest including the copyright to any works created pursuant to this Agreement on all publications of such work. The State may license the Subcontractor to reproduce and disseminate copies of such work.
- 8) This Agreement supersedes and makes null and void any prior Agreements between the parties which conflict with the terms of this Agreement.
- 9) Intellectual Property.
 - a) TCCF and Subcontractor agree that all software, curricula, materials, data and information developed under and used in connection with this Agreement shall become the sole property of CDSS, provided that Subcontractor may retain possession of all working papers prepared by Subcontractor. During and subsequent to the term of this Agreement, TCCF shall have the right to inspect any and all such working papers, make copies thereof, and use the working papers and the information contained therein.
 - b) Any materials, data and information not developed under this Agreement, which Subcontractor considers to be proprietary and confidential, shall be plainly and prominently marked by Subcontractor as “TRADE SECRET,” “PROPRIETARY,” or “CONFIDENTIAL.”
 - c) TCCF will use reasonable means to ensure that Subcontractor’s proprietary and confidential materials, data and information are safeguarded and held in confidence.

However, TCCF will notify Subcontractor of any Public Records request for items described in Section 3.b. TCCF agrees not to reproduce or distribute such materials, data and information to non-TCCF entities without the prior written permission of Subcontractor.

- 10) The Subcontractor shall maintain the confidentiality of all records, including but not limited to billings in accordance with any applicable federal, state and local laws, regulations, ordinances and directives relating to confidentiality. Failure to do so will result in termination of this Agreement. Confidential information shall include, but not be limited to, any information in whatever form, which is allocated to the current or future business of TCCF or any of its contracts, which information is not generally and publicly known.

All employees and independent contractors of Subcontractor who have access to confidential records and data must sign and adhere to the attached "Employee Acknowledgement and Confidentiality Agreement", Exhibit D.

- 11) Subcontractor agrees to indemnify, defend and save harmless TCCF, its officers, directors, employees and volunteers from all claims and losses resulting from any and all professional services, consulting services and other obligations provided in connection with the performance of this Agreement.
- 12) This Agreement supersedes and makes null and void any prior Agreements between the parties that conflict with the terms of this Agreement.
- 13) All written notices, reports, and other written communications under this Agreement shall be addressed to:

Monica F. Kauppinen, Sr. Vice President
Statewide Independent Living Program
The Community College Foundation
1901 Royal Oaks Drive
Sacramento, CA 95815
Phone: (916) 418-5100 – Fax (916) 418-5150

- 14) TCCF may terminate the whole or any part of this Agreement if the Subcontractor has made a misrepresentation of any required element in the Agreement or fails to comply with or perform any provision of this Agreement or fails to make progress so as to endanger performance of any term of this Agreement.
- 15) This Agreement may be canceled by either party upon providing written notice to the other party thirty (30) days prior to the termination date.

EXHIBIT A – TRAINING PLAN

College: Victor Valley College

Completed by: Rita Rutledge

List educational training and number of hours of training you plan to provide during the 12-month period from July 1, 2004 through June 30, 2005. Indicate the training that will be targeted to foster youth (16 to 21), adult care providers or both (together). Incorporate the following activities to strengthen the impact of life skills training:

- 1) Orientation(s) to college and ILP with tours of the campus and resources
- 2) Vocational assessment and registration/orientation at a local One-Stop Center
- 3) College, employment and career preparation.
- 4) Computer/Internet training
- 5) Financial aid workshop(s)
- 6) Emancipation Roundtable(s)
- 7) Completion of the TCCF 10 Tangible Outcomes©

Please copy the back of this form, if additional space is needed.

<i>Class Title</i>	<i>Class Participants</i> <i>Y - Youth</i> <i>A - Adults</i> <i>B - Both</i>	<i>Total hours provided</i>
Orientation to College & ILP 1. Introduction to Victor Valley College 2. Self-Introductions 3. Warm-Up Activity/Campus Map	Y	2 hrs.
Vocational and Career Assessment 1. Career/Vocational Assessments 2. Assessment Results Per Student 3. Group Discussion	Y	2 hrs.
Financial Aid/EOPS 1. Financial Aid/EOPS 2. Campus Resources 3. Campus Resource Guide	Y	2 hrs.
Education (Skill Area #1) 1. Career Panel 2. Education Alternatives 3. Community Resource Guide	Y	2 hrs.

