
AGENDA

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

This meeting is electronically recorded.

November 9, 2004

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: three (3) cases
 Gloria Henderson vs. Victor Valley Community College,
 Bettye 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
- (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 54956.9(b):
CONFERENCE WITH LEGAL COUNSEL —
POTENTIAL LITIGATION: one (1) case
- (d) Government Code Section 54957:
DISCIPLINE/DISMISSAL/RELEASE OF A PUBLIC EMPLOYEE: two (2) cases

(Note: The Board will reconvene in Closed Session at the conclusion of the Action Agenda.)

2. RECONVENE TO OPEN SESSION

6 p.m.

2.1 Action as a result of Closed Session

Consider action as a result of Closed Session

YES ___ NO ___

3. GOVERNING BOARD

3.1 Consider approval of the minutes of the October 12, 2004, regular board meeting, and the minutes of the October 26, 2004, special board meeting. YES ___ NO ___

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

3.3 Agenda Additions/Revisions YES ___ NO ___

4. REPORTS Information

4.1 Superintendent/President

4.2 Instruction

4.3 Student Services

4.4 Administrative Services

4.5 Foundation

4.6 Board of Trustees

4.7 Constituency Representatives

- a) ASB
- b) CCA
- c) CSEA
- d) Faculty Senate
- e) AFT Part-Time Faculty United
- f) Management

4.8 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 ___

- a. Agreement, Credentials, Inc.
Consider approval of the 3-year agreement with Credentials, Inc. for Web-based transcript processing services. Fiscal Impact: Approximately \$20,000 in revenue annually from the collection of transcript fees.
- b. Agreement, Child Development Services #GCTR-4316
Consider approval of the amended agreement with the California Department of Education for Child Development Service, contract #GCTR-4316, for the 2004-2005 fiscal year. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$460,687 and inserting \$471,790 in place thereof. Fiscal Impact: Income to the District \$471,790.
- c. TANF-CDC Grant Award
Consider approval and acceptance of the grant award of \$18,180 for the 2004-2005 Temporary Assistance for Needy Families – Child Development Centers (TANF-CDC) Project. Fiscal Impact: Income to the District \$18,180.
- d. Agreement, Child Development Services, #FIMS-4508
Consider adoption of a resolution to approve the California Department of Education Local Agreement for Child Development Services #FIMS-4508 for the 2004-2005 fiscal year. This agreement is funded through a grant from the federal Department of Health and Human Services for the purpose of purchasing instructional materials. Fiscal Impact: The maximum to be paid to the District under this agreement is \$3,204.
- e. Agreement, Child Development Services #FCTR-4102
Consider approval of the amended agreement #FCTR-4102 with the California Department of Education for Child Development Services contract for the 2004-2005 fiscal year. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$157,901 and inserting \$161,706 in place thereof. Fiscal Impact: Income to the District \$161,706.
- f. Annual Financial and Budget Report, CCFS-311
Consider approval of the Annual Financial and Budget Report, CCFS-311, (Financial Report for Fiscal Year 2003-04 and Budget Report for Fiscal Year 2004-05) to be submitted to the Chancellor's Office.

- g. Quarterly Fiscal Status Report
Consider approval of the September 30, 2004, quarterly report to be submitted to the Chancellor's Office and county schools.
- h. Classified Bargaining Unit Appointments, Promotions, and/or Transfers
1) Consider approval of the voluntary transfer/reassignment of Amy Stewart-Leffew to grounds maintenance worker from lead grounds maintenance worker, effective on or after October 15, 2004.
2) Consider approval of the appointment of Gabriela Quesada, Student Development Center specialist—bilingual (50%, BFAP), effective on or after November 10, 2004.
3) *Recruitment for sign language services interpreter, classified specialist, is currently underway. A recommendation for appointment will be brought to the November 9, 2004, board meeting as an amendment.*
- i. Non-Classified Employees
Consider approval of the non-classified employee appointments as listed.
- j. Temporary Academic
Consider approval of the temporary academic appointments as listed.
- k. Academic Appointments
Recruitment for bilingual counselor is currently underway. A recommendation for appointment will be brought to the November 9, 2004, board meeting as an amendment.
- l. Administrative/Management/Confidential Appointments
Recruitment for director of Admissions and Records is currently underway. A recommendation for appointment will be brought to the November 9, 2004, board meeting as an amendment.
- m. Revised Department Chairpersons for 2004-2005
Consider approval of the revised list of instructors as department chairpersons for the 2004-2005 academic year. Fiscal Impact: Budgeted.
- n. Board of Trustees Payment Report
Consider approval of the payments as listed (see Exhibit 5.o).
- o. Agreements
Consider ratification of the agreements as detailed below:

Vendor/Consultant	Service	Amount
B3 Backflow Testing & Repair	Annual 04-05 inspection/certification of backflow prevention valves per legal requirements	\$1,400.00
Williams, Sharon	Develop bid documents	\$3,500.00
	TOTAL	\$4,900.00

p. Memberships

Consider approval of the following individual memberships:

- 1) Amy Stewart-Leffew in the Pesticide Applicators Professional Association from January 1, 2005, through December 31, 2005, at a cost of \$35.
- 2) Arthur Casler in the Pesticide Applicators Professional Association from January 1, 2005, through December 31, 2005, at a cost of \$35.

ACTION AGENDA

6. BOARD OF TRUSTEES

No items.

7. SUPERINTENDENT/PRESIDENT

7.1 Donations for the Nursing Department

Consider approval of acceptance of the transfer from the Foundation to Victor Valley Community College District of donated clinical lab equipment, office furniture and supplies valued at \$30,000, for the Nursing Department. This donation was received by Victor Valley College District Foundation from Dr. Prem Reddy and Donna Smith of Desert Valley Hospital.

YES ___ NO ___

7.2 Donations

Consider acceptance of the donations in the amount of \$73,822.04 as college property. The Victor Valley College Foundation has made expenditures from cash donations in the amount of \$73,822.04 (for the period 09/01/2004 through 09/31/2004) for Victor Valley College as listed.

YES ___ NO ___

7.3 Agreement with the City of Victorville, Park and Ride Facility

Consider approval of the agreement with the City of Victorville for lease and maintenance of a Park and Ride facility. The City of Victorville received a federal grant to construct a Park and Ride facility and traffic signal at Bear Valley Road and Mojave Fish Hatchery Road. Fiscal Impact: Please refer to the agreement.

YES ___ NO ___

8. INSTRUCTION

8.1 Maintenance Agreement – SIRSI Corporation

Consider approval of the maintenance agreement with Sirsi Corporation for maintaining the software and hardware in the Learning Resource Center for the period of June 1, 2005, through May 31, 2006. Fiscal Impact: \$12,000.

YES ___ NO ___

8.2 Agreement, Xerox Corporation

Consider approval of the 60-month lease agreement with Xerox Corporation for a Xerox WCP 35H copy/print system. Fiscal Impact: Budgeted item from BFAP funding, not to exceed \$2,394.96 per year for the lease, plus prints/copies billed at \$.0084 per print/copy.

YES ___ NO ___

8.3 Revised Academic Calendar for the 2004-2005 Academic Year

Consider approval of the revised academic calendar for the 2004-2005 academic year to reflect that December 29, 2004, will be a district holiday rather than a mandatory vacation day for classified and management employees. Commencement has been scheduled for Friday, June 10, 2005. Classes scheduled for Saturday, April 2, will not be held. Instead, an additional day of Saturday classes is scheduled for Saturday, June 11.

YES ___ NO ___

8.4 Agreement, G. W. Reed Printing

Consider approval of the agreement with G. W. Reed Printing to provide printing services for the creation of the Winter/Spring 2005 Schedule of Classes. Fiscal Impact: Budgeted Item, \$41,688.06.

YES ___ NO ___

9. **STUDENT SERVICES**

No items.

10. **ADMINISTRATIVE SERVICES**

10.1 Agreement, Pacific Blue Micro

Consider approval of participation in the annual software maintenance agreement with Pacific Blue Micro for Smartnet-Hardware Replacement Onsite effective July 1, 2004, through June 30, 2005. Fiscal Impact: \$9,849.

YES ___ NO ___

10.2 Agreement, Warren Construction

Consider approval of the agreement with Warren Construction to construct and install special cabinetry in the Allied Health Portable #2. Fiscal Impact: \$8,692.

YES ___ NO ___

10.3 Bid Award, Asbestos Abatement and Reconstruction, Liberal Arts Building

Consider awarding a contract to Tri-Span, Inc. in the amount of \$458,450.00 for asbestos abatement and reconstruction of the northern two-thirds of the Liberal Arts Building. Fiscal Impact: Fund 71 Expenditure, \$458,450.00 (100% reimbursable through the State's Asbestos Abatement program).

YES ___ NO ___

- 10.4 Bid Award, Retrofit of the H.V.A.C. System, Music Building
Consider awarding a contract to Air-Ex Air Conditioning, Inc. in the amount of \$139,393.00 for retrofit of the H.V.A.C. system in the Music Building. Fiscal Impact: Fund 71 Expenditure, \$139,939. YES ___ NO ___

- 10.5 Custodial Supplies, Cooperative Bid
Consider approval of participation in Cooperative Bid #44 2003 04 for the fiscal year 2004-2005 for the purchase of custodial supplies. Fiscal Impact: savings realized based on amount purchased, budgeted item. YES ___ NO ___

11. HUMAN RESOURCES
No items.

12. FOR INFORMATION ONLY

- 12.1 Monthly Financial Statements
Financial reports are being presented for the period ending August 30, 2004, for the General Fund (01), Capital Outlay Projects Fund (71), Child Development Center Fund (72), Student Center Fee Fund (73), Health Trust Fund (75), Insurance Trust Fund (78), Bookstore, Auxiliary Services, and the ASB Fund.

- 12.2 Classified Resignation
Haile Pryor, Bookstore assistant (classified special), has submitted her resignation effective November 11, 2004. Per board policy 7350, the resignation has been accepted by the superintendent/president.

1. CLOSED SESSION (Reconvene in Closed Session)

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CONFERENCE WITH LEGAL COUNSEL —
EXISTING LITIGATION: three (3) cases
Gloria Henderson vs. Victor Valley Community College,
Bettye 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
- (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 54956.9(b):
CONFERENCE WITH LEGAL COUNSEL —
POTENTIAL LITIGATION: one (1) case
- (d) Government Code Section 54957:
DISCIPLINE/DISMISSAL/RELEASE OF A PUBLIC EMPLOYEE: two (2) cases

2. RECONVENE TO OPEN SESSION

2.1 Action as a result of Closed Session


Consider action as a result of Closed Session

YES ___ NO ___

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. 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, November 4, 2004, at 5:00 p.m. pursuant to California Government Code §54954.2.



Penelope A. Majeske
Executive Assistant to the Superintendent/President

MINUTES
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
 Regular Meeting
 Board Room – Administration Building
 Victorville, California

October 12, 2004

5 p.m.

- CALL TO ORDER:** The Board of Trustees of Victor Valley Community College District met in regular session on October 12, 2004, in the Board Room of the Administration Building. Board President, Dr. Dorothy Franke, called the meeting to order at 5:04 p.m.
- PLEDGE OF ALLEGIANCE:** Dr. Thomas O'Neil, Dean, Humanities, Arts, and Social Sciences, led the audience in the Pledge of Allegiance to the flag.
- MEMBERS PRESENT:** Dr. Dorothy Franke, President; Dennis Henderson, Vice President; Joe Range, Clerk; Thomas M. Elder, Trustee (arrived at 5:10 p.m.); Dr. Bettye Underhill, Trustee. (ASB President and Student Representative Daniel Lee arrived for Open Session at 5:45 p.m.)
- MEMBERS ABSENT:** None.
- STAFF/GUESTS PRESENT:** Dr. Patricia A. Spencer, Mr. Jeff Cooper, Dr. Willard Lewallen, Dr. Louis Zellers, Dr. Tom O'Neil, Dr. Henry Yong, Mr. Nick Parisi, Penelope Majeske, other staff, and members of the public.
- CLOSED SESSION** Dr. Franke recessed the Open Session at 5:05 p.m., and the Board met in Closed Session from 5:06 p.m. to 6:10 p.m. to discuss the following:
- (a) Government Code Section 54956.9:
 CONFERENCE WITH LEGAL COUNSEL —
 EXISTING LITIGATION: three (3) cases
 Gloria Henderson vs. Victor Valley Community College,
 Bettye 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

- (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 54956.9(b):
CONFERENCE WITH LEGAL COUNSEL —
POTENTIAL LITIGATION — one (1) case
- (d) Ed. Code Section 72122:
STUDENT DISCIPLINE: EXPULSION
(Case No. 2003/2004-002)
- (e) Government Code Section 54957:
PUBLIC EMPLOYMENT: PUBLIC EMPLOYEE
APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE

Break

6:10 p.m. to 6:24 p.m.

OPEN SESSION

The board reconvened to Open Session at 6:24 p.m.

ACTION AS A RESULT
OF CLOSED SESSION

Dr. Franke reported there was no action to report as a result of Closed Session.

GOVERNING BOARD

It was MSC (Range/Henderson, 5-0) to approve the minutes of the September 14, 2004, regular board meeting, and the minutes of the September 27, 2004, special board meeting.

AGENDA ADDITIONS,
REVISIONS

None.

REPORTS

Superintendent/President

Dr. Spencer reported that the college was recently notified by the Federal Department of Education that the college is being awarded a Title V (Hispanic-Serving Institutions) grant for \$2.7 million, paid to the college over a period of five years. Dr. Spencer expressed her appreciation to Dr. Fay Freeman and the team that worked so hard on this grant for approximately three years.

In addition, the college's new Mission Statement is in the process of being framed and will be available to be displayed in

every classroom and in campus offices. She offered a special *thank you* to Robert Sewell for his work on this project.

Also, Dr. Spencer announced that the college will be offering a Winter Session to enable the college to offer over 200 sections of classes.

Instruction

Mr. Cooper reported that the Winter Session and Spring schedules will be available November 8. On November 15, registration will begin for both, the winter and spring sessions. Approximately 280 classes will be offered for the Winter Session, and about 20% of those will be online. Mr. Cooper congratulated and thanked all those who helped in this tremendous effort, which will also assist the institution achieve its FTES growth target.

Additionally, there were two sabbatical reports (listed under agenda item 12.1). One of those reports was prepared by Juanita Chou; however, Professor Chou was unable to attend this evening's meeting. Mr. Cooper introduced Associate Professor Peter Allan, who presented his sabbatical report to the board. Mr. Allan believes there is a huge opportunity on the High Desert for specialized employer/employee training programs. Dr. Spencer expressed her appreciation to Peter Allan and added that she believes his work will be very valuable to the college and the community.

Student Services

Dr. Lewallen said Winter Session will begin January 3 and will end February 10. There will be no down-time; the Spring Term will begin February 14. He expressed his confidence that everyone will pull together to make it successful.

Administrative Services

Dr. Zellers reported that the Chancellor's Office is putting together the 2005-2006 budget proposal to be presented to the Governor. The Chancellor's Office is proposing to make some changes in the budget formulas, especially as they relate to growth.

Foundation

VVC Foundation President Diana O'Malley said that Foundation will be meeting with the vice presidents on Friday at 3 p.m. In addition, 13 Foundation members, along with Dr. Spencer and two of the college's vice presidents, attended the Network of California Community College Foundations' annual conference in Anaheim, September 29, 30, and October 1. President O'Malley was proud to announce that Joe Range was nominated by our Foundation's Executive Director and chosen as *Philanthropist of the Year* from the thousands of volunteers throughout the state.

Ms. O'Malley also reminded the board that the President's Circle Luncheon will be held on Thursday, October 14, with a presentation by Jaye Tashima on how athletics and academics connect. In addition, the Foundation has been awarded a \$220,000 grant from the California Wellness Foundation. That grant was applied for by Ginger Ontiveros with the assistance of Melody Ricci. The board joined in thanking Melody and Ginger for their hard work. In addition, President O'Malley invited everyone to the Foundation's Annual Hall of Fame on January 29.

Board of Trustees

Trustee Elder said he was encouraged to learn that the Community College system and the University system will be coordinating their course numbers so the courses will be transferable from one system to the other.

Dr. Underhill reported that last week she and Dr. Spencer attended a very successful drought-tolerant plant sale put on by VVC's Agriculture & Natural Resources Department.

Dr. Franke pointed that it was quite an honor for our college to receive the Title V grant, and thanked Dr. Freeman and all those who worked on the project.

ASB

ASB President Daniel Lee passed out copies of the *RamPage* to the board and to the audience. In addition, Mr. Lee reported that ASB is trying to assist with some of the costs for members of the Biology Club to attend the California Science Museum's October 22 "Body World" exhibit on how the body works. (a daytime field trip). Dr. Spencer said she will pay for one bus through the President's Circle funds.

In addition, Daniel Lee reported that ASB has started a registration booth to encourage students to register to vote in the General Election on November 2.

CCA

Debby Blanchard reported that she has never seen so many grievances being filed. Additionally, Ms. Blanchard encouraged the board to not approve board agenda item number 11.2, the district's sunshine list for bargaining.

CSEA

Arlene Waldeck reported that the Job Fair last week was very successful. She expressed her appreciation to Sheree Caldwell and the Financial Aid staff for their excellent work.

Faculty Senate

Debby Blanchard recognized three faculty members (Michael Butros from the Basic Skills Math, Maria Ruiz from ESL, and Cherie Reardon from Math), who were instrumental in obtaining the Title V grant. Also, Fernando Contreras was appointed to the Statewide Academic Senate Basic Skills Committee, and Kelley Beach was placed on the Statewide Academic Senate Counseling Committee.

Ms. Blanchard reported that the Faculty Senate received a letter from the Statewide Academic Senate asking that \$1,635.68 in membership dues be paid; she encouraged the board to vote in favor of the district paying the dues at a future meeting.

Also, last Thursday, the Academic Senate members agreed that the college should print the class schedules and catalogs to make them more available to the students.

PTFU – AFT

No report.

Management

No report.

Public Comments

Two members of the public submitted the Agenda Discussion Form and will speak under item 11.3.

5. CONSENT AGENDA

It was MSC (Elder/Underhill, 5-0) to approve the following items, 5.a through 5.j, on the consent agenda:

- a. Board of Trustees Payment Report
Consider approval of the payments as listed (see Exhibit 5.a).
- b. Agreements
Consider ratification of the agreements as detailed below:

Vendor/Consultant	Service	Amount
John Tonyan, Complete Piano Services	Agreement to tune, service and repair Music Dept. pianos and PAC pianos for 04-05	\$2,200.00
R. D. Kovacik, M.D.	Medical Director of Paramedic Program	\$3,000.00
	TOTAL	\$5,200.00

- c. Federal Surplus Property Program
Consider adoption of the resolution authorizing the designated representatives to acquire federal surplus property on behalf of the district from the California State Agency for Surplus Property.
- d. Agreement, American Red Cross
Consider approval of the agreement with the High Desert Chapter of the American Red Cross for use of the campus gymnasium and adjacent parking lots as a designated Red Cross shelter in the event of a disaster requiring temporary housing of evacuees.

- e. Revised Department Chairpersons for 2004-2005
Consider approval of the attached revised list of instructors as department chairpersons for the 2004-2005 academic year.
- f. Temporary Academic
Consider approval of the temporary academic appointments as listed.
- g. Academic Appointments
Consider approval of the appointment of Fontella Grimes, EOPS counselor, effective on or after October 13, 2004.
- h. Academic Ratification of Eminence Requests
Consider approval of the request for extension of eminence for one calendar year beginning fall semester 2004, pending completion of required documentation for Greg Coon, Fire Technology.
- i. Classified Bargaining Unit Appointments, Promotions, and/or Transfers
Consider approval of the appointment of the following individual:
Ticket sales assistant (classified special), effective on or after October 13, 2004:
Deborah Prewett.
- j. Non-Classified Employees
Consider approval of the non-classified employee appointments as listed.

ACTION AGENDA

6. BOARD OF TRUSTEES

No items.

7. SUPERINTENDENT/PRESIDENT

7.1 Out-Of-State Travel, 2004 National Leadership ASACC Conference

Daniel Lee pointed out that VVC was ASACC's Campus of the Year and recommended the board's approval of this trip. Dr. Spencer noted an error on the agenda. The correct amount of the trip should read "\$7,400," as stated on the agenda item page.

It was MSC (Underhill/Elder, 5-0) to approve the of out-of-state travel and payment of expenses (not to exceed \$7,400) for staff members, Robert Sewell and Shirley Snell-Gonzalez, and students, Edward Miro, Blanca Gomez, Richard Saldana, Jonathan Barbatoe, Joel Youngberg, and Marcela Cerna, to attend the 2004 National Leadership American Student Association of Community Colleges (ASAAC) Conference, November 12-14, 2004, in Nashville, Tennessee.

7.2 Out-of-State Travel, CAMEX Conference

It was MSC (Range/Underhill, 5-0) to approve out-of-state travel and payment of expenses (the total not to exceed \$6,500) for Robert A. Sewell, Deanna Murphy, and Maria Rempfer to attend the Campus Market Expo (CAMEX) Conference in New Orleans, Louisiana, from February 27 through March 3, 2005.

7.3 Privileges Afforded to the Student Member of the Board of Trustees

It was MSC (Elder/Underhill, 5-0) to approve following privileges to be afforded to the Student Member of the Board of Trustees:

- a. The privilege to make and second motions.
- b. The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board.
- c. The privilege to attend closed sessions, other than closed session on personnel or collective bargaining matters;
- d. The privilege to receive compensation for meeting attendance at a level of \$600 per semester.
- e. The privilege to serve a term commencing on June 1, 2004.

8. INSTRUCTION

8.1 Student Travel

It was MSC (Henderson/Elder, 5-0) to approve the student travel and gasoline expenses for faculty member, Lee Kinney, and his students from the Geology Department attending the field study trip to Joshua Tree National Park, California, October 16-17, 2004, and to Mitchell Caverns State Park, California, December 4-5, 2004. Fiscal Impact: Gasoline expenses for college vehicles. Students and staff are responsible for all other travel expenses.

8.2 Out-of-State Student Travel, Utah

It was MSC (Underhill, Elder, 5-0) to approve out-of-state travel and gasoline expenses for faculty member, Lee Kinney, and his students attending the field study fieldtrip at Bryce Canyon National Park and Zion National Park in Utah, November 11-14, 2004. Fiscal Impact: Gasoline expenses for college vehicles. Students and staff are responsible for all other travel expenses.

8.3 Agreement for Personal Services

It was MSC (Henderson/Underhill, 5-0) to approve the Agreement for Personal Services with Rita Rutledge for her to continue coordination of the Foster Kinship Care Education (FKCE) program and the Independent Living Program (ILP) in the Child Development Center in order to effectively execute the 2004-2005 Program Plan. Fiscal Impact: \$30,000 to be paid by state foster care funding.

8.4 Sabbatical Leave Requests for Spring 2005

It was MSC (Henderson/Underhill, 5-0) to approve granting Sabbatical Leave to Claudia Basha, English Department, and Arda Melkonian, Mathematics Department, for spring 2005 under the conditions specified in District policies and the collective bargaining agreement with the Association.

8.5 Out-of-State Travel, Illinois

Daniel Lee explained that Victor Valley College students would be competing against students from large universities, and that the ASB encourages the board to approve this out-of-state travel.

It was MSC (Lee/Underhill, 5-0) to approve of travel and payment of expenses for the Model United Nations Club members and staff to travel to Chicago, Illinois, to attend and compete in the 2004 American West Model United Nations Conference, November 19-24, 2004, contingent on the availability of the funds. Fiscal Impact: Funding for the trip includes fund-raising and donations from various sources. Attendees: faculty advisor Dino Bonzonelos, and students Camille Ellison, Richard Saldana, Jeffrey Peacock, Jillian Van De Merghal, Kevin Kazanjian, Laura Lucero, Robert Olson, Marina Kazanjian, Kristin Youngberg, Amber Tolich, Adriana Meehan, Nicole Moriscal, Paul Lawrence, Robert Valentine, and Viktoriya Filippova.

8.6 Out-of-State Travel, Nevada

Daniel Lee also encouraged the board to approve this trip. It was MSC (Lee/Henderson, 4-1, Range voted no) to approve the travel and payment of expenses for the Model United Nations Club members and staff to travel to Las Vegas, Nevada, to attend and compete in the 2004 American West Model United Nations Conference, November 19-24, 2004, contingent on the availability of the funds. Fiscal Impact: Funding for the trip includes fund-raising and donations from various sources. Attendees: faculty advisor Kevin Grisham, and students Elizabeth Rylander, Brian MacKensie, Scott Wood, and Marky-Warr Ipac.

9. **STUDENT SERVICES**

9.1 Agreement, Screenvision Direct

It was MSC (Elder/Range, 5-0) to approve the one-year agreement with Screenvision Direct for the purpose of marketing and advertising financial aid opportunities available at VVC. Fiscal Impact: budgeted item, \$14,860 from Board Financial Assistance Program – Student Financial Aid Administration (BFAP-SFAA) funds.

9.2 Agreement, The Lamar Companies

Dr. Lewallen explained that these BFAP-SFAA funds are designed to be used in advertising to get the word out about financial aid to unserved and underserved populations, including the Hispanic populations. This is a one-time opportunity for the college to do this.

It was MSC (Henderson/Range, 5-0) to approve the one-year agreement with The Lamar Companies for the purpose of outdoor marketing and advertising utilizing a billboard located one-half mile south of Bear Valley Road along the I-15 freeway. Fiscal Impact: budgeted item, \$43,000 from Board Financial Assistance Program – Student Financial Aid Administration (BFAP-SFAA) funds.

9.3 Student and Staff Travel

Debby Blanchard asked how would this be a “budgeted item,” when it would be funded through fund-raising activities. Dr. Spencer explained that it would be through the Foundation.

It was MSC (Underhill/Lee, 5-0) to approve the men’s intercollegiate wrestling team to travel with head coach Michael LaBrosse, and volunteers Scott Seeley and Rocky Humphrey, to Prescott, Arizona, to attend the annual Embry-Riddle Aeronautical University Wrestling Tournament on November 12-13, 2004. Fiscal Impact: budgeted item, \$2,500 from fund-raising activities.

9.4 Student Discipline, Expulsion Recommendation,

Case No. 2003/2004-002

It was MSC (Underhill/Elder, 5-0) to approve of the permanent expulsion of the student identified in Case No. 2003/2004-002.

10. ADMINISTRATIVE SERVICES

10.1 Emergency Service Contracts

It was MSC (Underhill/Elder, 5-0) to approve the following agreements or invoices as presented for emergency services related to the storm damage:

Town and Country Tree Service	\$1,800
Roto Rooter	\$3,254
Accent Fence Co.	\$5,121

10.2 Quarterly Fiscal Status Report

It was MSC (Underhill/Elder, 5-0) to receive the Quarterly Fiscal Status Report for the Quarter Ended June 30, 2004 for Victor Valley College to be submitted to the Chancellor’s Office and the county schools.

11. HUMAN RESOURCES

11.1 CTA Initial Labor Proposal
and Public Hearing for Academic Contract

- a) Hold a public hearing on the attached initial proposal from CTA titled, “VVCFA 2004-2005 Items to be Sunshined for Bargaining” and dated September 16, 2004.
- b) Close the public hearing.

Dr. Franke opened the public hearing. There were no public comments, and the public hearing was closed

11.2 **District's Initial Labor Proposal and Public Hearing for Academic Contract**

- a) Hold a public hearing on the attached initial proposal from the district titled, "District Initial Proposal to Faculty Association for a New Collective Bargaining Agreement."
- b) Close the public hearing.

Dr. Franke opened the Public Hearing. Debby Blanchard asked that before the board takes a vote that they look at all the items and remove any item that reduces pay for faculty at this time. There were no other public comments, and the public hearing was closed.

11.3 **Classified Abolishment of Position**

It was MS (Elder/Underhill) to approve the abolishment of the position of Instructional Assistant II, Allied Health.

Public Comments:

Jeff Cooper noted that this position will be replaced with another half-time position.

Kevin Crowley pointed out that there used to be 1.5 FTE in Allied Health. He read aloud a note from Carol Ford, who works part-time in the Allied Health Lab. Ms. Ford's note explained her stand against abolishment of the position in Allied Health. Mr. Crowley also urged the board to not abolish this position.

Margaret Kagy also said she is concerned about the abolishment of this position.

The motion carried (4-1, Henderson voted no).

11.4 **Agreement, Law Offices of Dennis J. Walsh**

It was MSC (Underhill/Henderson, 5-0) to ratify the agreement with the Law Offices of Dennis J. Walsh for legal consulting services as indicated in the agreement. Fiscal Impact: Fund 01, budgeted item, not to exceed \$5,000.

11.5 **Agreement, Search Services**

It was MSC (Underhill/Elder, 5-0) to approve the agreement with Community College Search Services to find an interim director of admissions and records and financial aid. Fiscal Impact: budget item, 10% of monthly salary payment.

12. **FOR INFORMATION ONLY**

Dr. Franke read aloud the following information agenda items to the audience.

12.1 **Sabbatical Leave Reports**

In accordance with Article 33, Section K of the Agreement between Victor Valley Community College District and Victor Valley College CTA Chapter 1169, sabbatical reports for spring 2004 from Associate Professor Peter Allan and Professor Juanita Chou are being submitted for information.

12.2 Monthly Financial Statements

Financial reports are being presented for the period ending August 30, 2004, for the General Fund (01), Debt Service Fund (29), Capital Outlay Projects Fund (71), Child Development Center Fund (72), Student Center Fee Fund (73), Health Trust Fund (75), Insurance Trust Fund (78), Bookstore, Auxiliary Services, ASB Fund, and Federal/State Grant Fund.

13. **ADJOURNMENT**

The meeting was adjourned at 7:40 p.m.

Respectfully submitted,
Patricia A. Spencer, Ph.D.
Secretary

APPROVED:

Dorothy Franke, Ph.D., President

Joe Range, Clerk

Date Approved

MINUTES
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
Special Meeting
Board Room – Administration Building
Victorville, California

October 26, 2004

5 p.m.

- CALL TO ORDER:** The Board of Trustees of Victor Valley Community College District met in special session on October 26, 2004, in the Board Room of the Administration Building. Board President, Dr. Dorothy Franke, called the meeting to order at 5:00 p.m.
- PLEDGE OF ALLEGIANCE:** Mr. Jeff Cooper, Deputy Superintendent/Executive Vice President, Instruction, led the audience in the Pledge of Allegiance to the flag.
- MEMBERS PRESENT:** Dr. Dorothy Franke, President; Dennis Henderson, Vice President; Joe Range, Clerk; Thomas M. Elder, Trustee; Dr. Bettye Underhill, Trustee. (ASB President and Student Representative Daniel Lee arrived for Open Session at 5:45 p.m.)
- MEMBERS ABSENT:** None.
- STAFF/GUESTS PRESENT:** Dr. Patricia A. Spencer, Mr. Jeff Cooper, Dr. Willard Lewallen, Dr. Louis Zellers, Dr. Tom O'Neil, Mr. Nick Parisi, Dr. Leonard Crawford, Penelope Majeske, other staff, and members of the public.
- CLOSED SESSION** Dr. Franke recessed the Open Session at 5:01 p.m., and the Board met in Closed Session from 5:01 p.m. to 6:55 p.m. to discuss the following:
- (a) Government Code Section 54957:
DISCIPLINE/DISMISSAL/RELEASE OF A PUBLIC EMPLOYEE: One (1) Position
 - (b) Government Code Section 54956.9:
CONFERENCE WITH LEGAL COUNSEL —
EXISTING LITIGATION: three (3) cases
Gloria Henderson vs. Victor Valley Community College,
Bettye 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

- (c) 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
- (d) Government Code Section 54956.9(b):
CONFERENCE WITH LEGAL COUNSEL —
POTENTIAL LITIGATION: one (1) case

Break 6:55 p.m. to 7:02 p.m.

OPEN SESSION The board reconvened to Open Session at 7:02 p.m.

ACTION AS A RESULT OF CLOSED SESSION Dr. Franke reported there was no action to report as a result of Closed Session.

GOVERNING BOARD No items.

AGENDA ADDITIONS, REVISIONS: None.

REPORTS None.

Public Comments None.

5. CONSENT AGENDA

It was MSC (Underhill/Elder, 5-0) to approve the following items (5.a through 5.g) on the consent agenda:

5.a Temporary Academic
Consider approval of the Temporary Academic appointments as listed.

5.b Non-Classified Employees
Consider approval of the Non-Classified appointments as listed.

5.c Classified Bargaining Unit Appointments, Promotions, and/or Transfers
Consider approval of the appointment of the following individual: Amy Tomlinson Kohler, library technical assistant, effective on or after October 27, 2004.

5.d Agreement, San Francisco Community College District — California Early Childhood Mentor Program
Consider approval of the Agreement with the San Francisco Community College District for the California Early Childhood Mentor Program. Fiscal Impact: \$11,102 Revenue to VVCCD.

- 5.e Agreement, Loma Linda University Medical Center
Consider approval of the Affiliation Agreement with Loma Linda University Medical Center for the purpose of allowing VVC Nursing, Emergency Medical Technician, and Paramedic students to obtain hands-on clinical learning experience. Fiscal Impact: None.
- 5.f Agreement, Child Development Training Consortium, 2004-2005 Instructional Agreement #05-4536
Consider approval of the agreement with Yosemite Community College District, Child Development Training Consortium to provide training and education to our eligible students, Fiscal Impact: \$12,178 Revenue to VVCCD.
- 5.g STRS Exemption
Consider authorization of the submittal of an application to the State Teachers Retirement System for an exemption from the post retirement earnings limitation for Dr. Vern Hodge, interim director of financial aid and admissions and records. Fiscal Impact: Budgeted Item.
6. **BOARD OF TRUSTEES**
No items.
7. **SUPERINTENDENT/PRESIDENT**
- 7.1 Privileges Afforded to the Student Member of the Board of Trustees
Dr. Franke announced that this appeared on the October 12 agenda; however, the Board would like to reconsider these issues individually. It was MS (Range/Underhill) to open these items for discussion and to consideration them individually for the following privileges to be afforded to the Student Member of the Board of Trustees:
- a. To approve the privilege to make and second motions (1 Yes, 4 No: Elder voted Yes; Franke, Henderson, Range, and Underhill voted No.). Privilege "a." was not approved.
 - b. To approve the privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board (5 Yes, 0 No). Privilege "b." was approved.
 - c. To approve the privilege to attend closed sessions, other than closed session on personnel or collective bargaining matters (0 Yes, 5 No). Privilege "c." was not approved.
 - d. To approve the privilege to receive compensation for meeting attendance at a level of \$600 per semester (5 Yes, 0 No). Privilege "d." was approved.
 - e. To approve the privilege to serve a term commencing on June 1, 2004 (5 Yes, 0 No). Privilege "e." was approved.

8. INSTRUCTION

8.1 Agreement, Community College Library Consortium

It was MSC (Henderson/Range, 5-0) to approve the renewal of the participation agreement for the Community College Library Consortium offered through the Community College League of California for January 1, 2005, through December 31, 2005. Fiscal Impact: Budgeted item, not to exceed \$15,027.44. Trustee Elder asked if these databases were actually used by the students. Daniel Lee said that he personally used them, and Jeff Cooper reported that the databases were used frequently.

8.2 Agreement for Personal Services, Luis Pena

It was MSC (Underhill/Elder, 5-0) to approve the Agreement for Personal Services with Luis Pena to conduct maintenance and repair on all weight room equipment on an as-needed basis. Fiscal Impact: Not to exceed \$3,250.

8.3 Title V Grant, Developing Hispanic-Serving Institutions

It was MSC (Henderson/Underhill 5-0) to accept the grant award of \$2,753,357 under Title V, Developing Hispanic-Serving Institutions Program, Higher Education Act. Fiscal Impact: \$2,753,357 revenue to the district. Note: The Board previously approved a Memorandum of Understanding (MOU) on December 9, 2003, in the form of a contract with Western Research Development (to provide consultation services to assist the College in establishing eligibility and developing an application for grant funding under either Title III or Title V) for a fee of 10%, which is \$54,792.40 for the 2004-05 school year to be paid from the General Fund. Trustee Range asked if the fee of \$54,792.40 was the only amount to be paid to Western Research Development. Dr. Spencer explained that this is for 2004-2005 only.

9. STUDENT SERVICES

No items.

10. ADMINISTRATIVE SERVICES

No items.

11. HUMAN RESOURCES

No items.

12. FOR INFORMATION ONLY

12.1 Instruction Update

Jeff Cooper, Fay Freeman, Leonard Crawford, presented information on the Integrated Process of Evaluation, Planning, Research, and Resource Allocation, Accreditation Update and Program Review.

Jeff Cooper handed out copies of an outline of accomplishments of the Instruction program. The number one goal is to ensure students access and assist them in becoming successful. Dr. Fay Freeman distributed copies of an outline of the PowerPoint presentation that she and others presented to the Board and audience.

Dr. Willard Lewallen gave an update on Standard I, the Institutional Mission and Effectiveness. Mr. Cooper emphasized that the challenge is to document how the institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of student learning outcomes.

Dr. Crawford reported that Student Support Services has been working on a model of student learning outcomes, developing an education plan, working with models, and preparing the evidence in the self-study.

Dr. Bill Schmidt said that Human Resources addressed the various needs for faculty, prepared recruitment brochures, screened applicants, and had the candidates provide teaching demonstrations to ensure instructors can meet the needs of the students.