<i>Class Title</i>	<i>Class Participants Y - Youth A - Adults B - Both</i>	<i>Total hours provided</i>
Employment (Skill Area #2) 1. Student Employment, Victor Valley College 2. Successful Student/Employee 3. Balancing Education /Work	Y	2 hrs.
Daily Living Skills (Skill Area #3) 1. Creating A Budget 2. Housing 3. Transportation	Y	2 hrs.
Survival Skills (Skill Area #4) 1. Victor Valley College Student I.D. Cards 2. Vital Documents/Personal Portfolio 3. Student Mentors	Y	2 hrs.
Choices & Consequences (Skill Area #5) 1. Choices To Education/Future 2. Creating Self-Awareness 3. Goal Setting	Y	2 hrs.
Interpersonal Social Skills (Skill Area #6) 1. Communication Skills 2. Study Habits 3. Healthy Relationships	Y	2 hrs.
Computer/Internet (Skill Area #7) 1. Basic Computer Skills, College Credit 2. Education On-Line 3. Registration On-Line, College Classes	Y	2 hrs.
10 Tangible Outcomes 1. Pre/Post Survey 2. Self-Evaluations/Follow-Up	Y	2 hrs.

<i>Class Title</i>	<i>Class Participants</i> <i>Y - Youth</i> <i>A - Adults</i> <i>B - Both</i>	<i>Total hours provided</i>
Emancipation Roundtable 1. Spring '05 2.	B	2 hrs.
Registration at local One-Stop Center 1. Employment Counselor 2. Job Development	Y	2 hrs.
Other 1. Emancipation 2. Transitions/Letting Go	A	4 hrs.
What will you do to connect foster youth and adult care givers to available college resources? Career/Job Fair, Victor Valley College 5/29/05 Foster/Youth Conference, SULPA 2/19/05	B B	4 hrs. 6 hrs.

COMMUNITY RESOURCES WORKSHEET

Please complete the following worksheet, noting the names and phone numbers of your 2004-2005 ILP advisory board members. If your advisory board roster is in another format, please return it with your training plan. Thank you. *Please note:* Dates of your ILP advisory board meetings will be requested in quarterly reports. If the dates change from those specified in the reports, please contact The Foundation ILP office. Please email calendars of scheduled ILP advisory board meetings to The Foundation and CDSS in a timely manner, followed by the minutes of those meetings.

<u>Number</u>	<u>Name/Phone Number</u>
1	Chairperson <u>Menya Cole/(760) 953-2358</u>
1	Co-Chair <u>Kitty Keating/ (760) 954-8746</u>
	Foster Parents _____
	Foster Youth (current) _____
	Foster Youth (emancipated) _____
1	Relative Care Providers <u>Kathy Brown/</u>
	Foster Family Agencies _____
	Group Home Agencies _____
1	Social Workers <u>Kelly Walker - DCS/ (760) 243-6640</u>
	California State Foster Parent Association (CSFPA) _____
	California Care Providers Association _____
	College ILP Supervisor _____
1	College Financial Aid/EOPS Staff <u>Dee Snead - Victor Valley College/(760) 245-4271 X24</u>
1	College Student Services Staff <u>Sherri Caldwell - Victor Valley Coll/(760) 245-4271 X22</u>
	County Welfare Director _____
1	County ILP Supervisor <u>Arlene Edwards/ (909) 891-3677</u>
1	County ILP Coordinator <u>Kevin Anderson/ (909) 891-3559</u>
	County Probation Staff _____
	County Mental Health _____
	Judicial Representatives _____
	Local School District(s) _____
	Foster Youth Services _____
	CalWORKS Staff _____
	MediCal Representatives _____
	Court Appointed Special Advocates (CASA) _____
	Local Legislators or Staff _____
	Early Childhood Educators _____
1	Clergy <u>Pastor Robert "Dr. Bob" Ness, United Methodist Church/(760)245-7902</u>
	Other _____

To encourage your community ILP advisory board meetings to focus on local foster youth issues, what Action Groups, such as literacy, mentoring, transitional housing, would you like to form this year?