Steve Garcia reported that Standard III is a complete overview of the institution's resources. Dr. Freeman briefly summarized Standard IIIC and reported that the college is working on a technology master plan. Mary Pringle reported on Standard IIID, Finances. Dr. Tom O'Neil reported that his team has been working on Standard IV, Leadership and Governance. Tom Turner updated the Board on the Fire Technology program.

Nick Parisi gave a report on the real estate department on behalf of Chris Glover, who could not attend this evening's meeting. The real estate department has increased enrollments by 79% over the last five years.

On behalf of the board, Dr. Franke thanked all of the presenters.

13. ADJOURNMENT

The meeting was adjourned at 7:52 p.m.

Respectfully submitted,
Patricia A. Spencer, Ph.D.
Secretary

APPROVED:

Dorothy Franke, Ph.D., President

Joe Range, Clerk

Date Approved

STUDENT SERVICES

NOVEMBER 9, 2004

TOPIC: AGREEMENT, CREDENTIALS, INC.

TO THE SUPERINTENDENT/PRESIDENT:


The district desires to enter into an agreement (attached) with Credentials, Inc. for web-based transcript processing services. Our previous provider of this service, Campus Direct, has informed us that they will no longer be providing this type of service. Web-based transcript request services allow students to request an official or unofficial copy of their transcript using the Internet. This service is especially useful for students who are out of the area or who need a transcript quickly. The student pays Credentials, Inc. a fee (\$3.75 regular, \$7.25 rush) for this convenience. Credentials, Inc. then reimburses VVC for its normal transcript processing fee (\$2.00 regular, \$5.00 rush). Credentials, Inc. handles all the fee collection and then sends VVC a check for our portion.

Fiscal Impact: Approximately \$20,000 in revenue annually from the collection of transcript fees.

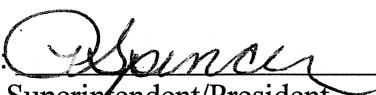
RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with Credentials, Inc.

REFERENCE FOR AGENDA: YES

Signed: 
Vice President, Student Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: 
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY _____

Credentials Inc.
TranscriptsPlus® Service Agreement
Terms & Conditions

1. **Parties:** These Terms & Conditions of Agreement between Credentials Inc. (an Illinois Corporation) 436 Frontage Road, Suite 200, Northfield, Illinois 60093 (CREDENTIALS) and Victor Valley College, Victorville, California 92392 (INSTITUTION) relate to the TranscriptsPlus® service (SERVICE) to be provided by CREDENTIALS to Institution during the term of this Agreement. This Agreement will become effective (the "effective date") as of the date signed by both parties.
2. **Services:** Acting as a contracted agent for INSTITUTION, CREDENTIALS will provide alumni, students and other users with the option of requesting transcripts electronically using TranscriptsPlus®, an Internet-based facility to support entry of orders for academic transcripts. CREDENTIALS will make transcript orders electronically available to INSTITUTION on a timely and accurate basis, provide facilities to support communication with the party that ordered the transcript, and provide registrar users with the ability to manage the orders until they are completed. The service will be offered to students and alumni as an optional "convenience". CREDENTIALS will collect INSTITUTION's published transcript fees, a Credentials order handling fee, and optionally a telephone operator assistance fee for orders placed with Credentials Customer Service staff using the Credentials' toll-free service. Credentials will remit to INSTITUTION 100% of INSTITUTION's published transcript fees on a monthly basis.
3. **Credentials Fees:** Students and alumni who choose to request transcripts using TranscriptsPlus® will be charged a convenience fee of \$1.75 in addition to INSTITUTION's normal \$2.00 transcript fee. Students and alumni who choose a "rush" or expedited handling service using TranscriptsPlus® will be charged a convenience fee of \$2.25 in addition to INSTITUTION's normal \$5.00 fee. Orders placed with CREDENTIALS' Customer Service 800-Number will be subject to an additional \$5.00 operator assistance fee.

Order handling fees and operator assistance fees shall be established in the sole discretion of CREDENTIALS. CREDENTIALS shall give **Thirty (30)** advance written notice to INSTITUTION of any change in CREDENTIALS' order handling fees or operator assistance fee for the SERVICE covered by this Agreement.

4. **Credit Card Processing Fees.** CREDENTIALS shall assume all credit card discount fees and transaction fees associated with transcript orders processed by CREDENTIALS' TranscriptsPlus™ service.
5. **Record-keeping, Reporting and Payment:** CREDENTIALS shall maintain records of transcript orders taken on behalf of INSTITUTION. Such records shall indicate the identity of the individual whose transcript was requested, the name of the party placing the order, the address to which the transcript was sent, the date of the order and the date the order was completed by the INSTITUTION.

Records required to be maintained by CREDENTIALS shall be protected from disclosure to any third parties in violation of the terms of this Agreement and be retained by CREDENTIALS for a period of one year from the date the order was completed by INSTITUTION. CREDENTIALS shall make available to INSTITUTION copies of all transaction records in electronically readable form on a periodic basis to facilitate INSTITUTION's own record-keeping requirements.

Payment of monies due to INSTITUTION for its transcript fees shall be remitted to

INSTITUTION on a monthly basis and shall be rendered within 30 days of the end of each calendar month. CREDENTIALS will produce monthly reports detailing the transaction activity and make them available to INSTITUTION via Credentials' Registrar Support Service on the Internet.

6. **Agency Appointment:** INSTITUTION hereby appoints CREDENTIALS as its non-exclusive agent for the purpose of accepting transcript orders; activities for which INSTITUTION is traditionally and ultimately responsible (see 34 CFR 99.3 "Educational Records"). As an agent for INSTITUTION, Credentials is subject to and must comply with the Family Educational Rights and Privacy Act of 1974 (as Amended) (FERPA) and its prohibitions against disclosure of personally identifiable information regarding students to third parties, except where permitted by the regulations of the United States Department of Education (ED). CREDENTIALS will provide security for the integrity and confidentiality of all information collected by CREDENTIALS in fulfillment of this Agreement.
7. **Term:** The initial term of this Agreement shall be 3 years from the effective date and will be renewed for succeeding one-year periods unless sooner terminated.
8. **Termination:** This Agreement will terminate:
 - (a) At the end of the term specified in Paragraph 7 or at the end of any succeeding one year period, provided either party delivers written notice of termination at least 90 days prior to the end of the period; or
 - (b) Upon failure of a party in breach of any material term of this Agreement to cure the breach within 30 days of delivery of a written notice of breach from the other party; or
 - (c) At any time and without cause upon 30 days written notice by INSTITUTION or 180 days written notice by CREDENTIALS delivered to the other party.
9. **Force Majeure:** The failure of either party to fulfill its obligations under this Agreement; including obligations of CREDENTIALS to deliver transcript orders on behalf of INSTITUTION in a timely fashion, shall not be considered a breach of a material term of this Agreement if such failure is caused by unforeseen events beyond the control of the non-performing party, including acts of God, acts of war, rebellion or sabotage or unpreventable mechanical failure.
10. **Audit:** INSTITUTION shall have the right to undertake audits, at its expense and direction, as follows:
 - a) INSTITUTION shall have the right to inspect CREDENTIALS' books and records to the extent necessary and appropriate to assure INSTITUTION of CREDENTIALS' ability to perform its obligations under this Agreement, and
 - b) INSTITUTION shall have the right to audit CREDENTIALS' information management systems and procedures to assure that such systems and procedures meet INSTITUTION's standards of integrity, confidentiality and security.
 - c) Audits may be undertaken no more than once per year, at any time of the year during normal business hours, upon reasonable notice to CREDENTIALS of not less than 30 days.
11. **Representations & Warranties:**

CREDENTIALS represents and warrants, during the term of this Agreement that:

 - a) It will be and remain in compliance with all applicable laws and regulations governing the service to be provided herewith; and
 - b) It will during the term of this Agreement, assure accuracy of reports furnished by CREDENTIALS and proper management of all files to maintain system integrity, accuracy, and security.

INSTITUTION represents and warrants that during the term of this Agreement:

- a) It has authority to contract for the SERVICES provided hereunder; and
- b) It will maintain reasonable standards of performance in processing orders presented by CREDENTIALS.

12. **Mutual Indemnification:** Each party shall defend, indemnify and hold the other party, its officers, agents or employees harmless from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of the Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers or employees.

13. **Insurance:** Credentials agrees to:

- a) Maintain Worker's Compensation at the Statutory Limits and Comprehensive General Liability insurance in the amount of \$1,000,000.00 per occurrence with companies acceptable to INSTITUTION;
- b) Provide the INSTITUTION with a Certificate of Insurance upon request from INSTITUTION.

14. **Confidentiality of Agreement:** The terms and conditions of this Agreement as well as the intellectual property and systemic capabilities of the service shall be kept confidential and shall not be disclosed to any third party except with the prior written consent of the other party to this Agreement or pursuant to compulsory process or a lawful order of a court of competent jurisdiction that directing that the Agreement or intellectual property and systemic capabilities be disclosed or furnished. Nothing herein shall prohibit either party from disclosing or publicizing the fact that the parties have entered into this Agreement and the nature of the SERVICE provided.

15. **Controlling Law:** This Agreement shall be construed under the laws of the State of California.

Credentials Inc.

Victor Valley College

By: _____

By: _____

Name: Thomas D. McKechney

Name: _____

Title: Chief Executive Officer

Title: _____

Date: October 18, 2004

Date: _____

INSTRUCTION

NOVEMBER 9, 2004

TOPIC: AGREEMENT-CHILD DEVELOPMENT SERVICES #GCTR-4316

TO THE SUPERINTENDENT/PRESIDENT:

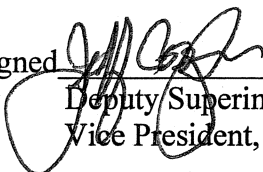
The district desires to enter into an amended agreement with the California Department of Education for Child Development Services for the 2004-2005 fiscal year. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$460,687 and inserting \$471,790 in place thereof.

Fiscal Impact: to the District \$471,790.

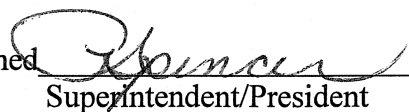
RECOMMENDATION:

It is recommended that the Board of Trustees approve the amended agreement with the California Department of Education for Child Development Services contract #GCTR-4316 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 _____



CALIFORNIA
DEPARTMENT OF
EDUCATION

1430 N STREET
SACRAMENTO, CA
95814-5901

JACK O'CONNELL

State Superintendent of
Public Instruction

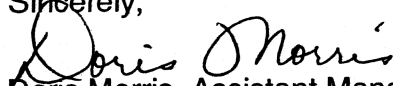
PHONE: (916) 319-0800

**Attention: EXECUTIVE DIRECTORS,
CHILD DEVELOPMENT PROGRAMS**

**2004/05 CHILD DEVELOPMENT
CONTRACT/ AMENDMENT**

1. Submitted for your approval are TWO (2) copies of the 2004/05 Contract/ Amendment. Please **SIGN** both copies and insert the current **MAILING ADDRESS** in the **Contractor's signature box**, and **RETURN BOTH COPIES** of the contract to the Contracts Office. When final approval is obtained, an approved copy will be mailed to you.
2. Please attach TWO (2) copies (with at least one set of original signatures) of a resolution by the local governing body which approves the contract and names the official who is authorized to sign it on their behalf. (A sample for your use is attached). County Superintendents of Schools who find exception with the resolution requirement should contact Sandy Shongood, Contracts Analyst at (916) 323-5890 or sshongood@cde.ca.gov.
3. Enclosed is one fully executed copy of the contract.
4. Other:

Sincerely,


Doris Morris, Assistant Manager
Contracts Office
(916-323-5591)

Enclosures

PLEASE RETURN ALL COPIES TO:

California Department of Education
Contracts Office - Sandy Shongood
1430 N Street - Suite 2213
Sacramento, CA 95814-5901



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 04 - 05

Amendment 01

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES INFLATION

DATE: July 01, 2004

CONTRACT NUMBER: GCTR-4316
PROGRAM TYPE: GENERAL CENTER CHILD CARE

PROJECT NUMBER: 36-6792-00-4

CONTRACTOR'S NAME: VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

This agreement with the State of California dated July 01, 2004 designated as number GCTR-4316 shall be amended in the following particulars but no others:

The Maximum Rate per child day of enrollment payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$27.71 and inserting \$28.38 in place thereof.

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$460,687.00 and inserting \$471,790.00 in place thereof.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 16,625.0 and inserting 16,624.0 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 244 (no change).

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

Table with columns for STATE OF CALIFORNIA and CONTRACTOR, containing signature lines, titles, and financial details.

INSTRUCTION

NOVEMBER 9, 2004

TOPIC: TANF-CDC GRANT AWARD

TO THE SUPERINTENDENT/PRESIDENT:

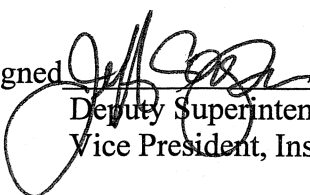
The Foundation for California Community Colleges (FCCC) has provided the attached Grant Award Notification Letter for Victor Valley College for the 2004-2005 and 2005-2006 Temporary Assistance for Needy Families-Child Development Careers (TANF-CDC) Project. 2005-2006 funding is contingent upon VVC's 2004-2005 Project performance and the availability of 2005-2006 funding. The total grant amount for 2004-2005 is \$18,180.

Fiscal Impact: to the District \$18,180.

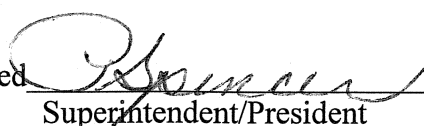
RECOMMENDATION:

It is recommended that the Board of Trustees accept/approve the grant award of \$18,180 for the 2004-2005 Temporary Assistance for Needy Families-Child Development Centers (TANF-CDC) Project.

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 _____

Sandy Visser - TANF-CDC Grant Awards Letter

From: "Rhaylynn Vidal" <vidal@foundationccc.org>
To: <Vissers@vvc.edu>
Date: 10/12/04 2:12 PM
Subject: TANF-CDC Grant Awards Letter

RECEIVED

OCT 22 2004

Sept. 22, 2004

Dear President Spencer,

The Foundation for California Community Colleges (FCCC) is pleased to provide this Grant Award Notification Letter for Victor Valley College for the 2004-2005 and 2005-2006 Temporary Assistance for Needy Families-Child Development Careers (TANF-CDC) Project. 2005-2006 funding is contingent upon your college's 2004-2005 Project performance and the availability of 2005-2006 funding.

Statewide, the goal of the TANF-CDC Project is to enroll 850 students in 2004-2005 and 1,000 students in 2005-06. Participating colleges will provide an integrated program of coursework, guidance, and work experience to meet the requirements for either the Child Development Associate Teacher or Teacher Permit levels and become gainfully employed in a child care/development setting.

Attached to this letter is the Grant Award Specifications and Budget Form for your college. The form should be completed and returned to FCCC by 5:00 p.m. Friday, October 1, 2004). If you have questions or wish additional information, please contact FCCC Project Director Ed Connolly (connolly@foundationccc.org; 916-325-0128).

Once FCCC receives your completed Grant Award Specifications and Budget form, FCCC will mail you your formal Grant Agreement. Once the Grant Agreement is signed by you and returned to FCCC, your college can begin invoicing FCCC for grant-related expenses.

Congratulations! We are delighted to support the efforts of your TANF-CDC Project and look forward to working with you in creating new service and achievement opportunities for students.

Regards,

LT

Larry Toy, Ph.D.
CEO/President

cc: Bob Nolan, FCCC Vice President for Programs
Randy Fong, FCCC Vice President of Finance
Ed Connolly, FCCC TANF-CDC Project Director
Campus TANF-CDC Project Contact



**Temporary Assistance for Needy Families-Child Development Careers
(TANF-CDC) Project**

Grant Award Specifications and Budget Form for Victor Valley

The proposed student numbers and budget amounts listed below may differ from the numbers and amounts your college submitted in its May 2004 Letter of Intent to Participate. FCCC has had to make adjustments due to the specifications of FCCC's written contract with the California Department of Education (CDE).

One CDE specification requires that forty percent (40%) of the enrolled students enter the Project with the goal of receiving their Associate Teacher Permit (12 units) and sixty-percent (60%) of the total number of enrolled students continue with their studies to become Certified Teachers (40 units). However, students enrolled during the 2004-05 program year **are not** required to complete their Permit requirement during the first year and can be carrier over into the 2005-06 year.

If the student numbers and budget amounts meet with your approval, please email the completed Grant Award Specifications and Budget form to Ed Connolly (connolly@foundationccc.org; 916-325-0128). Ed will mail you a signed Grant Agreement.

If you want to revise your student numbers, please cross out the numbers you wish to change and to the right write your suggested numbers and fax (916-325-0844) the form to Ed Connolly. Ed will either approve your revisions and mail you a signed Grant Agreement or he will contact you.

Student Enrollment Data for the 2004-05 Project Year: June 1, 2004 – May 31, 2005:

1. Number students who will enter the Project with the expectation/goal of exiting at the Associate Teacher Permit level (12 Units) (40% of unduplicated total): ~~2~~ 4
2. Number of students who will enter the Project with the expectation/goal of exiting at the Teacher Permit level (40 Units) (60% of unduplicated total): ~~3~~ 5
3. Total number of unduplicated students (sum of items 1 + 2): ~~5~~ 9

(Note: Students are not required to complete the academic course work for their Associate Teacher and/or Teacher Permits in the same academic year in which they initially enroll in the Project.)

4. Number of students who will begin/enroll in the Project in the Fall 2004 semester: ~~5~~ 9

5. Number of students who will begin/enroll in the Project in the Spring 2005 semester: 0 .

(Note: The sum of the students identified in questions 4 & 5 must equal the unduplicated number of students identified in question number 3).

6. If your campus is planning on providing a Fast-Track Child Development Instructional Program, the estimated number of students who will enroll in the Fast-Track Program: 0

7. The estimated number of students in the Project who will be enrolled in the Regular Child Development program: ~~5~~ 9 (Note: The sum of the student identified in items 6 and 7 must equal the unduplicated number of students identified in item 3).

2. 2004-05 Budget: *The budget amounts identified below are based on the total number of unduplicated students indicated in question number 3 above. If you change the total number of unduplicated students the Foundation will make the corresponding prorated budget adjustments when you return this form.*

Category	Amount
Campus CD Careers Project Facilitator Stipend (5 9 students x \$500 per semester x 2 semesters) 9000	\$5000.00
CalWORKs Liaison Stipend (5 9 Students x \$250 per semester x 2 semesters) 4500	\$2500.00
Office Space (\$150 per month x 12 months)	\$1,800.00
Office Telephone (\$40 per month x 12 months)	\$ 480.00
Office Supplies (\$40 per month x 12 months)	\$ 480.00
Fingerprint and Background Fees (Pre-practicum) (9 students x \$120) 1080	\$600.00
Finger Print Fee (Credential) (9 students x \$60.00) 540	\$300.00
Travel Expenses to Regional Institute (3 staff x \$100 each)	\$ 300.00
Travel Expenses to Annual TANF- CD Careers Conference (2 staff)	TBD*
Travel Expenses to CDTC/Mentor Project Conference (2 Staff)	TBD*
Student Emergency Book Grants	TBD**
Student Emergency Transportation Grants	TBD**
Total 2004-2005 Grant Amount	\$11460.00 \$18,180

*TBD - Once the location of the Conference(s) is determined campus budgets will be modified to add funds necessary for staff transportation, meals and lodging.

**TBD - Campuses may request these Student Emergency Grant funds during the project year on a case-by-case basis. Request specifications and processes will be forthcoming.

Please check one of the following two statements:

- 1. () We hereby approve the student enrollment data/numbers and the corresponding budget included in this letter. Or
- 2. (X) We have modified the original student enrollment data/numbers and understand the Foundation will adjust the budget accordingly.

Name of CalWORKs Program Contact: Mary Sypkens (Temporary)
Signature: [Handwritten Signature] Date: 10/15/04
Phone Number: (760) 245-4271 ext. 2237 Email Address: sypkens@vvc.edu

Child Development Program Contact Person: Sandy Visser
Signature: [Handwritten Signature] Date: 10/15/04
Phone Number: (760) 245-4271 ext. 2771 Email Address: visser@vvc.edu

Primary Project Contact Person (if different from above): _____
Phone Number: _____ Email Address: _____



18422 Bear Valley Road
Victorville, CA 92392-5849
(760) 245-4271 ext 2592
Fax (760) 843-6747

CalWORKs

October 14, 2004

Ed Connolly
FCCC TANF-CDC Project Director
Foundation for California Community Colleges
1102 Q Street, Third Floor
Sacramento, CA 95814

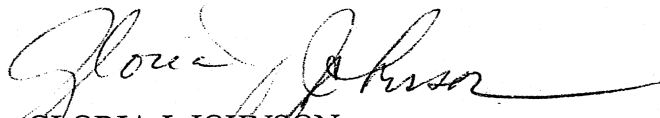
Dear Mr. Connolly:

The CalWORKs department at Victor Valley College is pleased to work collaboratively with the Child Development Center program/staff in an effort to achieve success for the students who will be participating in the TANF/Child Development Careers Project. The VVC CalWORKs staff will be assisting the VVC Child Development staff as follows:

- ❖ Act as liaison between county and college to inform potential participants of this opportunity
- ❖ Recruit and enroll students in campus CalWORKs program
- ❖ Provide funding for participating student workers @ 75%
- ❖ Process required documents for student workers
- ❖ Provide counseling support and guidance for participants
- ❖ Support CDC staff as need for this project

If further information is requested, please feel free to contact me directly at (760) 245-4271 x2361.

Sincerely,


GLORIA J. JOHNSON
CalWORKs Coordinator

INSTRUCTION

NOVEMBER 9, 2004

TOPIC: AGREEMENT-CHILD DEVELOPMENT SERVICES #FIMS-4508

TO THE SUPERINTENDENT/PRESIDENT:

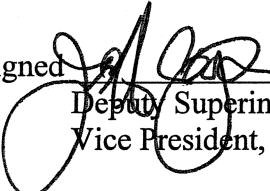
The district desires to enter into an agreement with the California Department of Education for Child Development Services for the 2004-2005 fiscal year. This agreement is funded through a grant from the federal Department of Health and Human Services for the purpose of purchasing instructional materials. The maximum to be paid to the district under this agreement is \$3,204.00.

Fiscal Impact: to the District \$3,204.00.

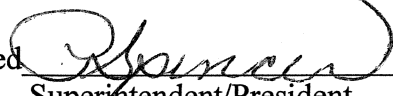
RECOMMENDATION:

It is recommended that the Board of Trustees adopt a resolution to approve the California Department of Education Local Agreement for Child Development Services #FIMS-4508 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 _____



CALIFORNIA
DEPARTMENT OF
EDUCATION

1430 N STREET
SACRAMENTO, CA
95814-5901

JACK O'CONNELL
State Superintendent of
Public Instruction
PHONE: (916) 319-0800

Attention: EXECUTIVE DIRECTORS,
CHILD DEVELOPMENT PROGRAMS

2004/05 CHILD DEVELOPMENT
CONTRACT

DO NOT REMOVE ANY PAGES STAPLED TO THE CONTRACT FACESHEET

1. Submitted for your approval are TWO (2) copies of the 2004/05 contract. Please SIGN both copies and insert the current MAILING ADDRESS in the Contractor's signature box, and RETURN BOTH COPIES of the contract to the Contracts Office. When final approval is obtained, an approved copy will be mailed to you.

THE 2004/2005 FUNDING TERMS AND CONDITIONS (FT&C's) are available on the Internet at: <http://www.cde.ca.gov/fg/aa/cd/>.

If you do not have Internet access, you may request a hard copy by contacting Bettina Gray at (916) 445-3844.

2. Please attach TWO (2) copies (with at least one set of original signatures) of a resolution by the local governing body, which approves the contract and names the official who is authorized to sign it on their behalf. (A sample for your use is attached.) County Superintendents of Schools who find exception with the resolution requirement should contact Bettina Gray (916) 445-3844.

3. Enclosed is one fully executed copy of the contract.

4. Other: PLEASE SIGN AND RETURN THE ENCLOSED Federal Certification Form [CO.8 (Rev. 5/99)] which includes the Drug-Free Workplace, Lobbying, Debarment, Suspension Certification.

Sincerely,

Doris Morris, Assistant Manager
Contracts Office
(916) 323-5591

PLEASE RETURN ALL COPIES TO:
California Department of Education
ATTENTION: Contracts Office
1430 N Street, Suite 2213
Sacramento, CA 95814-5901

Enclosures



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 04 - 05

DATE: July 01, 2004

CONTRACT NUMBER: FIMS-4508

PROGRAM TYPE: INSTRUCTIONAL MATERIALS

PROJECT NUMBER: 36-6792-00-4

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

By signing this agreement and returning it to the State, you are agreeing to use the funds identified below for the purchase of instructional materials and supplies for the Child Development Program. These funds shall not be used for any purpose considered nonreimbursable pursuant to the 2004/2005 Funding Terms and Conditions (FT&C) and Title 5, California Code of Regulations.

This contract is funded through a grant from the federal Department of Health and Human Services and subject to Code of Federal Regulations (CFR) 45, Parts 98 and 99, the Child Care and Development Block Grant Act of 1990, as amended, and Public Law 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act 9 (PRWORA) of 1996, 42 USC 9858. If the Catalogue of Federal Domestic Assistance (CFDA) number in 93596 (shown as FC# in the funding block), the fund title is Child Care Mandatory and Matching Funds of the Child Care and Development Fund. If the CFDA number in 93575, the fund title is Child Care and Development Block Grant subject to the Child Care and Development Block Grant Act of 1990, the Omnibus Budget Reconciliation Act of 1990, Section 5082, Public Law 101-508, as amended, Section 658J and 658S, and Public Law 102-586.

Funding of this contract is contingent upon appropriation and availability of funds. The period for which expenditures may be made with these funds shall be from July 01, 2004 through June 30, 2005.

Expenditure of these funds shall be reported to Child Development Fiscal Services (CDFS) on form CDFS-9529 no later than July 20, 2005. For non-local educational agencies, expenditures made through June 30, 2005 shall be included in your 2004/2005 audit due in accordance with Section VI., I. of the Funding Terms and Conditions. The audits for School Districts and County Offices shall be submitted in accordance with Education Code Section 41020.

The total amount payable pursuant to this agreement shall not exceed \$3,204.00.

Any provision of this contract found to be in violation of Federal or State statute or regulation shall be invalid but such a finding shall not affect the remaining provisions of this contract.

STATE OF CALIFORNIA		CONTRACTOR			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Donna Salaj		PRINTED NAME AND TITLE OF PERSON SIGNING			
TITLE Manager Contracts Office		ADDRESS			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 3,204	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal			Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) 0656 13979-6792	FC# 93.575	PC# 000174		
TOTAL AMOUNT ENCUMBERED TO DATE \$ 3,204	ITEM 30.10.020. 6100-196-0001	CHAPTER 208	STATUTE 2004	FISCAL YEAR 2004-2005	
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.		
SIGNATURE OF ACCOUNTING OFFICER		DATE			
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5035 Rev-8290					

STANDARD PROVISIONS FOR STATE CONTRACTS

1. The Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, materialmen, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contractor in the performance of this contract.
2. The Contractor, and the agents and employees of the Contractor, in the performance of this contract, shall act in an independent capacity and not as officers or employees or agents of the State of California.
3. The State may terminate this contract and be relieved of the payment of any consideration to Contractor should Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the State may proceed with the work in any manner deemed proper by the State. The cost to the State shall be deducted from any sum due the Contractor under this contract, and the balance, if any shall be paid the Contractor upon demand.
4. Without the written consent of the State, this contract is not assignable by Contractor either in whole or in part.
5. Time is the essence of this contract.
6. No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
7. The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.
8. Contractors entering into a contract funded wholly or in part with funds from the United States Government agree to amendments in funding to reflect any reduction in funds if the Congress does not appropriate sufficient funds. In addition, the contract is subject to any restrictions, limitations or enactments of Congress which affect the provisions, terms or funding of this contract in any manner. The State shall have the option to terminate the contract without cost to the State in the event the Congress does not appropriate funds or a United States agency withholds or fails to allocate funds.

NONDISCRIMINATION CLAUSE (OCP-1) STD. 17A(REV.3-95)

1. During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, and denial of family and medical care leave and denial of pregnancy disability leave. Contractors and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.) and the applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
2. This contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

DRUG-FREE WORKPLACE CERTIFICATION

By signing this contract, the contractor hereby certifies under penalty of perjury under the laws of the State of California that the contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

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

Failure to comply with these requirements may result in suspension of payments under the contract or termination of the contract or both and the contractor may be ineligible for award of any future state contracts if the CDE determines that any of the following has occurred: (1) the contractor has made false certification or (2) the contractor violates the certification by failing to carry out the requirements as noted above.

FEDERAL CERTIFICATIONS

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 45 CFR Part 93, "New restrictions on Lobbying," and 45 CFR Part 76, "Government-wide Debarment and Suspension (Non procurement) and Government-wide requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

I. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 45 CFR Part 93, Sections 93.105 and 93.110, the applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement:

(b) If any funds other than federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an employee of Congress, or any employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with this instruction;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by executive Order 12549, Debarment and Suspension, and other responsibilities implemented at 45 CFR Part 76, for prospective participants in primary or a lower tier covered transactions, as defined at 45 CFR Part 76, Sections 76.105 and 76.110.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency:

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The danger of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants, and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency:

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check [] if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-

a. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with he grant, and

b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and contracts Service, U.S. department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571. Notice shall include the identification numbers(s) of each affected grant.

ENVIRONMENTAL TOBACCO SMOKE ACT

As required by the Pro-Children Act of 1994, (also known as Environmental Tobacco Smoke), and implemented at Public Law 103-277, Part C requires that:

The applicant certifies that smoking is not permitted in any portion of any indoor facility owned or leased or contracted and used routinely or regularly for the provision of health care services, day care, and education to children under the age of 18. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day. (The law does not apply to children's services provided in private residence, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for in-patient drug and alcohol treatment.)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT		CONTRACT #/PROJECT #	
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE			
SIGNATURE		DATE	

INSTRUCTION

NOVEMBER 9, 2004

TOPIC: AGREEMENT-CHILD DEVELOPMENT SERVICES #FCTR-4102

TO THE SUPERINTENDENT/PRESIDENT:

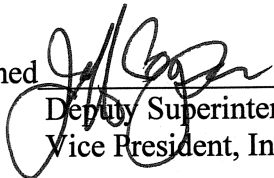
The district desires to enter into an amended agreement with the California Department of Education for Child Development Services for the 2004-2005 fiscal year. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$157,901.00 and inserting \$161,706 in place thereof.

Fiscal Impact: to the District \$161,706.

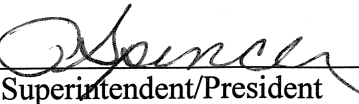
RECOMMENDATION:

It is recommended that the Board of Trustees approve the amended agreement with the California Department of Education for Child Development Services contract #FCTR-4102 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 _____



CALIFORNIA
DEPARTMENT OF
EDUCATION

1430 N STREET
SACRAMENTO, CA
95814-5901

JACK O'CONNELL

State Superintendent of
Public Instruction

PHONE: (916) 319-0800

Attention: **EXECUTIVE DIRECTORS,
CHILD DEVELOPMENT PROGRAMS**

**2004/2005 CHILD DEVELOPMENT
CONTRACT**

DO NOT REMOVE ANY PAGES STAPLED TO THE CONTRACT FACESHEET

1. X Submitted for your approval are TWO (2) copies of the 2004/2005 contract. Please **SIGN** both copies and insert the current **MAILING ADDRESS** in the **Contractor's signature box**, and **RETURN BOTH COPIES** of the contract to the Contracts Office. When final approval is obtained, an approved copy will be mailed to you.
2. Please attach TWO (2) copies (with at least one set of original signatures) of a resolution by the local governing body which approves the contract and names the official who is authorized to sign it on their behalf. (A sample for your use is attached.) County Superintendents of Schools who find exception with the resolution requirement should contact Doris Morris (916) 323-5591.
3. Enclosed is one fully executed copy of the contract.
4. Other: **PLEASE SIGN AND RETURN THE ENCLOSED Federal Certification Form [CO.8 (Rev. 5/99)]** which includes the Drug-Free Workplace, Lobbying, Debarment, Suspension Certification.

Sincerely,

Doris Morris, Assistant Manager
Contracts Office
(916) 322-3050

**PLEASE RETURN ALL COPIES TO:
California Department of Education
ATTENTION: Contracts Office
1430 "N" Street, Suite #2213
Sacramento, CA 95814**

Enclosures



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 04 - 05

Amendment 01

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

COLA

DATE: July 01, 2004

CONTRACT NUMBER: FCTR-4102

PROGRAM TYPE: CCDF CENTER CHILD

CARE

PROJECT NUMBER: 36-6792-00-4

CONTRACTOR'S NAME: VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

This agreement with the State of California dated July 01, 2004 designated as number FCTR-4102 shall be amended in the following particulars but no others:

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$157,901.00 and inserting \$161,706.00 in place thereof.

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

STATE OF CALIFORNIA

CONTRACTOR

BY (AUTHORIZED SIGNATURE)

BY (AUTHORIZED SIGNATURE)

PRINTED NAME OF PERSON SIGNING

Donna Salaj

PRINTED NAME AND TITLE OF PERSON SIGNING

TITLE

Manager Contracts Office

ADDRESS

AMOUNT ENCUMBERED BY THIS DOCUMENT

\$ 3,805

PROGRAM/CATEGORY (CODE AND TITLE)

Child Development Programs

FUND TITLE

Federal

Department of General Services use only

PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT

\$ 157,901

(OPTIONAL USE) 0656

FC# 93.596

PC# 000321

13609-6792

ITEM 30.10.020.001

CHAPTER

STATUTE

FISCAL YEAR

6100-196-0890

208

2004

2004-2005

TOTAL AMOUNT ENCUMBERED TO DATE

\$ 161,706

OBJECT OF EXPENDITURE (CODE AND TITLE)

702

SACS: Res-5025 Rev-8290

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

T.B.A. NO.

B.R. NO.

SIGNATURE OF ACCOUNTING OFFICER

DATE

ADMINISTRATIVE SERVICES

NOVEMBER 9, 2004

TOPIC: ANNUAL FINANCIAL AND BUDGET REPORT, CCFS-311

TO THE SUPERINTENDENT/PRESIDENT:

Title 5 of the California Code of Regulations (CCR), Sections, 58300, et seq., requires districts to prepare and submit an annual statement of revenues and expenditures.

Normally the report is to be completed by September 30 and submitted to the Chancellor's Office by October 10. These dates were approved by the Board of Governors in 2002 to provide a period of time for the adopted CCFS-311 and supporting documentation to be available locally before the required electronic submission to the Chancellor's Office website. This year, the deadline for submission of the report was extended until November 3, 2004.

Fiscal Impact: None

RECOMMENDATION:

It is recommended that this report be received, discussed, and entered into the minutes of the meeting.

REFERENCE FOR AGENDA: YES

Signed: *Louis E. Eilers*
Vice President, Administrative Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: *Spencer*
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

INFORMATION ONLY _____

California Community Colleges

ANNUAL FINANCIAL AND BUDGET REPORT

(Financial Report for Fiscal Year 2003-04)

(Budget Report for Fiscal Year 2004-05)

District: **Victor Valley Community College District**

District Code: **990**

This is to certify that the Annual Financial and Budget Report has been prepared and the budget adopted in accordance with the *California Code of Regulations*, beginning with Section 58300. Further, to the best of my knowledge, the data contained in this report are correct.