Kinship Care Center to promote mentoring, literacy, and focus groups.



EXHIBIT B - Budget For The Community College Foundation

From College: Victor Valley College
Program Name: Independent Living Program Statewide
Contract Code: ILPDS05

Contract No.: 336-112
Year Start: July 1, 2004
Year End: June 30, 2005

Line Item

Budget Amount

Salaries

This includes instructional teacher contract, instructional teacher hourly, non-instructional contract, non-instructional hourly, classified contract, classified hourly, instructional aids, and others.

\$4,000.00

Employee Benefits

\$ 950.00

Operating Expenses

To include supplies, materials, consultants, telephone, travel mileage, retreat, postage, student fees/parking, and other.

\$ 205.00

Regional Coordination

\$2,250.00

Travel

(Mandatory attendance at one statewide meeting in Sacramento. You must budget for this meeting.)

\$1,000.00

Project Coordination

\$2,000.00

Direct Budget

\$ 10,705.00

College Administrative (Indirect)*

\$ 535.00

Total Budget

\$ 11,240.00

Rita Rutledge
Prepared by

12/22/04
Date

FOR THE COMMUNITY COLLEGE FOUNDATION USE ONLY



This budget has been approved as evidenced by the signature below:

Sylia Obagi, Date
Vice President Operations and Business Development

*Indirect calculated as Direct Budget Amount X 5% (rounded up to next whole dollar).

EXHIBIT C - CONFIDENTIALITY STATEMENT

GENERAL

This acknowledgment is to emphasize that it is necessary to protect the confidentiality of information obtained at the California Department of Social Services (CDSS). I understand that THE COMMUNITY COLLEGE FOUNDATION (TCCF) has entered into a contract with the State of California (STATE) to provide various services to the STATE.

As an employee of Victor Valley College, (college name) a subcontractor of TCCF, I must sign this Confidentiality Agreement as a condition of my work to be provided by TCCF for the STATE.

EMPLOYER ACKNOWLEDGMENT

I understand that Victor Valley College (college name) is my employer for the purpose of this agreement. I rely upon Victor Valley College (college name) for payment of salary and any and all other benefits payable to me or on my behalf during the period of this employment. I understand and agree that I am not an employee of TCCF or the STATE for any purposes and that I do not have any and will not acquire any rights or benefits from TCCF or the STATE pursuant to any agreement between my employer, TCCF and the STATE.

CONFIDENTIALITY AGREEMENT

As an employee of Victor Valley College (college name) involved with work pertaining to STATE services, I may have access to confidential data pertaining to clients of the CDSS. All clients of CDSS are assured that information they give is confidential. Names, addresses, and all other information concerning the circumstances of any individual for whom or about whom information is obtained, are confidential. This is true of all information, whether written or oral.

I understand that I may not discuss any situation(s) that could possibly identify an individual, nor shall names, addresses, or any other identifying information of applicants, clients, foster parents, or birth parents ever be discussed. I will not read narratives, letters, documents, or other information except as necessary in performance of my duties.

In the event that I find that I am assigned to work with a family or client known to me, it is my responsibility to ask that the particular case or client be reassigned.

I hereby agree that I will not divulge to any unauthorized person any information obtained while performing work pursuant to the contract between TCCF and the STATE.

I agree to refer all requests for the release of information received by me to my immediate supervisor.

I agree to report any and all violations to the above by any other person and/or myself to my immediate supervisor, and I agree to ensure that said supervisor reports such violations to the STATE. I agree to return all materials to my immediate supervisor upon termination of my employment with Victor Valley College (college name).

I acknowledge that violation of this Agreement and acknowledgment may subject me to civil and/or criminal action and that the STATE will seek all possible legal redress.