District Chief Business Officer

Date

District Superintendent

Date

Contact:

Mary Pringle

Name

Director of Fiscal Services

Title

(760) 245-4271

2450

pringlem@vvc.edu

Phone Number

Extension

E-Mail

In accordance with the *California Code of Regulations*, Section 58305(d) a copy of this report is due to the Chancellor's Office on or before **November 3, 2004**. Please submit the report to:

Chancellor's Office
California Community Colleges
Fiscal Services Unit
1102 Q Street, Suite 300
Sacramento, CA 95814 - 6511

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Governmental Funds Group
10 General Fund:

REVENUES, EXPENDITURES, AND FUND BALANCE DATA
For Actual Year: 2003-04 Budget Year: 2004-05

GENERAL FUND

Description	State Use Only (EDP)	Fund: 11 UNRESTRICTED SUBFUND		Fund: 12 RESTRICTED SUBFUND		Fund: 10 TOTAL	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
REVENUES:							
Federal Revenues	8100	(498)		1,485,585	1,131,150	1,485,087	1,131,150
State Revenues	8600	16,839,441	20,258,996	4,345,558	4,282,332	21,184,999	24,541,328
Local Revenues	8800	16,621,715	16,079,675	1,316,652	1,040,335	17,938,367	17,120,010
TOTAL REVENUES	801	33,460,658	36,338,671	7,147,795	6,453,817	40,608,453	42,792,488
EXPENDITURES:							
Academic Salaries	1000	15,490,764	15,938,057	1,100,140	1,064,061	16,590,904	17,002,118
Classified Salaries	2000	7,344,232	7,683,945	2,209,860	1,730,173	9,554,092	9,414,118
Employee Benefits	3000	5,918,145	6,102,915	728,486	759,369	6,646,631	6,862,284
Supplies and Materials	4000	618,285	651,499	386,086	242,488	1,004,371	893,987
Other Operating Expenses and Services	5000	3,291,947	3,247,167	1,295,715	1,229,046	4,587,662	4,476,213
Capital Outlay	6000	1,017,223	1,730,831	766,002	879,929	1,783,225	2,610,760
TOTAL EXPENDITURES	501	33,680,596	35,354,414	6,486,289	5,905,066	40,166,885	41,259,480
EXCESS / (DEFICIENCY) OF REVENUES OVER EXPENDITURES	201	(219,938)	984,257	661,506	548,751	441,568	1,533,008
OTHER FINANCING SOURCES	8900	(203,000)				(203,000)	
OTHER OUTGO	7000	465,000	117,000	471,332	434,960	936,332	551,960
NET INCREASE/(DECREASE) IN FUND BALANCE	901	(887,938)	867,257	190,174	113,791	(697,764)	981,048
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	902	2,927,146	1,568,332	65,223	706,225	2,992,369	2,274,557
Prior Years Adjustments	903	(470,876)		450,828		(20,048)	
Adjusted Beginning Balance	904	2,456,270		516,051		2,972,321	
ENDING FUND BALANCE, JUNE 30	905	1,568,332	2,435,589	706,225	820,016	2,274,557	3,255,605

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Governmental Funds Group
20 Debt service Funds:

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

For Actual Year: 2003-04 Budget Year: 2004-05

DEBT SERVICE FUNDS

Description	State Use Only (EDP)	Fund: <u>21</u>		Fund: <u>22</u>		Fund: <u>29</u>	
		Bond Interest and Redemption Fund	Budget (2)	Revenue Bond Interest and Redemption Fund	Budget (2)	Other Debt Service Fund	Budget (2)
		Actual (1)		Actual (1)		Actual (1)	
REVENUES:							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800					2,103,121	2,513,000
TOTAL REVENUES	801					2,103,121	2,513,000
Other Financing Sources (CA 8900):							
Interfund Transfers - In	802					250,000	
Other Incoming Transfers	803						
TOTAL - OTHER FINANCING SOURCES	808					250,000	
Other Outgo (CA 7000):							
Debt Retirement (Long Term Debt) (CA 7100):							
Debt Reduction	711						
Debt Interest and Other Service Charges	712					889,417	2,034,000
Transfers (Outgoing) (CA 7300 and 7400)	730					150,000	562,266
Reserve for Contingencies	7900						
TOTAL - OTHER OUTGO	708					1,039,417	2,596,266
NET OTHER FINANCING SOURCES (OTHER OUTGO) (CA 8900/7000)	202					(789,417)	(2,596,266)
NET INCREASE/(DECREASE) IN FUND BALANCE	901					1,313,704	(83,266)
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	902					35,977,044	36,987,209
Prior Years Adjustments	903					(303,539)	
Adjusted Beginning Balance	904					35,673,505	
ENDING FUND BALANCE, JUNE 30	905					36,987,209	36,903,943

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Governmental Funds Group
30 Special Revenue Funds

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

For Actual Year: 2003-04 Budget Year: 2004-05

Special Revenue Funds

Description	State Use Only (EDP)	FUND: 33 CHILD DEVELOPMENT FUND		FUND:		FUND:	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
REVENUES:							
Federal Revenues	8100	221,525	207,901				
State Revenues	8600	670,763	673,687				
Local Revenues	8800	73,231	20,500				
TOTAL REVENUES	801	965,519	902,088				
EXPENDITURES:							
Academic Salaries	1000	504,743	428,501				
Classified Salaries	2000	185,529	159,589				
Employee Benefits	3000	233,987	238,167				
Supplies and Materials	4000	42,942	45,300				
Other Operating Expenses and Services	5000	3,607	30,531				
Capital Outlay	6000	(42)					
TOTAL EXPENDITURES	501	970,766	902,088				
EXCESS/ (DEFICIENCY) OF REVENUES OVER EXPENDITURES	201	(5,247)					
OTHER FINANCING SOURCES	8900						
OTHER OUTGO	7000						
NET INCREASE/(DECREASE) IN FUND BALANCE	901	(5,247)					
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	902	15,980	11,970				
Prior Years Adjustments	903	1,237					
Adjusted Beginning Balance	904	17,217					
ENDING FUND BALANCE, JUNE 30	905	11,970	11,970				

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Governmental Funds Group
40 Capital Projects Funds

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

For Actual Year: 2003-04 Budget Year: 2004-05

Capital Projects Funds

Description	State Use Only (EDP)	FUND: 41 CAPITAL OUTLAY PROJECTS FUND		FUND:		FUND:	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
REVENUES:							
Federal Revenues	8100						
State Revenues	8600	642,211	8,637,901				
Local Revenues	8800	15,235					
TOTAL REVENUES	801	657,446	8,637,901				
EXPENDITURES:							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000	912,365	8,737,901				
TOTAL EXPENDITURES	501	912,365	8,737,901				
EXCESS/ (DEFICIENCY) OF REVENUES OVER EXPENDITURES	201	(254,919)	(100,000)				
OTHER FINANCING SOURCES	8900						
OTHER OUTGO	7000						
NET INCREASE/(DECREASE) IN FUND BALANCE	901	(254,919)	(100,000)				
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	902	878,075	608,156				
Prior Years Adjustments	903	(15,000)					
Adjusted Beginning Balance	904	863,075					
ENDING FUND BALANCE, JUNE 30	905	608,156	508,156				

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Proprietary Funds Group
50 Enterprise Funds

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

For Actual Year: 2003-04 Budget Year: 2004-05

ENTERPRISE FUNDS

Description	State Use Only (EDP)	FUND: 51 BOOKSTORE FUND		FUND: 52 CAFETERIA FUND		FUND:	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
TOTAL INCOME	801	2,493,425	2,620,000	399,959	373,000		
COST of SALES	510	1,924,550	2,023,000				
GROSS PROFIT or (LOSS)	520	568,875	597,000	399,959	373,000		
EXPENDITURES:							
Academic Salaries	1000						
Classified Salaries	2000	349,718	351,500	305,753	310,000		
Employee Benefits	3000	92,499	92,500	82,423	80,000		
Supplies and Materials	4000	17,148	12,000	16,541	5,250		
Other Operating Expenses and Services	5000	149,448	141,000	27,469	62,750		
Capital Outlay	6000			5,255	12,000		
TOTAL EXPENDITURES	501	608,813	597,000	437,441	470,000		
NET PROFIT OR LOSS	201	(39,938)		(37,482)	(97,000)		
OTHER FINANCING SOURCES	8900						
OTHER OUTGO	7000						
NET INCREASE/(DECREASE) IN RETAINED EARNINGS	901	(39,938)		(37,482)	(97,000)		
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	902	762,437	660,742	301,845	244,224		
Prior Years Adjustments	903	(61,757)		(20,139)			
Adjusted Beginning Balance	904	700,680		281,706			
ENDING FUND BALANCE, JUNE 30	905	660,742	660,742	244,224	147,224		

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Proprietary Funds Group
60 Internal Service Funds

REVENUES, EXPENDITURES, AND FUND BALANCE DATA
 For Actual Year: 2003-04 Budget Year: 2004-05

INTERNAL SERVICE FUNDS

Description	State Use Only (EDP)	FUND: 61 SELF-INSURANCE FUND		FUND: 69 OTHER INTERNAL SERVICES FUND		FUND:	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
TOTAL INCOME	801	2,127	20,800	17,426	13,100		
EXPENDITURES:							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000		120				
Other Operating Expenses and Services	5000	617,646	35,000				
Capital Outlay	6000	8					
TOTAL EXPENDITURES	501	617,654	35,120				
NET INCOME / LOSS	201	(615,527)	(14,320)	17,426	13,100		
OTHER FINANCING SOURCES	8900	615,000					
OTHER OUTGO	7000			47,000	13,000		
NET INCREASE / (DECREASE) IN RETAINED EARNINGS	901	(527)	(14,320)	(29,574)	100		
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	902	55,981	43,954	52,069	22,495		
Prior Years Adjustments	903	(11,500)					
Adjusted Beginning Balance	904	44,481		52,069			
ENDING FUND BALANCE, JUNE 30	905	43,954	29,634	22,495	22,595		

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Fiduciary Funds Group
70 Fiduciary Funds Group

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

For Actual Year: 2003-04 Budget Year: 2004-05

Fiduciary Funds Group

Description	State Use Only (EDP)	FUND: 73 STUDENT BODY CENTER FEE TRUST FUND		FUND: 71 ASSOCIATED STUDENTS TRUST FUND		FUND: 74 STUDENT FINANCIAL AID TRUST FUND	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
REVENUES:							
Federal Revenues	8100					9,307,485	8,889,892
State Revenues	8600						617,236
Local Revenues	8800	102,285	101,000	167,181	180,750		
TOTAL REVENUES	801	102,285	101,000	167,181	180,750	9,307,485	9,507,128
EXPENDITURES:							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000			2,895	6,000		
Other Operating Expenses and Services	5000			132,633	158,350		
Capital Outlay	6000						
TOTAL EXPENDITURES	501			135,528	164,350		
EXCESS/ (DEFICIENCY) OF REVENUES OVER EXPENDITURES	201	102,285	101,000	31,653	16,400	9,307,485	9,507,128
OTHER FINANCING SOURCES	8900						
OTHER OUTGO	7000	101,679	100,000	22,507	16,400		
NET INCREASE/(DECREASE) IN FUND BALANCE	901	606	1,000	9,146		9,307,485	9,507,128
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	902	7,564	8,170	58,820	68,143	248,997	9,373,264
Prior Years Adjustments	903			177		(183,218)	
Adjusted Beginning Balance	904	7,564		58,997		65,779	
ENDING FUND BALANCE, JUNE 30	905	8,170	9,170	68,143	68,143	9,373,264	9,373,264

**CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report**

Gann Appropriation Limit

SUPPLEMENTAL DATA

Proposition 4: Gann Appropriation Limit

Proposition 4 (November 1979, Special Election) added Article XIII B to the State Constitution to place limitations of the expenditures of State and local governments.

SB 1352, Chapter 1205/80, provided the implementation of Article XIII B. Subsequently, that legislation was amended by SB 98 (Chapter 82/89), AB 198 (Chapter 83/89), and AB 751 (Chapter 1395/89).

Using the method prescribed by the Chancellor's Office and approved by the Department of Finance; please provide district information for the budget year, pursuant to Government Code Sections 7908(c) and 7910, as follows:

Budget Year: 2004-05

Description	State Use Only (EDP)	S11 Amount
Appropriations Limit.	11	\$65,164,449
Appropriations subject to limit.	12	\$32,170,178
Amount of State aid apportionments and subventions included within the proceeds of taxes of the district.	13	\$18,345,109
Amounts excluded from the appropriations subject to limit, such as unreimbursed federal, State, or court mandates.	14	\$0

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Analysis of Net Ending Balance
For the General Fund

SUPPLEMENTAL DATA

For Actual Year: 2003-04

Description	State Use Only (EDP)	General Fund Total No. S10
A. NET ENDING BALANCE	905	2,274,557
Identify the following legally restricted or Board designated amounts <i>within the net ending balance</i> :		
B. Noncash Assets (items of noncash nature not readily available to meet fund expenditures)		
Investments (at cost)	611	
Student Loans Receivable	612	
Stores, Inventories, and Prepaid Items	613	
Subtotal B	619	
C. Amounts restricted by law (legal requirement) includes specific tax revenues, grants, and appropriations for special purposes.)		
Federal and State	621	705,727
Local	622	
Subtotal C	629	705,727
D. Subtotal, Reserved (B + C)	675	705,727
E. Amounts committed by contract/other legal obligations:		
Capital Outlay and Equipment Replacement	631	
Collective Bargaining Contracts, Personal Services, and/or Consulting Contracts	632	
Other	633	
Subtotal E	639	
F. Amounts for district's self-insurance program	649	
G. Amounts for court order payments	659	
H. Amounts designated by Board action for specific future purposes excluding amounts above:		
Capital Outlay and Equipment Replacement	661	
Personal Services and/or Consulting Contracts	662	
General Reserve	663	
Other	664	
Subtotal H	669	
I. TOTAL, DESIGNATED AMOUNTS (D through H)	679	705,727
J. UNCOMMITTED BALANCE (A less I)	690	1,606,230

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Analysis of compliance with the 50 Percent Law (ECS 84362)
The Current Expense of Education

SUPPLEMENTAL DATA

For Actual Year: 2003-04

S11 GENERAL FUND - UNRESTRICTED SUBFUND		ECS 84362(a)	ECS 84362(b)
Object Category	State Use Only (EDP)	Instructional Salary Costs (AC 0100-5900 and AC 6110) (1)	Total (AC 0100 - 6799) (2)
Academic Salaries (CA 1000):			
Instructional Salaries (CA 1100 and 1300)	407	13,100,479	13,100,479
Noninstructional Salaries (CA 1200 and 1400)	408		1,248,692
Subtotal Academic Salaries	409	13,100,479	14,349,171
Classified Salaries (CA 2000):			
Noninstructional Salaries (CA 2100 and 2300)	411		5,892,329
Instructional Aides (CA 2200 and 2400)	416	1,369,190	1,369,190
Subtotal Classified Salaries	419	1,369,190	7,261,519
Employee Benefits (CA 3000)	429	2,973,494	5,893,502
Supplies and Materials (CA 4000)	435		611,804
Other Operating Expenses and Services (CA 5000)	449		3,288,742
Equipment Replacement (CA 6400 Equipment, subsidiary "Replacement")	451		3,692
TOTAL (409 + 419 + 429) and (435 + 449 + 451)	459	17,443,163	31,408,430
Less Exclusions for Current Expense of Education	469		
TOTALS for ECS 84362, 50 Percent Law (459 - 469))	470	17,443,163	31,408,430
Percentage of CEE (EDP 470, col. 1 divided by EDP 470, col. 2)	471	55.54%	100.00%
50 Percent of Current Expense of Education (50% of EDP 470, col. 2)	472		15,704,215
Nonexempted Deficiency from second preceding fiscal year	473		
Amount Required to be Expended for Salaries of Classroom instructors (472 + 473)	474		15,704,215

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Detail of General Fund Revenues

SUPPLEMENTAL DATA

For Actual Year: 2003-04

Description	State Use Only (EDP)	Fund S11	Fund S12	Fund S10
		Unrestricted	Restricted	Total General Fund
		Actual (1)	Actual (1)	Actual (1)
Federal Revenues (CA 8100):				
Forest Reserve	8110			
Higher Education Act	8120		406,198	406,198
Workforce Investment Act	8130			
Temporary Assistance for Needy Families (TANF)	8140		100,019	100,019
Student Financial Aid	8150		38,295	38,295
Veterans Education	8160		2,795	2,795
Vocational and Technical Education Act (VTEA)	8170	(498)	505,870	505,372
Other Federal Revenues	8190		432,408	432,408
TOTAL FEDERAL REVENUES	8100	(498)	1,485,585	1,485,087
State Revenues (CA 8600)				
General Apportionments (CA 8610)				
Apprenticeship Apportionment	121			
State General Apportionment	122	14,932,830		14,932,830
Other General Apportionments	123	2,059,954		2,059,954
General Categorical Programs (CA 8620)				
Child Development	124		156,216	156,216
Extended Opportunity Programs and Services (EOPS)	125		911,462	911,462
Disabled Students Programs and Services (DSPS)	126		632,991	632,991
Temporary Assistance for Needy Families (TANF)	127			
CA Work Oppor. & Responsibility to Kids (CalWORKs)	128		417,147	417,147
Telecomm. and Technology Infrastructure Program (TTIP)	129		64,234	64,234
Other General Categorical Programs	130		1,076,286	1,076,286
Reimbursable Categorical Programs (CA 8650)				
Instructional Improvement Grant	132			
Other Reimbursable Categorical Programs	133			
State Tax Subventions (CA 8670):				
Homeowners' Property Tax Relief	134	160,158		160,158
Timber Yield Tax	135			
Other State Tax Subventions	136			
State Non-Tax Revenues (CA 8680):				
State Lottery Proceeds	137		1,087,222	1,087,222
State Mandated Costs	138	(313,501)		(313,501)
Other State Non-Tax Revenues	139			
Other State Revenues	8690			
TOTAL STATE REVENUES	8600	16,839,441	4,345,558	21,184,999

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Detail of General Fund Revenues

SUPPLEMENTAL DATA

For Actual Year: 2003-04

Description	State Use Only (EDP)	Fund S11	Fund S12	Fund S10
		Unrestricted	Restricted	Total General Fund
		Actual (1)	Actual (1)	Actual (1)
Local Revenues (CA 8800):				
Property Taxes (CA8810):				
Tax Allocation, Secured Roll	8811	7,067,077		7,067,077
Tax Allocation, Supplemental Roll	8812	354,402		354,402
Tax Allocation, Unsecured Roll	8813	434,503		434,503
Prior Years Taxes	8816	183,191		183,191
Education Revenue Augmentation Fund (ERAF)	8817	6,518,102		6,518,102
Contributions, Gifts, Grants, and Endowments	8820			
Contract Services (CA 8830):				
Contract Instructional Services	140		66,494	66,494
Other Contract Services	141			
Sales and Commissions	8840			
Rentals and Leases	8850	52,052		52,052
Interest and Investment Income	8860	76,884		76,884
Student Fees and Charges				
Community Services Classes	8872		32,516	32,516
Dormitory	8873			
Enrollment	8874	1,585,086		1,585,086
Field Trips and use of Nondistrict Facilities	8875			
Health Services	8876			
Instructional Materials Fees and Sales of Materials	8877			
Insurance	8878			
Student Records	8879	26,573		26,573
Nonresident Tuition	8880	206,527		206,527
Parking Services and Public Transportation	8881		550,877	550,877
Other Student Fees and Charges	8885			
Other Local Revenues	8890	117,318	666,765	784,083
TOTAL LOCAL REVENUES	8800	16,621,715	1,316,652	17,938,367
TOTAL REVENUES (8100 + 8600 + 8800)	801	33,460,658	7,147,795	40,608,453
Other Financing Sources (CA 8900):				
Proceeds of General Fixed Assets	8910			
Proceeds of General Long-Term Debt	8940			
Incoming Transfer	8980	(203,000)		(203,000)
TOTAL OTHER FINANCING SOURCES	8900	(203,000)		(203,000)
TOTAL REVENUES AND OTHER FINANCING SOURCES	899	33,257,658	7,147,795	40,405,453

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Expenditures by Activity
S10 General Fund - Combined
(Total Unrestricted and Restricted)