Name: Rita Rutledge / Rita Rutledge
(Signature)

Date: 12/22/04

Name: Rita Rutledge
(Printed)

Job Title: Adm. Coordinator

ILP-DS QUARTERLY COLLEGE EXPENDITURE REPORT

Fiscal Year July 1, 2004 through June 30, 2005
 College Name: _____ director name/title/phone number
 Contract Code: ILPDS05 _____ college address

Line Item	TCCF USE ONLY				TCCF USE ONLY		
	Budget Amount	July 1 to Sept 30 Claimed Expenses 1st Quarter	Oct 1 to Dec 31 Claimed Expenses 2nd Quarter	Jan 1 to Mar 31 Claimed Expenses 3rd Quarter	April 1 to June 30 Claimed Expenses 4th Quarter	Expenses Total	Remaining
Salaries						\$ -	\$ -
Employee Benefits						\$ -	\$ -
Operating Expenses						\$ -	\$ -
Regional Coordination						\$ -	\$ -
Travel						\$ -	\$ -
Project Coordination						\$ -	\$ -
Direct Budget	\$ -					\$ -	\$ -
College Administrative (Indirect)						\$ -	\$ -
Total	\$ -					\$ -	\$ -

Salaries include instructional teacher contract, instructional teacher hourly, non-instructional contract, non-instructional hourly, non-instructional hourly, classified hourly, instructional aids, and others. Amounts claimed for payment on this report are in accord with the 2004-2005 ILP-DS contract, Section II, Fiscal Responsibilities.

For use of The Community College Program Fiscal Officer

QUARTER _____

PREPARED BY _____ Signature

DATE: _____

The expenses reflected in this statement are true and correct and meet all contract requirements

For Use of the Community College Foundation Fiscal Department

Please pay \$ _____ for this quarter's college expenditure as approved by the signature below

Program Manager _____ Date _____

Syllia Obagi, VP Operations & Business Planning _____ Date _____

Processed by _____ Date _____

EXHIBIT - D

January 10, 2005

To: Jeff Cooper
Deputy Superintendent/Executive Vice President, Instruction

From: Mary Sypkens
Interim Director of CDC

Re: ILP Agreement

The state did not issue the agreements until late October due to the uncertainty of funding. Contact has been made with The Community College Foundation and permission has been granted for an extension in returning the agreement.

HUMAN RESOURCES

JANUARY 25, 2005

TOPIC: ADMINISTRATIVE/MANAGEMENT/CONFIDENTIAL APPOINTMENTS

TO THE BOARD OF TRUSTEES:

1. Recruitment for the position of director of facilities construction is currently underway. A recommendation for appointment will be brought to the January 25 board meeting as an amendment.
2. Recruitment for the position of interim director of the Child Development Center is currently underway. A recommendation for appointment will be brought to the January 25 board meeting as an amendment.

Fiscal Impact: Budgeted Item

RECOMMENDATION:

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

REFERENCE FOR AGENDA: NO

Signed WILLIAM M. ZELTZER
 Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed [Signature]
 Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ___ Noes ___

INFORMATION ONLY _____

HUMAN RESOURCES

JANUARY 25, 2005

TOPIC: CLASSIFIED BARGAINING UNIT APPOINTMENTS, PROMOTIONS, AND/OR TRANSFERS

TO: THE BOARD OF TRUSTEES

- 1. Recruitment for senior programmer/software developer is currently underway. A recommendation for appointment will be brought to the January 25 board meeting as an amendment.

Fiscal Impact: Budgeted Item

RECOMMENDATION:

It is recommended that the board approve the appointment listed.

REFERENCE FOR AGENDA: NO _____ Signed WILLIAM KALININ
 Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed [Signature]
 Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ___ Noes ___

INFORMATION ONLY _____

HUMAN RESOURCES

JANUARY 25, 2005

TOPIC: AMEND EMPLOYMENT CONTRACTS

TO THE BOARD OF TRUSTEES:

1. It is recommended that the contract for Vern Hodge be extended from December 17, 2004, to January 31, 2005, to provide administrative coverage in the areas of Admissions and Records and Financial Aid.
2. It is recommended that the contract for Mary Sykens be extended from December 31, 2004, to January 31, 2005, to provide administrative coverage for the Child Development Center.

Fiscal Impact: Budgeted Item

RECOMMENDATION:

It is recommended that the board extend the contracts as listed.

REFERENCE FOR AGENDA: YES

Signed WILLIAM S. HODGE
 Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed [Signature]
 Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

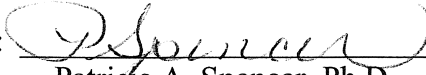
Ayes ___ Noes ___

INFORMATION ONLY _____

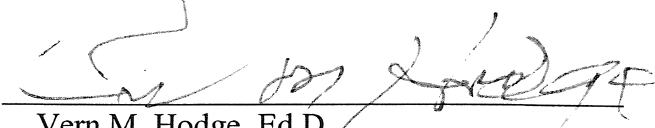
Addendum to Employment Contract

The undersigned hereby agree to extend the employment contract between the Victor Valley Community College District and Vern Hodge through January 31, 2005.

Date: 1/11/05

By: 
Patricia A. Spencer, Ph.D.
Superintendent/President

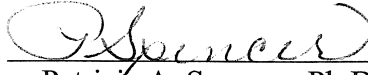
Date: 1-10-05

By: 
Vern M. Hodge, Ed.D.

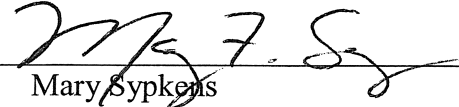
Addendum to Employment Contract

The undersigned hereby agree to extend the employment contract between the Victor Valley Community College District and Mary Sypkens through January 31, 2005.

Date: 1/11/05

By: 
Patricia A. Spencer, Ph.D.
Superintendent/President

Date: 1/10/05

By: 
Mary Sypkens

HUMAN RESOURCES

JANUARY 25, 2005

TOPIC: NON-CLASSIFIED EMPLOYEES

TO THE BOARD OF TRUSTEES:

The persons recommended for employment who are listed on the attached referenced sheets have been designated to perform specified job duties consistent with the provisions of Education Code § 88003.

Fiscal impact: Budgeted

RECOMMENDATION:

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

REFERENCE FOR AGENDA: Yes

Signed WILLIAM SCHMIDT
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed [Signature]
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ___ Noes ___

INFORMATION ONLY _____

**VICTOR VALLEY COLLEGE
NON-CLASSIFIED EMPLOYEES**

January 25, 2005

NAME	REQUESTED DATES OF EMPLOYMENT	POSITION	DEPARTMENT
-------------	--	-----------------	-------------------

Student Workers Federal/State Work Study/Work Experience

Barnett, Lawrence	01/26/05-02/10/05	SW-FWS	DSPS
Green, Frederick K.	01/26/05-02/10/05	SW-FWS	DSPS
Hong, Monique	01/26/05-02/10/05	SW-FWS	DSPS
Jenkins, Cynthia	02/09/05-06/11/05	SW-FWS	Agriculture
Louis, Jason L.	02/11/05-06/30/05	SW-FWS	PE
Maciel, Denise M.	01/26/05-02/10/05	SW-FWS	DSPS
Martinez, Sandra	01/26/05-02/10/05	SW-FWS	DSPS
Neal, Christina	02/09/05-06/30/05	SW-FWS	Off Campus
Pena, Edna J.	02/11/05-06/30/05	SW-FWS	PE
Richardson, Nicholas A.	02/11/05-06/30/05	SW-FWS	PE
Torres, Alicia M.	02/11/05-06/30/05	SW-FWS	PE
Wagenseller, Christopher	02/09/05-06/30/05	SW-FWS	PE
Webb, Mary T	02/14/05-06/11/05	SW-FWS	Agriculture