SUPPLEMENTAL DATA

For Actual Year: 2003-04

S10 GENERAL FUND - COMBINED

Activity Classification	State Use Only (EDP)	SALARIES and BENEFITS		Operating Expenses (4000 - 5000) (3)	Capital Outlay (6000) (4)	Other Outgo (7000) (5)	Total (1000 - 7000) (6)
		Instructional* (1)	Noninstructional** (2)				
Agriculture and Natural Resources	0100	55,710		11,052	51,972		118,734
Architecture and Environmental Design	0200						
Biological Sciences	0400	752,887		36,172			789,059
Business and Management	0500	816,520		4,117			820,637
Communications	0600						
Computer and Information Science	0700	364,178		212	34,576		398,966
Education	0800	667,987	274,795	168,743	3,454		1,114,979
Engineering and Related Industrial Tech.	0900	1,232,238		121,744	199,936		1,553,918
Fine and Applied Arts	1000	647,860		37,024			684,884
Foreign Language	1100	321,424		1,387			322,811
Health	1200	1,257,094	168,363	24,411	101,443		1,551,311
Consumer Education and Home Economics	1300	120,925	148,097	31,272			300,294
Law	1400						
Humanities (Letters)	1500	1,477,877		5,571			1,483,448
Library Science	1600						
Mathematics	1700	1,119,877		2,161			1,122,038
Military Studies	1800						
Physical Sciences	1900	562,551		13,946			576,497
Psychology	2000	364,242		407			364,649
Public Affairs and Services	2100	257,868		97,439	12,517		367,824
Social Sciences	2200	823,422		1,370			824,792
Commercial Services	3000	261,270		85,820			347,090
Interdisciplinary Studies	4900	7,082,974	820,139	42,020	84,628		8,029,761
Instruct. Staff-Retir's Bnfts & Retire. Incentis	5900	101,791					101,791
Subtotal - Instructional Activities	599	18,288,695	1,411,394	684,868	488,526		20,873,483

* Salaries and Benefits of instructors and instructional aides in instructional assignments

** Salaries and Benefits of staff in noninstructional assignments

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Expenditures by Activity
S10 General Fund - Combined
(Total Unrestricted and Restricted)

SUPPLEMENTAL DATA

For Actual Year: 2003-04

S10 GENERAL FUND - COMBINED

Activity Classification	State Use Only (EDP)	SALARIES and BENEFITS		Operating Expenses (4000 - 5000) (3)	Capital Outlay (6000) (4)	Other Outgo (7000) (5)	Total (1000 - 7000) (6)
		Instructional* (1)	Noninstructional** (2)				
Instruct. Admin. & Instruct. Governance (6000)							
Academic Administration	6010		1,129,711	157,268			1,286,979
Course and Curriculum Development	6020						
Academic/Faculty Senate	6030		133,154				133,154
Other Instruct. Admin. & Instruct. Governance	6090						
Subtotal - Instructional Administration	6000		1,262,865	157,268			1,420,133
Instructional Support Services (6100)							
Learning Center	6110	100,126					100,126
Library	6120		683,422	96,912	69,468		849,802
Media	6130		69,738	43,569	49,025		162,332
Museums and Galleries	6140						
Academic Information Systems and Tech.	6150						
Other Instructional Support Services	6190		238,565		1,141		239,706
Subtotal - Instructional Support Services	6100	100,126	991,725	140,481	119,634		1,351,966
Admissions and Records	6200		391,684	19,949			411,633
Student Counseling and Guidance (6300)							
Counseling and Guidance	6310		522,235	9,385			531,620
Matriculation and Student Assessment	6320		385,139	44,098	1,125		430,362
Transfer Programs	6330		56,438	4,575			61,013
Career Guidance	6340						
Other Student Counseling and Guidance	6390			12,375			12,375
Subtotal - Student Counseling and Guidance	6300		963,812	70,433	1,125		1,035,370

* Salaries and Benefits of instructors and instructional aides in instructional assignments

** Salaries and Benefits of staff in noninstructional assignments

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Expenditures by Activity
S10 General Fund - Combined
(Total Unrestricted and Restricted)

SUPPLEMENTAL DATA

For Actual Year: 2003-04

S10 GENERAL FUND - COMBINED

Activity Classification	State Use Only (EDP)	SALARIES and BENEFITS		Operating Expenses (4000 - 5000) (3)	Capital Outlay (6000) (4)	Other Outgo (7000) (5)	Total (1000 - 7000) (6)
		Instructional* (1)	Noninstructional** (2)				
Other Student Services (6400)							
Disabled Students Program & Services (DSPS)	6420		713,059	32,212	9,833		755,104
Extended Opportunity Prgms. & Services (EOPS)	6430		715,021	37,406	1,607	304,129	1,058,163
Health Services	6440						
Student Personnel Administration	6450		336,355	31,511			367,866
Financial Aid Administration	6460		601,794	(42,303)	75,564		635,055
Job Placement Services	6470		367,209	55,823	45,253		468,285
Veterans Services	6480			339			339
Miscellaneous Student Services	6490						
Subtotal - Other Student Services	6400		2,733,438	114,988	132,257	304,129	3,284,812
Operation and Maintenance of Plant (6500)							
Building Maintenance and Repairs	6510		725,014	92,151	12,431		829,596
Custodial Services	6530		745,478	77,019			822,497
Grounds Maintenance and Repairs	6550		380,215	28,407	3,761		412,383
Utilities	6570			1,532,219			1,532,219
Other Operation and Maintenance of Plant	6590		150,373	82,505			232,878
Subtotal - Operation and Maintenance of Plant	6500		2,001,080	1,812,301	16,192		3,829,573
Planning, Policymaking, and Coordination	6600		1,114,459	942,694	22,994		2,080,147

* Salaries and Benefits of instructors and instructional aides in instructional assignments

** Salaries and Benefits of staff in noninstructional assignments

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Expenditures by Activity
S10 General Fund - Combined
(Total Unrestricted and Restricted)

SUPPLEMENTAL DATA

For Actual Year: 2003-04

S10 GENERAL FUND - COMBINED

Activity Classification	State Use Only (EDP)	SALARIES and BENEFITS		Operating Expenses (4000 - 5000) (3)	Capital Outlay (6000) (4)	Other Outgo (7000) (5)	Total (1000 - 7000) (6)
		Instructional* (1)	Noninstructional** (2)				
General Instructional Support Services (6700)							
Community Relations	6710		134,002				134,002
Fiscal Operations	6720		535,294	120,403	2,169		657,866
Human Resources Management	6730		614,436	275,119	1,645		891,200
Noninstrl. Staff Retirees' Bnfts. & Retire. Incents.	6740						
Staff Development	6750		24,419	1,245			25,664
Staff Diversity	6760			15,930			15,930
Logistical Services	6770		1,228,854	95,376	972,226		2,296,456
Management Information Systems	6780		854,002	1,019,562	19,133		1,892,697
Other General Instructional Support Services	6790						
Subtotal - General Instructional Support Services	6700		3,391,007	1,527,635	995,173		5,913,815
Community Svcs. & Economic Develop. (6800)							
Community Recreation	6810						
Community Service Classes	6820	33,984		81,880			115,864
Community Use Facilities	6830		107,358	9,687	7,324		124,369
Economic Development	6840						
Other Community Svcs. & Economic Development	6890						
Subtotal - Community Services	6800	33,984	107,358	91,567	7,324		240,233

* Salaries and Benefits of instructors and instructional aides in instructional assignments

** Salaries and Benefits of staff in noninstructional assignments

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Expenditures by Activity
S10 General Fund - Combined
(Total Unrestricted and Restricted)

SUPPLEMENTAL DATA

For Actual Year: 2003-04

S10 GENERAL FUND - COMBINED

Activity Classification	State Use Only (EDP)	SALARIES and BENEFITS			Operating Expenses (4000 - 5000) (3)	Capital Outlay (6000) (4)	Other Outgo (7000) (5)	Total (1000 - 7000) (6)
		Instructional* (1)	Noninstructional** (2)					
Ancillary Services (6900)								
Bookstores	6910							
Child Development Centers	6920							
Farm Operations	6930							
Food Services	6940							
Parking	6950							
Student and Co-curricular Activities	6960			1,311			1,311	
Student Housing	6970							
Other Ancillary Services	6990							
Subtotal - Ancillary Services	6900			1,311			1,311	
Auxiliary Operations (7000)								
Contract Education	7010							
Other Auxiliary Operations	7090							
Subtotal - Auxiliary Operations	7000							
Physical Property and Related Acquisitions (7100)	7100							
Long-Term Debt and Other Financing (7200)								
Long-Term Debt	7210			28,538			28,538	
Tax Revenue Anticipation Notes	7220							
Other Financing	7290							
Subtotal - Long-Term Debt and Other Financing	7200			28,538			28,538	
Transfers, Student Aid, and Other Outgo (7300)								
Transfers	7310					465,000	465,000	
Student Aid	7320					167,203	167,203	
Other Outgo	7330							
Subtotal - Transfers, Student Aid, and Other Outgo	7300					632,203	632,203	
TOTAL EXPENDITURES and OTHER OUTGO	391	18,422,805	14,368,822	5,592,033	1,783,225	936,332	41,103,217	

* Salaries and Benefits of instructors and instructional aides in instructional assignments

** Salaries and Benefits of staff in noninstructional assignments

**CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA**

Receipt and Expenditures of Lottery Proceeds

L11 GENERAL FUND

For Actual Year: 2003-04

Budget Year: 2004-05

Description	State Use Only (EDP)	Instructional Activities (0100 - 5900) (1)	Instructional & Institutional Support Activities (6000 - 6700) (2)	Others (3)	Total (Col. 1 thru 3) (4)
1. 06/30/03 Reported Ending Balance	902				3,229
2. Adjustments	903				
3. Adjusted Beginning Balance (lines 1 + 2)	904				3,229
Part I. Actual Fiscal Year Data					
4. State Lottery Proceeds:					
a) Cash Received	869A				578,663
b) Accrued	860A				508,559
Expenditures:					
5. Salaries and Benefits (Objects 1000 - 3000)	100A		99,850		99,850
6. Supplies and Materials (Object 4000)					
(a) Software	210A				
(b) Books, Magazines, & Periodicals	220A				
(c) Instructional Supplies & Materials	230A				
(e) Noninstructional Supplies & Materials	240A		1,884		1,884
7. Other Oper. Exp. & Services (5000)	400A		961,328		961,328
8. Capital Outlay:					
a) Library Books (Object 6300)	630A				
b) Equipment (Object 6400)	640A		1,000		1,000
9. Other	650A				
10. Total Expenditures (add lines 5 thru 9)	501A		1,064,062		1,064,062
11. 06/30/04 Balance (lines 3 + 4 - 10)	905A				26,389
Part II. Budget Fiscal Year Data					
12. State Lottery Proceeds (estimated)	869B				1,061,611
Expenditures:					
13. Salaries and Benefits (Objects 1000 - 3000)	100B	77,167			77,167
14. Supplies & Materials (Object 4000)					
(a) Software	210B				
(b) Books, Magazines, & Periodicals	220B				
(c) Instructional Supplies & Materials	230B				
(e) Noninstructional Supplies & Materials	240B				
15. Other Oper. Exp. & Services (Object 5000)	400B		984,444		984,444
16. Capital Outlay:					
a) Library Books (Object 6300)	630B				
b) Equipment (Object 6400)	640B				
17. Other	650B				
18. Total Expenditures (add lines 13 thru 17)	501B	77,167	984,444		1,061,611
19. 06/30/05 Projected Balance (add lines 11 + 12 - 18)	905B				26,389

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Analysis of Interfund Transfers

SUPPLEMENTAL DATA

For Actual Year: 2003-04

Fund #	In/Out	Fund Title	Amount Transferred In	Amount Transferred Out
10	IN	General Funds	879	
33	OUT	Child Development Fund		879
10	IN	General Funds	82	
33	OUT	Child Development Fund		82
10	IN	General Funds	409	
33	OUT	Child Development Fund		409
10	IN	General Funds	23	
33	OUT	Child Development Fund		23
61	IN	Self-Insurance Fund	175,000	
10	OUT	General Funds		175,000
61	IN	Self-Insurance Fund	400,000	
29	OUT	Other Debt Service Fund		400,000
10	IN	General Funds	153	
33	OUT	Child Development Fund		153
33	IN	Child Development Fund	40,172	
10	OUT	General Funds		40,172
61	IN	Self-Insurance Fund	40,000	
10	OUT	General Funds		40,000
41	IN	Capital Outlay Projects Fund	816	
10	OUT	General Funds		816
10	IN	General Funds	274	
33	OUT	Child Development Fund		274

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Analysis of Interfund Transfers

SUPPLEMENTAL DATA

For Actual Year: 2003-04

Fund #	In/Out	Fund Title	Amount Transferred In	Amount Transferred Out
33	IN	Child Development Fund	26,200	
10	OUT	General Funds		26,200
33	IN	Child Development Fund	540	
10	OUT	General Funds		540
10	IN	General Funds	672	
33	OUT	Child Development Fund		672
10	IN	General Funds	513	
33	OUT	Child Development Fund		513
10	IN	General Funds	4,708	
41	OUT	Capital Outlay Projects Fund		4,708
73	IN	Student Body Center Fee Trust Fund	1,008	
10	OUT	General Funds		1,008
10	IN	General Funds	145	
33	OUT	Child Development Fund		145
10	IN	General Funds	17	
72	OUT	Student Representation Fee Trust Fund		17
29	IN	Other Debt Service Fund	250,000	
10	OUT	General Funds		250,000

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

**** Summary Page ****

Page: 3

SUPPLEMENTAL DATA
For Actual Year: 2003-04

Analysis of Interfund Transfers

Fund #	In/Out	Fund Title	Amount Transferred In	Amount Transferred Out
Summary Totals				
Totals			941,611	941,611
10		General Funds	7,875	
33		Child Development Fund		3,150
61		Self-Insurance Fund	615,000	
10		General Funds		533,736
29		Other Debt Service Fund		400,000
33		Child Development Fund	66,912	
41		Capital Outlay Projects Fund	816	
41		Capital Outlay Projects Fund		4,708
73		Student Body Center Fee Trust Fund	1,008	
72		Student Representation Fee Trust Fund		17
29		Other Debt Service Fund	250,000	

ADMINISTRATIVE SERVICES

NOVEMBER 9, 2004

TOPIC: QUARTERLY FISCAL STATUS REPORT

TO THE SUPERINTENDENT/PRESIDENT:

AB 2910, Chapter 1486, Statutes of 1986, requires California community college districts to report quarterly on their financial condition. Districts are required to provide copies to the Chancellor's Office and county schools of the completed form (Form CCFS-311Q) and a copy of the quarterly financial report required by Education Code '72413(g) and '84043 no later than five working days following the date of the governing board meeting.

Fiscal Impact: None

RECOMMENDATION:

It is recommended that the September 30, 2004, quarterly report be received, discussed, and entered into the minutes of the meeting.

REFERENCE FOR AGENDA: YES

Signed: Louis E. Zellers
Interim Vice President, Administrative Services

Signed: [Signature]
Superintendent/President

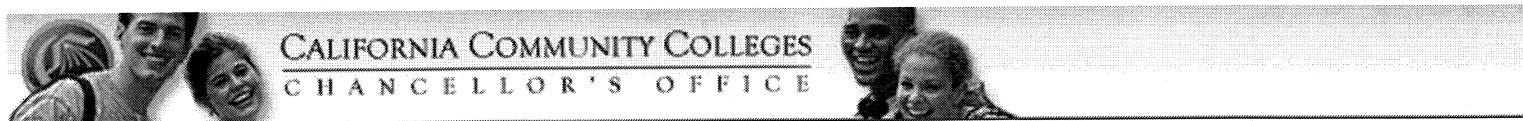
ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY _____



Fiscal Year 2004-2005
District:(990)VICTOR VALLEY Quarter Ended: (Q1) September 30, 2004
Certified Date:28-Oct-04 09:27 AM

I. Historical and Current Perspectives of General Fund (Unrestricted and Restricted):

<u>Annual</u>		As of June 30 for fiscal year (FY) specified.			
		FY01-02	FY02-03	FY03-04	FY04-05
General Fund Revenues (Objects 8100, 8600, and 8800)		40,011,953	40,164,541	40,608,363	42,792,488
Other Financing Sources (Objects 8900)		100,000	200,000	47,000	0
General Fund Expenditures (Objects 1000-6000)		39,263,458	41,055,148	40,167,834	41,435,247
Other Outgo (Objects 7100, 7300, 7400, 7500, and 7600)		848,495	586,660	936,332	551,960
Reserve for contingency	Unrestricted	0	0	0	867,257
Reserve for contingency	Total	0	0	0	981,048
General Fund Ending Balance	Unrestricted	3,455,899	2,232,442	1,876,780	1,606,230
General Fund Ending Balance	Total	3,629,883	2,352,616	2,469,445	2,311,957
Prior-Year Adjustments		0	-199,291	-20,048	0
Attendance FTES		8,363	8,403	8,283	8,283
<u>Quarter</u>		For the same quarter to each fiscal year (FY) specified			
		FY01-02	FY02-03	FY03-04	FY04-05
General Fund Cash Balance (Excluding investments)		3,753,812	2,752,682	2,752,682	2,591,643

II. General Fund (Unrestricted and Restricted) Year-To-Date Revenues and Expenditures:

	Total Budget	Actual	Percentage
	(Annual)	(Year-to-Date)	%
General Fund Revenues (Objects 8100, 8600, and 8000)	42,792,488	7,422,166	17.34
Other Financing Source (Objects 8900)	0	0	0.00
General Fund Expenditures (Objects 1000-6000)	41,435,247	8,358,741	20.17
Other Outgo (Objects 7100, 7300, 7400, 7500, and 7600)	551,960	87,467	15.85

III. Has the district settled any employee contracts during this quarter? Yes No If yes, complete the following: (If multi-year settlement, provide information for all years covered)

Salaries

Contract Period Settled (Specify)	Management		Academic(Certificated)		Classified	
	Total Salary	Cost-Increase %*	Total Salary	Cost-Increase %*	Total Salary	Cost-Increase %*
Year 1	0		0		0	
Year 2	0		0		0	
Year 3	0		0		0	

* As specified in collective bargaining agreement.

Benefits

Contract Period Settled	Management Total	Academic Total	Classified Total
Year 1		0	0
Year 2		0	0
Year 3		0	0

Include a statement regarding the source of revenues to pay salary and benefit increases, e.g., from the district's reserves, from cost-of-living, etc.

IV. Did the district have significant events for the quarter(include incurrence of long-term debt, settlement of audit citings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.) Yes No

If yes, list events and their financial ramifications.(Include additional pages of explanation if needed.)

V. Does the district have significant fiscal problems that must be addressed this year? Yes No

Next year? Yes No If yes, what are the problems and what actions will be taken?

(Include additional pages of explanation if needed.)

CERTIFICATION

To the best of my knowledge, the data contained in this report are correct.