Student Workers

Bagasao, Sandy	02/14/05-06/11/05	SW-Tutor	Writing Center
Bennett, Robert	02/14/05-06/11/05	SW-Tutor	AGNR
Gardner, Sky M.	02/14/05-06/11/05	SW-Tutor	Writing Center
Leduc, Samantha	02/14/05-06/11/05	SW-Tutor	Writing Center
Lim, Yee S.	02/14/05-06/30/05	SW-Tutor	Chemistry
Magoun, Jarrod	02/14/05-06/11/05	SW-Tutor	Biology
Naten, Madeira E.	02/14/05-06/11/05	SW-Tutor	AGNR
Sheppard, Ryk	02/14/05-06/30/05	SW-Tutor	Chemistry
Stockman, William	01/26/05-02/10/05	SW-Tutor	BET
Vermette, Cheryl	02/14/05-06/11/05	SW-Tutor	AGNR

Limited Term Workers

Jacobs, Max W.	02/15/05-03/01/05	Community Svcs.-Fee Base	Contract Ed. Svcs.
Hicks, Scott	01/26/05-02/10/05	Office Worker	Planning & Resource Dev.
Hicks, Scott	02/14/05-03/11/05	Office Worker	Planning & Resource Dev.

HUMAN RESOURCES

JANUARY 25, 2005

TOPIC: TEMPORARY ACADEMIC

TO THE BOARD OF TRUSTEES:

The persons listed on the attached reference sheet have been designated to perform the duties indicated.

Fiscal Impact: Budgeted Item

RECOMMENDATION:

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

REFERENCE FOR AGENDA: YES

Signed WILLIAM SCHMIDT
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed [Signature]
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ___ Noes ___

INFORMATION ONLY _____

TEMPORARY ACADEMIC

JANUARY 25, 2005

FALL 2004

Comer, James History

WINTER SESSION 2005

Adams, Patricia	Adult Ed-Home Economics
Akins, Johns	Special Assign: Reference Librarian
Ayto, April	Special Assign: Reference Librarian
Bissell, Douglas	History
Campbell, Linda	PE
Cass, Kelsey	History
Copeland, James	History
Fowley, Jennifer	Speech
Gagne, Irene	Adult Ed-Home Economics
Gersten, Liz	Special Assign: SI Tutor Coordinator
Harris, Terry Lee	Theatre Arts
Hoover, David	PE
Huiner, Leslie	Special Assign: Reference Librarian
Malcolm, Ishtobe	Special Assign: SSS Counseling
Previte, Jim	Psychology
Redona, Jeff	Math Basic Skills
Sanders, Lani	Adult Ed-Home Economics
Sullivan, Jacqueline	PE
Swan, Ed	Welding
Sypkens, Mary	Special Assign: COTC Grant-Prof Growth Advisory Training
Tucker, John	PE
Wilson, James	Special Assign: Add'l hours-Writing Center Facilitator

SPRING 2005

Cera, Linda	BET
Gersten, Liz	Special Assign: SI Tutor Coordinator
Malcolm, Ishtobe	Special Assign: SSS Counseling
Sypkens, Mary	Special Assign: COTC Grant-Prof Growth Advisory Training
Wilson, James	Special Assign: Add'l hours-Writing Center Facilitator

BOARD OF TRUSTEES

JANUARY 25, 2005

TOPIC: BOARD OF TRUSTEES' RETREAT

The Board will plan for a Board of Trustees' retreat. Discussion will include suggesting a facilitator, setting possible dates, and identifying items for discussion including Board training.

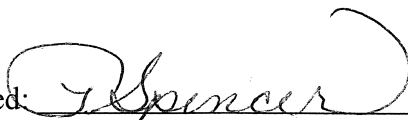
Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the Board discuss plans for an upcoming Board of Trustees retreat.

REFERENCE FOR AGENDA: NO

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed:  _____
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY _____

STUDENT SERVICES

JANUARY 25, 2005

TOPIC: NON RESIDENT TUITION FEE

TO THE SUPERINTENDENT/PRESIDENT:

Each year community colleges are required to establish a nonresident tuition fee rate for the next fiscal year. Using the attached worksheet, the options for establishing this rate include:

- 1. the statewide basis (\$151), or
- 2. the district basis (\$157)

Nonresident students pay the regular registration fee of \$26 per unit in addition to the nonresident tuition.

Fiscal Impact: The district collects approximately \$140,000 annually in non-resident tuition fees.

RECOMMENDATION: It is recommended that the Board of Trustees approve the nonresident tuition rate of \$157 (district basis). This nonresident tuition fee will be effective for the fall semester 2005.

REFERENCE FOR AGENDA: YES

Signed: Armand Bunn
 Vice President, Student Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: [Signature]
 Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY _____

California Community Colleges
NONRESIDENT TUITION FEE WORKSHEET (ECS 76140)
 2005-06

	Statewide (Col. 1)	District (Col. 2)	For Districts with 10% or More Noncredit FTES (Col. 3)
A. Expense of Education for Base Year <small>(2002-03 CCFS-311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)</small>	\$ <u>5,027,727,629</u>	\$ <u>38,121,373</u>	\$ _____
B. Annual Attendance FTES	<u>1,151,159</u>	<u>8,427</u>	\$ _____
C. Expense of Education per FTES (A ÷ B)	\$ <u>4,368</u>	\$ <u>4,534</u>	\$ _____
D. USCPI Factor (2 years)	x <u>1.038</u>	x <u>1.038</u>	x <u>1.038</u>
E. Cost per FTES for Tuition Year (C x D)	\$ <u>4,534</u>	\$ <u>4,706</u>	\$ _____
F. Per Unit Nonresident Tuition Fee:			
Semester-System Colleges (E ÷ 30) and/or	\$ <u>151</u>	\$ <u>157</u>	\$ _____
Quarter-System Colleges (E ÷ 45)	\$ <u>101</u>	\$ _____	\$ _____

NOTE:

For purposes of computing nonresident tuition only, all student contact hours of attendance in credit and noncredit courses, including all those generated by nonresident students and apprentices, are to be included in determining the "FTES" used in computing Expense of Education figure per FTES. Round tuition fee to the nearest dollar.

A district may use columns 1 or 2 to determine nonresident tuition. Column 3 is an option only for use by a district with ten percent (10%) or more noncredit FTES (see ECS 76140(e)).

The district governing board at its January 25, 2005 meeting, adopted a nonresident tuition fee of \$ 157 per semester unit and/or \$ _____ per quarter unit. Basis for adoption is:

- (Circle One)
1. Statewide basis, per column 1;
 - ② District basis, per column 2;
 3. District basis with 10% or more noncredit FTES, per column 3;
 4. No more than contiguous district _____
(identify district)
 5. No more than district basis (Col. 2 or 3); no less than statewide basis (Col. 1).

For districts exercising option of ECS 76141(a), compute additional charge for capital outlay for foreign students as follows:	
a. Capital Outlay for 2003-04	\$ _____
b. FTES for 2003-04	_____
c. Foreign Student Charge (line a ÷ line b)	\$ _____
d. Amount per Semester Unit (line c ÷ 30) and/or	\$ _____
e. Amount per Quarter Unit (line c ÷ 45)	\$ _____
f. ACTUAL AMOUNT APPROVED BY DISTRICT:	\$ _____

Upon adoption of fee, please submit a copy of this report to:

California Community Colleges
 Fiscal Services Unit, Attn. Patricia Laurent
 1102 Q Street, Suite 400
 Sacramento, CA 95814-6511

Willard Lewallen
Contact Person
 (760) 245-4271 x 2270
Telephone

Victor Valley College
Community College District
 990
District Code Number

HUMAN RESOURCES

JANUARY 25, 2005

TOPIC: CLASSIFIED MEMORANDUMS OF UNDERSTANDING

TO THE BOARD OF TRUSTEES:

The district and the California School Employees Association, Chapter 584, have reached agreement on the attached Memorandums of Understanding:

- 1. David Chip and James Hannaman: change of working hours as listed

RECOMMENDATION:

The MOUs listed above are included for the board's information.