To the best of my knowledge, the data contained in this report are correct. I further certify that this report was/will be presented at the governing board meeting specified below, afforded the opportunity to be discussed and entered into the minutes of meeting.

District Chief Business Officer	Date	District Superintendent	Date
Quarter Ended: (Q1) September 30, 2004		Governing Board Meeting Date	___/___/___

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HUMAN RESOURCES

NOVEMBER 9, 2004

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

TO: THE BOARD OF TRUSTEES

- 1. The superintendent/president has approved the voluntary transfer/reassignment of the following individual and requests board approval:

Amy Stewart-Leffew to grounds maintenance worker from lead grounds maintenance worker, effective on or after October 15, 2004.

- 2. The superintendent/president has approved the appointment of the following individual and requests board approval:

Gabriela Quesada, Student Development Center specialist—bilingual (50%, BFAP), effective on or after November 10, 2004

- 3. Recruitment for sign language services interpreter, classified specialist, is currently underway. A recommendation for appointment will be brought to the November 9 board meeting as an amendment.

Fiscal Impact: Budgeted Item

RECOMMENDATION:

It is recommended that the board approve the transfer/reassignment and appointment(s) as listed.

REFERENCE FOR AGENDA: NO

Signed WILLIAM K CHMURT
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

NOVEMBER 9, 2004

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 K. Smith
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 _____

<u>NAME</u>	<u>REQUESTED DATES OF EMPLOYMENT</u>	<u>POSITION/DEPT</u>
<u>Student Workers Federal/State Work Study/Work Experience</u>		
Allen, Pamela	1/3/05-2/13/05	SW-FWS-Off Campus
Barney, Sandy	1/3/05-2/13/05	SW-FWS-Off Campus
Briseno, Maria	11/10/04-12/31/04	SW-FWS-DSPS
Chesser, Barbara	1/3/05-2/13/05	SW-FWS-Off Campus
Cordromp, Kristen	11/10/04-12/31/04	SW-FWS-Athletics
Garcia, Norma	11/10/04-12/31/04	SW-FWS-Intruct Media
Gatewood, Demetrius	11/10/04-12/31/04	SW-FWS-Athletics
Gray, Mary	1/3/05-2/13/05	SW-FWS-Off Campus
Grubb, Brian	11/10/04-12/31/04	SW-FWS-Library
Haas, Emily	1/3/05-2/13/05	SW-FWS-Off Campus
Jones, Kya	11/10/04-12/31/04	SW-FWS-Off Campus
Jones, Sherry	11/10/04-12/31/04	SW-FWS-Co-Op/HSS
Morales, Martha	1/3/05-2/13/05	SW-FWS-Off Campus
Pence, Robin	11/10/04-12/31/04	SW-FWS-Photography
Robinson, Delysa	11/10/04-12/31/04	SW-FWS-Career Center
Torres, Alicia	11/10/04-12/31/04	SW-FWS-PE
Tyler, Theresa	11/10/04-12/31/04	SW-FWS-Off Campus
Virtdues, Jucevi	1/3/05-2/13/05	SW-FWS-Off Campus
Wheeler, Michelle	1/3/05-2/13/05	SW-FWS-Off Campus
White, Manda	1/3/05-2/13/05	SW-FWS-Off Campus

Student Workers

Abdul-Khabir, Wajidah	1/3/05-2/10/05	SW-Tutor-SI/T
Barcelata-Alvarez, Wendy	1/3/05-2/10/05	SW-Tutor-SI/T
Batcha, Sarah	1/3/05-2/10/05	SW-Tutor-Writing Center
Becker, Eric	1/3/05-2/10/05	SW-Tutor-CIT
Chan, Peggy	1/3/05-2/10/05	SW-Tutor-SI/T
Cheung, Kwan Yiu	1/3/05-2/10/05	SW-Tutor-Chemistry
Cheung, Kwan Yiu	1/3/05-2/10/05	SW-Tutor-SI/T
Durham, Katherine	1/3/05-2/10/05	SW-Tutor-Chemistry
Ervin, Angelynn	1/3/05-2/10/05	SW-Tutor-Writing Center
Foster, Hollie	11/10/04-12/23/04	SW-Other-PAC
Garcia, Alexis	1/3/05-2/10/05	SW-Tutor-SI/T
Gomez, Blanca	1/3/05-2/10/05	SW-Tutor-SI/T
Hagen, Tom	1/3/05-2/10/05	SW-Tutor-SI/T
Hotchkiss, Brian	1/3/05 2/10/05	SW-Tutor-Writing Center
Jordan, Anne	11/10/04-12/17/04	SW-Lab Assist-Music
Lai, Wah Hoi	1/3/05-2/10/05	SW-Tutor-Chemistry
Lai, Wah Hoi	1/3/05-2/10/05	SW-Tutor-SI/T
Laveaux, Chelemar	1/3/05-2/10/05	SW-Tutor-SI/T

NON-CLASSIFIED EMPLOYEES

November 9, 2004

<u>NAME</u>	<u>REQUESTED DATES OF EMPLOYMENT</u>	<u>POSITION/DEPT</u>
Laveaux, Chelemar	1/3/05-2/10/05	SW-Tutor-Writing Center
Lawrence, Paul	11/10/04-12/17/04	SW-Tutor-Biology
Leicht, Kendra	1/3/05-2/10/05	SW-Tutor-SI/T
Lim, Kuin	1/3/05-2/10/05	SW-Tutor-SI/T
Lim, Yee Siang	1/3/05-2/10/05	SW-Tutor-SI/T
Mendoza, Lorraine	1/3/05-2/10/05	SW-Tutor-SI/T
Merrigan, Elaine	1/3/05-2/10/05	SW-Tutor-SI/T
Micetich, Kristen	1/3/05-2/10/05	SW-Tutor-SI/T
Perez, Christopher	1/3/05-2/10/05	SW-Tutor-SI/T
Shved. Lyudmyla	1/3/05-2/10/05	SW-Tutor-SI/T
Simmons, William	1/3/05-2/10/05	SW-Tutor-SI/T
Slate, Eva	1/3/05-2/10/05	SW-Tutor-SI/T
Valentine, Robert	1/3/05-2/10/05	SW-Tutor-SI/T
Williams, Corey	1/3/05-2/10/05	SW-Tutor-SI/T

Limited-Term Workers

Austin, DuShawn	1/15/05-5/15/05	Asst Coach-Woman Softball
Casasda, Derrick	11/10/04-12/17/04	Life Drawing Model-Art
Jones, Melvin	1/15/05-5/21/05	Asst. Coach-Track&Field
Juarez, Aric	1/15/05-5/21/05	Asst Coach-Track&Field
Thomas, Sam	11/10/04-12/12/04	Prof Expert-Fire Tech

Volunteer

Coleman, Julian	11/10/04-6/30/05	Vol-Athletics
Jones, Melvin	11/10/04-6/10/05	Vol-Athletics
Juarez, Aric	11/10/04-6/10/05	Vol-Athletics
Sowinski, Joan	11/10/04-12/17/04	Vol-Art

HUMAN RESOURCES

NOVEMBER 9, 2004

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 SCHEPDA
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

NOVEMBER 9, 2004

FALL 2004

Belmudes, Dennis	Political Science
Cox, Michelle	Special Assign: General Counseling
Dudgeon, W. Thomas	Athletics-Prep for Men's Basketball
Harris, Terry Lee	Theatre Arts
Heaberlin, Ed	Theatre Arts
Johns, Meredith	Special Assign: General Counseling
Kaucher, John	Math
McDevitt, Steve	Theatre Arts
Melkonian, Arda	Math-Basic Skills
Moser, David	Math-Basic Skills
Rude, John	Theatre Arts
Rustad, Stacia	Athletics-Prep for Women's Basketball
Seifert, Phyllis	Child Development
Slade, Neville	Agriculture
Thomas, Michael	Special Assign: General Counseling/CalWORKS
Wreh, Emmanuel	Math

INTERSESSION 2005

Boboye, Jackie	Special Assign: General Counseling
Cox, Michelle	Special Assign: General Counseling
Johns, Meredith	Special Assign: General Counseling
Thomas, Michael	Special Assign: Counseling-CalWORKS

SPRING 2005

Aguilar, Rudy	Special Assign: Head Coach-Varisity Women's Softball
Bachofner, William	Special Assign: Head Coach-Varisity Men's Golf
Fischer, Melinda	Chemistry
Killion, Marites	Special Assign: Head Coach-Women's Tennis
Sers, Sean	Special Assign: Head Coach-Varsity Baseball

HUMAN RESOURCES

NOVEMBER 9, 2004

TOPIC: ACADEMIC APPOINTMENTS

TO THE BOARD OF TRUSTEES:

Recruitment for bilingual counselor is currently underway. A recommendation for appointment will be brought to the November 9 board meeting as an amendment.

Fiscal Impact: Budgeted

RECOMMENDATION:

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

REFERENCE FOR AGENDA: NO

Signed WILLIAM S. KIRKPATRICK
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

NOVEMBER 9, 2004

TOPIC: ADMINISTRATIVE/MANAGEMENT/CONFIDENTIAL APPOINTMENTS

TO THE BOARD OF TRUSTEES:

Recruitment for director of Admissions and Records is currently underway. A recommendation for appointment will be brought to the November 9 board meeting as an amendment.

Fiscal Impact: Budgeted Item

RECOMMENDATION:

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

REFERENCE FOR AGENDA: NO

Signed WILLIAM SCHMIDT
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed R. Spencer
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ___ Noes ___

INFORMATION ONLY _____

INSTRUCTION

NOVEMBER 9, 2004

TOPIC: REVISED DEPARTMENT CHAIRPERSONS FOR 2004-05

TO THE SUPERINTENDENT/PRESIDENT:

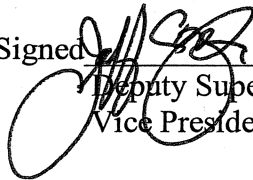
In accordance with Article 21, Section B of the Agreement between Victor Valley Community College District and Victor Valley College CTA Chapter 1169, the revised department chairperson recommendations for the 2004-05 academic year are being submitted for board approval.

Fiscal Impact: Budgeted

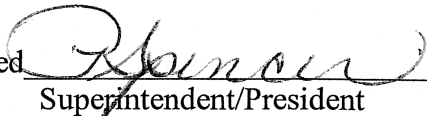
RECOMMENDATION:

It is recommended that the Board of Trustees approve the attached revised list of instructors as department chairpersons for the 2004-05 academic year.

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 _____

VICTOR VALLEY COLLEGE
DEPARTMENT CHAIRPERSONS
2004-05

Administration of Justice	Ron Fields
Agriculture and Natural Resources	Neville Slade
Allied Health/Nursing	Diego Garcia Scott Jones (10/18/04)
Art & Design/Photo	Brent Wood
Automotive	John Sweet
Business Administration	David Hollomon
Business Real Estate/Escrow	Chris Grover
Chemistry	Thomas J. Kennedy
Child Development	Sandy Visser
Computer Information Technology	Paul Tinning
Computer Integrated Design and Graphics	Claude Oliver
Construction and Manufacturing Technology	Nord Embroden
Cooperative Education	Maggi Dunsmore
Counseling	Bonnie Weathersby
Education Technology	Mike Smith
Electronics and Computer Technology	Tom Faro
English	Judy Solis
English as a Second Language	Maria Ruiz
Fire Technology	Tom Turner
Foreign Languages	Claudia Basha
Learning Resources	Leslie Huiner
Life Science	Lisa Harvey
Mathematics	Patrick Malone
Music	Thomas Miller
Philosophy/Religious Studies	Marc Skuster
Physical Education	Debra Blanchard
Physical Science	Robert Kirkham
Political Science	David Dupree
Psychology	James Previte
Respiratory Therapy	Traci Marin
Restaurant Management	Duane Buckles
Social Science	Richard Cerreto
Speech/Theatre Arts	Theresa Mirci-Smith
Welding	Gary Menser

Appr. 6/08/04

Rev. 8/10/04

Rev. 10/14/04

Rev. 11/09/04

ADMINISTRATIVE SERVICES

NOVEMBER 9, 2004

TOPIC: BOARD OF TRUSTEES PAYMENT REPORT

TO THE SUPERINTENDENT/PRESIDENT:

This is of a routine nature.

RECOMMENDATION:

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

REFERENCE FOR AGENDA: YES

Signed: Louis E. Zellers
Interim Vice President, Administrative Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: R. Souner
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

INFORMATION ONLY _____

BOARD PAYMENT REPORT
 BOARD OF TRUSTEES MEETING NOV. 9, 2004

	General Fund	Cafeteria	Cap Projects Fund	Child Dev Ctr Fund	Insurance Trust	Health Trust
BATCH 166	\$2,462.00					
BATCH 167	\$4,425.38					
BATCH 167A	\$24,663.92					
BATCH 168	\$4,014.50					
BATCH 168A	\$1,475.00					
BATCH 169	\$12,877.96					
BATCH 170	\$2,739.00					
BATCH 171	\$2,852.50					
BATCH 172	\$60,294.95					
BATCH 172A	\$1,118.60					
BATCH 173	\$993.18					
BATCH 174					\$50.00	
BATCH 175	\$6,360.07					
BATCH 175A	\$7,734.63					
BATCH 176			\$13,725.23			
BATCH 177			\$2,426.00			
BATCH 178	\$19,631.05					
BATCH 178A	\$1,088.57					
BATCH 179	\$9,040.11					
BATCH 179A	\$1,073.45					
BATCH 180				\$362.20		
BATCH 181					\$50.00	
BATCH 182						
BATCH 183						
BATCH 184			\$5,167.87			
BATCH 184A	\$32,587.69					
BATCH 185	\$4,273.24					
BATCH 186	\$27,353.11		\$421.75			
BATCH 186A	\$29,347.95					
BATCH 187	\$16,779.15					
BATCH 187A	\$1,394.02					
BATCH 188	\$164,482.78					
BATCH 189	\$7,211.62					
BATCH 189A	\$1,285.80					
BATCH 190	\$9,233.08					
BATCH 190A					\$100.00	

ADMINISTRATIVE SERVICES

NOVEMBER 9, 2004

TOPIC: AGREEMENTS

TO THE SUPERINTENDENT/PRESIDENT:

The vendors and/or consultants listed on the attached reference sheet have been designated to perform the services listed for the district at the amounts specified during the fiscal year 2004-2005. Payment to vendors and consultants for services rendered per these agreements is in accordance with district, county, state and/or federal regulations.

Fiscal Impact: see attached detail listing

RECOMMENDATION:

It is recommended the Board of Trustees ratify the agreement(s) as detailed on the attached reference.

REFERENCE FOR AGENDA: YES

Signed: Louis E. Zellers
Interim Vice President, Administrative Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: [Signature]
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY _____

AGREEMENTS/CONTRACTS

NOVEMBER 9, 2004

Vendor/Consultant	Service	Amount
B3 Backflow Testing & Repair	Annual 04-05 inspection/certification of backflow prevention valves per legal requirements	\$1,400
Williams, Sharon	Develop bid documents	\$3,500
TOTAL		\$4,900.00

ADMINISTRATIVE SERVICES

NOVEMBER 9, 2004

TOPIC: MEMBERSHIPS

TO THE SUPERINTENDENT/PRESIDENT:

The district wishes to approve individual memberships as listed:

1. Amy Stewart-Leffew in the Pesticide Applicators Professional Association from January 1, 2005 through December 31, 2005 at a cost of \$35.00
2. Arthur Casler in the Pesticide Applicators Professional Association from January 1, 2005 through December 31, 2005 at a cost of \$35.00

Fiscal Impact: \$70

RECOMMENDATION:

It is recommended the Board of Trustees approve the individual memberships as listed.

REFERENCE FOR AGENDA: YES

Signed: Louis E. Zellars
 Interim Vice President, Administrative Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: [Signature]
 Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY _____

Look at all the benefits PAPA brings to you!

PAPA

ORIGINAL INVOICE
Keray Butler
CERTIFIED BY A.P. CLERK

It's time to join PAPA, the Pesticide Applicators Professional Association. Join now and you will receive the kinds of benefits only PAPA can provide!

With your membership, you'll benefit from:

- Now Available! All PAPA members whose highest ranking license is a QAL/QAC, on-line access to your continuing education hours will be available through PAPA's website papaseminars.com
- An Official Report of your continuing education hours automatically provided to you by mail in the fall of your renewal year.
- Up to the minute, On Call Updating of your Continuing Education Hours by telephone or fax.
- Quarterly editions of Applicators News, packed with the latest industry issues, information, seminars, reports, rules and regulations.
- Statewide Seminars with hands-on training in every area of interest and importance to the professional pesticide applicator.
- A Professional Hot line with an experienced, knowledgeable, friendly and helpful staff to provide reliable answers to your questions.
- A direct pipeline to the people who contribute to the educational aims of our industry, providing instant Access to PAPA sponsors.

Remember, reporting of continuing education hours is mandatory for renewal of your license or certificate. PAPA makes it easy to comply and gives you the benefits of membership in the only professional association dedicated to you, your safety and your business.

**Knows Best
For
Tracking
Your
Success
On-line!!**

PAPA only tracks hours for those whose highest-ranking license or certificate is a QAL or QAC.
PCA's need to join CAPCA for hours tracking
Pilots need to join CAAA for hours tracking.



PAID

JOIN PAPA NOW for \$35!

INDIVIDUAL PAPA MEMBERSHIP ANNUAL DUES \$35

Membership Year is calendar year 1/1/2005-12/31/2005
 Name Amy Leffew
 Mailing Address _____
 City _____
 State _____

QAL OR QAC# _____
 Cell Phone (____) _____
 Daytime Phone _____
 Fax Phone _____
 e-mail Address _____

Employer Victor Valley College
 Mail to: PAPA, PO BOX 80095, Salinas Ca 95012-0095
 PHONE 831-442-3536 FOR INFORMATION
 FAX 831-442-2351 CREDIT CARD PAYMENTS ONLY
 VISA/MASTERCARD CREDIT CARDS
 Credit card payment information: Visa/Mastercard # _____
 Name or Company on Card _____
 Signature of Cardholder _____

Check # _____
 PLEASE WRITE YOUR LICENSE # ON YOUR CHECK
 CHECK HERE FOR ADDRESS CORRECTION
NO PURCHASE ORDERS ACCEPTED
 WILL BE ACCEPTED FOR MEMBERSHIP FEES
 Exp date _____

2005

PAPA Membership Renewal Form

PAPA

ORIGINAL INVOICE
Keray Butler
CERTIFIED BY A.P. CLERK

Look at all the benefits PAPA brings to you!

It's time to join PAPA, the Pesticide Applicators Professional Association. Join now and you will receive the kinds of benefits only PAPA can provide!