REFERENCE FOR AGENDA: Yes

Signed
 Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed
 Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ___ Noes ___

INFORMATION ONLY ___ X ___

MEMORANDUM OF UNDERSTANDING

Change in Work Hours David Chip

This Memorandum of Understanding is entered into by and between Victor Valley Community College District (hereinafter "District") and the California School Employees Association and its local Chapter 584 (hereinafter "CSEA").

WHEREAS, the affected employee and the District desire to change the working days of David Chip, Office Assistant in DSPS

NOW, THEREFORE, it is agreed by and between the parties as follows:

CSEA will agree to the following change in working days for David Chip, effective with the signing of this document, from January 12, 2005- March 4, 2005.

Old Hours: Monday through Friday, 9 a.m. to 1:00 p.m.

New Hours: Monday through Friday, 1:00 p.m. to 5 p.m.

It is understood that CSEA's position can in no way be construed as a waiver, either expressed or implied, of its rights to negotiate on matters within the scope of representation as set forth in section 3543.2 of the Educational Employment Relations Act.

It is further understood that this position is limited to the particular circumstance and time frame herein referenced and shall in no way be construed as establishing a past practice, nor shall it be construed as a waiver of any provision of the Education Code.

For the District

Date: 12.6.04

WILLIAM SCHMIDT
William Schmidt
Human Resources Director

For CSEA

Date: 12/6/04

Arlene Greene
Arlene Greene
President CSEA Chapter 584

MEMORANDUM OF UNDERSTANDING

Change in Work Hours for James Hannaman

This Memorandum of Understanding is entered into by and between Victor Valley Community College District (hereinafter "District") and the California School Employees Association and its local Chapter 584 (hereinafter "CSEA").

WHEREAS, the affected employee and the District desire to change the working days of James Hannaman, Lead, Maintenance & Operations,

NOW, THEREFORE, it is agreed by and between the parties as follows:

CSEA will agree to the following change in working days for Doug Hannaman, effective with the signing of this document until January 10, 2005.

Old Hours: Monday through Friday, 7 a.m. to 3:30 p.m.

New Hours: Monday through Friday, 6:30 a.m. to 3 p.m.

It is understood that CSEA's position can in no way be construed as a waiver, either expressed or implied, of its rights to negotiate on matters within the scope of representation as set forth in section 3543.2 of the Educational Employment Relations Act.

It is further understood that this position is limited to the particular circumstance and time frame herein referenced and shall in no way be construed as establishing a past practice, nor shall it be construed as a waiver of any provision of the Education Code.

For the District

Date: 12.6.04

WILLIAM SCHMIDT

William Schmidt
Human Resources Director

For CSEA

Date: 12/8/04

Arlene Greene

Arlene Greene
President CSEA Chapter 584

STUDENT SERVICES

JANUARY 25, 2005

TOPIC: ENROLLMENT UPDATE AND ENROLLMENT GROWTH STRATEGIES

TO THE SUPERINTENDENT/PRESIDENT:

The offices of Student Services and Instruction will present the following:

VVC enrollment trends and comparisons.

Strategies to achieve the 6% growth target for 2004-05 and the 11% growth target for 2005-06.

RECOMMENDATION:

This is an information only item.

REFERENCE FOR AGENDA: NO

Signed: William D. Buda
Vice President, Student Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: Spencer
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes _____ Noes _____

INFORMATION ONLY X

HUMAN RESOURCES

JANUARY 25, 2005

TOPIC: RECEIVE PRELIMINARY REPORT ON CLASSIFICATION AND SALARY STUDY

TO THE BOARD OF TRUSTEES:

Sophie Fleming of Hay Group will present to the Board of Trustees the recommendations developed by the Hay Group as a result of the classification and salary study for classified and management employees.

Fiscal Impact: Budgeted Item

RECOMMENDATION:

Receive information from the Hay Group on the classification and salary study.

REFERENCE FOR AGENDA: NO

Signed WILLIAM KELLY
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed [Signature]
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ___ Noes ___

INFORMATION ONLY X _____