With your membership, you'll benefit from:

- Now Available! All PAPA members whose highest ranking license is a QAL/QAC, on-line access to your continuing education hours will be available through PAPA's website papaseminars.com
- An Official Report of your continuing education hours automatically provided to you by mail in the fall of your renewal year.
- Up to the minute. On Call Updating of your Continuing Education Hours by telephone or fax.
- Quarterly editions of Applicators News, packed with the latest industry issues, information, seminars, reports, rules and regulations.
- Statewide Seminars with hands-on training in every area of interest and importance to the professional pesticide applicator.
- A Professional Hot line with an experienced, knowledgeable, friendly and helpful staff to provide reliable answers to your questions.
- A direct pipeline to the people who contribute to the educational aims of our industry, providing instant Access to PAPA sponsors.

Remember, reporting of continuing education hours is mandatory for renewal of your license or certificate. PAPA makes it easy to comply and gives you the benefits of membership in the only professional association dedicated to you, your safety and your business.

It knows Best For Tracking Your Success On-line!!

PAPA only tracks hours for those whose highest-ranking license or certificate is a QAL or QAC.
PCA's need to join CAPCA for hours tracking.
Picts need to join CAAA for hours tracking.



PAID

JOIN PAPA NOW for \$35!

INDIVIDUAL PAPA MEMBERSHIP ANNUAL DUES \$35

Membership Year is calendar year 1/1/2005-12/31/2005

QAL OR QAC#

Name ARTHUR CASLER

Cell Phone () _____

Mailing Address _____

Daytime Phone () _____

City _____

Fax Phone () _____

State _____ Zip Code _____

e-mail Address _____

Employer VICTOR VALLEY COLLEGE

Check # _____

Mail to: PAPA, PO BOX 80095, Salinas Ca 93912-0095

PLEASE WRITE YOUR LICENSE # ON YOUR CHECK

PHONE 831-442-3536 FOR INFORMATION

[] CHECK HERE FOR ADDRESS CORRECTION

FAX 831-442-2351 CREDIT CARD PAYMENTS ONLY

NO PURCHASE ORDERS ACCEPTED

VISA/MASTERCARD CREDIT CARDS

WILL BE ACCEPTED FOR MEMBERSHIP FEES

Credit card payment information: Visa/Mastercard # _____

Exp. date _____

Name or Company on Card _____

Signature of Cardholder _____

SUPERINTENDENT/PRESIDENT

NOVEMBER 9, 2004

TOPIC: DONATIONS FOR THE NURSING DEPARTMENT

TO THE BOARD OF TRUSTEES:

On behalf of the college on September 10, 2004, the Victor Valley College District Foundation received clinical lab equipment, office furniture and supplies, valued at \$30,000, for the Nursing Department from Dr. Prem Reddy and Donna Smith of Desert Valley Hospital.

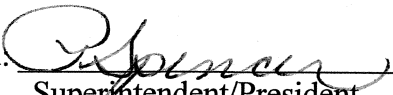
Fiscal Impact: Donated clinical lab equipment, office furniture and supplies valued at \$30,000.

RECOMMENDATION:

It is recommended that the Board accept the transfer of the donated clinical lab equipment, office furniture and supplies, valued at \$30,000, for the Nursing Department.

REFERENCE FOR AGENDA: YES

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed:  _____
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY ____



Victor Valley College District Foundation, Inc.

Federal Tax ID # 51-0141667

18422 Bear Valley Rd., Victorville, CA 92392 • 760-245-4271 ext. 2251

Receipt of Non-Cash Gifts

Donor Name: Dr. Prem Reddy / Donna Smith Date: 09/10/2004

Company / Organization (if applicable): Desert Valley Hospital

Address: 16850 Bear Valley Rd. City: Victorville Zip: 92395

E-mail: dmsmith@dvmc.com Phone: (760) 241-8000

Description of Gift: Clinical Lab Equipment for the Nursing Department
Office Furniture/Supplies

Recognize gift as from: Individual Company / Organization Anonymous

Fair Market Value * \$30,000 for (VVC Program): Nursing

*The fair market value of a gift shall be established and substantiated by the donor as required by IRS guidelines. Gifts valued at more than \$5,000 will require a qualified appraisal for the donor's tax benefit. (see IRS PUB 561)

I understand that it is my sole responsibility to establish and substantiate the value of my donation. Further, I hold the Victor Valley College District Foundation and Victor Valley College harmless and indemnify them against any potential or usual liability associated with this gift. The Victor Valley College District Foundation reserves the right, for a period of 90 days, to return ownership and title of the gift to the donor if for any reason it does not meet the needs of the College / Foundation

Donor Signature: [Signature] Date: Sept. 13, 2004

SECTION BELOW TO BE COMPLETED BY COLLEGE / FOUNDATION

Gift Received by: Pat Green Ext. 2412

College Department: Nursing

Intended Use / Disposition: Lab Instruction

I acknowledge having received the above referenced gift on behalf of the Victor Valley College / Victor Valley College Districts Foundation.

Receiver Signature: _____ Date: _____

SECTION BELOW TO BE COMPLETED BY FOUNDATION

Accepted* Rejected Date: 9/22/04
 Transferred to VVC for: Nursing Lab Date: _____
 Used by Foundation for: _____ Date: _____
 Returned Signed: _____ Date: _____

The Victor Valley College District Foundation is a 501 (c) 3 charitable organization qualified under section 170 (c) of the IRS Code to accept the above donation. *Acceptance does not represent agreement with the claimed fair market value.

VVCDF Signature: [Signature] Date: 9/22/04

ADMINISTRATIVE SERVICES

NOVEMBER 9, 2004

TOPIC: DONATIONS

TO THE SUPERINTENDENT/PRESIDENT:

The Victor Valley College Foundation has made expenditures from cash donations in the amount of \$73,822.04 (for the period 09/01/2004 through 09/31/2004) for Victor Valley College as listed.

RECOMMENDATION:

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

REFERENCE FOR AGENDA: YES

Signed: Louis E. Zellers
Interim Vice President, Administrative Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: R. Spencer
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

INFORMATION ONLY _____

VVC FOUNDATION SUPPORT TO VVC			
Expenditures made from Cash Donations for the Month of September, 2004			
Project description	Post Date	Transaction Amount	Account Description
Bank of America - TLC Grant	9/16/2004	\$8,364.43	Equipment / Supplies
Bank of America - TLC Grant Total		\$8,364.43	
Baseball Fund	9/16/2004	\$400.00	Insurance Expense
Baseball Fund Total		\$400.00	
Football Team	9/8/2004	\$850.00	Equipment / Supplies
Football Team	9/21/2004	\$515.88	Equipment / Supplies
Football Team	9/28/2004	\$593.00	Equipment / Supplies
Football Team	9/28/2004	\$300.00	Equipment / Supplies
Football Team	9/28/2004	\$125.27	Equipment / Supplies
Football Team Total		\$2,384.15	
Friends of the Library	9/28/2004	\$23.70	Awards & Recognition
Friends of the Library Total		\$23.70	
Men's Basketball	9/28/2004	\$2,700.00	Admission / Entry Fees
Men's Basketball Total		\$2,700.00	
Mitsubishi Cement (Agriculture)	9/28/2004	\$165.00	Advertising
Mitsubishi Cement (Agriculture)	9/16/2004	\$554.83	Equipment / Supplies
Mitsubishi Cement (Agriculture)	9/8/2004	\$124.99	Repair & Maintenance
Mitsubishi Cement (Agriculture)	9/16/2004	\$285.45	Travel
Mitsubishi Cement (Agriculture) Total		\$1,130.27	
President's Fund	9/8/2004	\$200.00	Admission / Entry Fees
President's Fund	9/28/2004	\$217.80	Awards & Recognition
President's Fund	9/8/2004	\$692.23	Catering
President's Fund Total		\$1,110.03	
Restaurant Management - General	9/21/2004	\$1,000.00	Equipment / Supplies
Restaurant Management - General Total		\$1,000.00	
Specialty Minerals (Agriculture)	9/8/2004	\$124.99	Repair & Maintenance
Specialty Minerals (Agriculture) Total		\$124.99	
U.S. Borax Inc. (Agriculture)	9/16/2004	\$528.69	Equipment / Supplies
U.S. Borax Inc. (Agriculture) Total		\$528.69	
Verizon ESL Grant	9/28/2004	\$45,511.64	Equipment / Supplies
Verizon ESL Grant Total		\$45,511.64	
Women's Soccer	9/28/2004	\$500.00	Consultants
Women's Soccer	9/28/2004	\$1,070.00	Equipment / Supplies
Women's Soccer Total		\$1,570.00	

PROJECT0904

Women's Tennis	9/8/2004	\$100.00	Dues & Subscriptions
Women's Tennis	9/8/2004	\$25.00	Dues & Subscriptions
Women's Tennis Total		\$125.00	
Wrestling Team	9/8/2004	\$1,119.52	Equipment / Supplies
Wrestling Team Total		\$1,119.52	
Amanda Czupor	9/8/2004	\$11.00	Scholarships
Amanda Czupor	9/8/2004	\$239.00	Scholarships
Amanda Czupor Total		\$250.00	
April Laing	9/8/2004	\$1,350.00	Scholarships
April Laing Total		\$1,350.00	
Kristin Youngberg	9/8/2004	\$207.50	Scholarships
Kristin Youngberg Total		\$207.50	
Scholarship Transition Fund (03' & Prior)	9/8/2004	\$3,500.00	Scholarships
Scholarship Transition Fund (03' & Prior)	9/8/2004	\$421.63	Scholarships
Scholarship Transition Fund (03' & Prior)	9/16/2004	\$1,858.82	Scholarships
Scholarship Transition Fund (03' & Prior)	9/28/2004	\$16.67	Scholarships
Scholarship Transition Fund (03' & Prior) Total		\$5,797.12	
Vanessa Padilla	9/8/2004	\$125.00	Scholarships
Vanessa Padilla Total		\$125.00	
GRAND TOTAL - ALL SUPPORT		\$73,822.04	

SUPERINTENDENT/PRESIDENT

NOVEMBER 9, 2004

TOPIC: AGREEMENT, CITY OF VICTORVILLE, PARK & RIDE FACILITY

TO THE BOARD OF TRUSTEES:

The City of Victorville applied for grant funds to construct a Park & Ride facility and install a traffic signal at the intersection of Bear Valley Road and Fish Hatchery Road. The San Bernardino Associated Governments (SANBAG) awarded the City of Victorville a \$650,000 CMAQ grant, which made this possible.

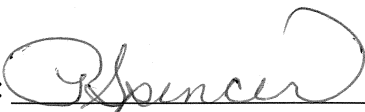
Fiscal Impact: Please refer to the Agreement between the City of Victorville and Victor Valley College.

RECOMMENDATION:

It is recommended that the Board approve the agreement titled, "Agreement between the City of Victorville and Victor Valley College, Lease and Maintenance of Park and Ride Facility."

REFERENCE FOR AGENDA: YES

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed:  _____
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY _____

AGREEMENT BETWEEN
City of Victorville and Victor Valley College
Lease and Maintenance of
Park and Ride Facility

THIS AGREEMENT, dated for convenience on the ___ day of _____, 2004, is by and between the City of Victorville (hereinafter referred to as "City") and Victor Valley College (hereinafter referred to as "College"), both of which are public entities in the State of California.

WITNESSETH:

WHEREAS, the City received a federal grant (the "Grant") to construct a Park and Ride facility and traffic signal at Bear Valley Road and Mojave Fish Hatchery Road (hereinafter referred to as "Project") in order to relieve traffic congestion and promote ridesharing opportunities in Victorville; and

WHEREAS, the City and the College identified a mutually agreeable site upon which to construct the Project; described as approximately 3.2 acres of vacant College property on the northeast corner of Mojave Fish Hatchery Road and Bear Valley Roads (the "Property"); and

WHEREAS, the City has presented and received approval from the College of a preliminary layout of the Project; and

WHEREAS, the City has begun the field biological survey and preparation of necessary documents for the filing of a Negative Declaration in compliance with the California Environmental Quality Act (CEQA) as required for the Project; and

WHEREAS, the City will oversee the preparation of the final engineering plans following the initial field biological survey; and

WHEREAS, the City will coordinate the development of the Project with other improvements proposed for Bear Valley Road that are not a part of this Project, but which have an impact on the end result of the Project; and

WHEREAS, the parties to this agreement now wish to orchestrate the leasing and future maintenance of the Project in a mutually acceptable manner;

NOW THEREFORE, the City and College, for and in consideration of the mutual promises and agreements herein contained, do agree as follows:

- (1) The City will lease from the College the Property for the Project at a cost of one dollar (\$1.00) per year for a period of ten (10) years.

- (2) The Project will serve as auxiliary parking for College students as excess parking capacity exists. An “information booth/single restroom” facility will be provided by the City to regulate and facilitate parking operations only if sufficient funds are made available for this Project. Staffing for the “information booth” will be provided as determined appropriate by the College.
- (3) Permits will be issued to the Park and Ride facility users. The College will issue permits for College students and employees and will issue parking violation citations to non-permit holders.
- (4) The College will be provided the opportunity to review and provide input on the final construction plans of the Project and will be notified prior to award of a construction contract.
- (5) During the course of construction, appropriate measures will be taken by the City to ensure the least amount of disruption to College business as possible.
- (6) During the term of the lease, the City will use its best efforts to identify and obtain all available grant funds to help offset operation and maintenance costs. The City will provide funds to seal and re-stripe the Project every five (5) years or sooner if mutually agreed by both parties it is deemed necessary due to excessive wear. The City will sweep the Park-n-Ride facility on a regular basis.
- (7) The City shall provide limited landscaping utilizing drought-tolerant plants. The College shall provide all water required to properly maintain such landscaping. The City and College shall use their best efforts to develop joint rules and regulations for use of the Park-n-Ride facility.
- (8) The City shall incorporate directional signs and fencing into the Project’s final design.
- (9) The College police department shall provide reasonably scheduled security checks of the Project as part of its regular security patrol.
- (10) The City shall provide and maintain general liability insurance and shall include the College as an “additional insured.”
- (11) The College shall provide all resources needed for weekday operations. The City shall make repairs to the Project that incur as a result of bus traffic.
- (12) Upon expiration of the Lease, including any extensions, the Property will be returned to the College.
- (13) This agreement shall be binding upon and shall inure to the benefit of the successors of the parties.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed and attested to by their proper officers thereunto duly authorized, as of the day and year first above written.

VICTOR VALLEY COLLEGE

CITY OF VICTORVILLE

By: _____
President, College Board of Trustees

By: _____
Mayor, Victorville City Council

APPROVED AS TO FORM:
GREEN, DE BORTNOWSKY & QUINTANILLA

City Attorney

INSTRUCTION

NOVEMBER 9, 2004

TOPIC: MAINTENANCE AGREEMENT – SIRSI CORPORATION

TO THE SUPERINTENDENT/PRESIDENT:

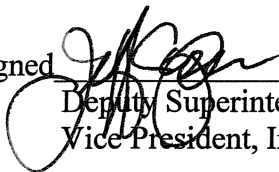
The district wishes to renew an annual maintenance agreement with Sirsi Corporation for the purpose of maintaining the software and hardware in the Learning Resource Center for the period of June 1, 2005 through May 31, 2006.

Fiscal Impact: \$12,000.


RECOMMENDATION:

It is recommended that the Board of Trustees approve the maintenance agreement with Sirsi Corporation for maintaining the software and hardware in the Learning Resource Center for the period of June 1, 2005 through May 31, 2006.

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 _____

**VICTOR VALLEY COMMUNITY COLLEGE
Purchasing Requisition**

Requisition Type	: Vendor	: No
Requisition Number	: 009849	: 10/14/2004
Requestor's Position	: Julie Tremblay	: Leslie Huiner
Location	: Library	: Learning Resource Center
Room		: Julie Tremblay
Description	: Maintenance agreement	: Maintenance Agreements
		: Goods/Services

Vendor Information

Number	: 006929-02	Contact Name	:
Name	: SIRSI CORPORATION	Phone	:
Address 1	: P O BOX 2153	Fax	:
Address 2	: DEPARTMENT 3331	Pager	:
Address 3		E-mail	:
City, State, Zip	: BIRMINGHAM, AL 35287-3331	Suggested Vendor/Chgs	: Tel. (256)704-7000
			: Fax (256)704-7007

Confirmation Code	: Services	Payment Terms	:
Bid	:	Contract	:

Additional Information : Debi, don't order, invoice due in April
 Special Instructions :
 Additional Instructions :

Shipping Information

Ship To	: Library	Contact	:
Address 1	: 18422 Bear Valley Road	Phone	: (760) 245-4271
Address 2		Fax	: (760) 245-4373
Address 3			:
City, State, Zip	: Victorville, CA 92395-5849	Freight On Board	:
Ship Via	:		:

Delivery Instructions :
 Additional Information :

Receiving Information

Receiving Instructions :

**VICTOR VALLEY COMMUNITY COLLEGE
Purchasing Requisition**

Additional Instructions :

Item Information

Item Line Number	Quantity	Unit	Item Number	Description	Compliance Code	Unit Cost	Extended Cost*	Account Line Number
1	1	EA		Annual software and hardware maintenance agreement with Sirsi Corporation for the period June 1, 2005-May 31, 2006		12000.00	12000.00	All

Sub-Total** : 12000.00
 Taxes : 0.00
 Shipping & Handling : 0.00
 Additional Charges : 0.00
 Total Requisition Amount : 12000.00

* Extended Cost includes all discounts, taxes, shipping/handling & additional costs. ** Sub-Total includes all discounts.

Account Information

Account Line Number	Fu-Ls-Si-Pgm-SubP-Obj.-Type	Amount Charged
1	01-00-14-6120-0000-5840.00-0000	12000.00

Total Amount Charged : 12000.00

Approval Information

User Name	Action	Action Date
Julie Tremblay	Requisition Sent for Approval (Library)	10/14/2004 8:44:28 AM
Leslie Huiner	Requisition Approved - Sent to Next Approver (Accounting Tech I)	10/14/2004 10:47:48 AM

STUDENT SERVICES

November 9, 2004

TOPIC: AGREEMENT, XEROX CORPORATION

TO THE SUPERINTENDENT/PRESIDENT:

The district wishes to enter into a 60-month lease with Xerox for a new machine which incorporates advances in Xerox technology. This copy/printer system will improve the Financial Aid office efficiency, and will enable them to better serve their financial aid students and students in other student services programs.


The pricing of this lease is part of the California Communities Purchasing Program/County of Los Angeles, Contract Number 071386404.

Fiscal Impact: Budgeted item from BFAP funding, not to exceed \$2,394.96 per year for the lease, plus prints/copies billed at \$.0084 per print/copy.


RECOMMENDATION:

It is recommended the Board of Trustees approve the lease agreement with Xerox Corporation for a Xerox WCP 35H copy/print system per the terms and conditions attached.

REFERENCE FOR AGENDA: YES

Signed: 
Vice President, Student Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: 
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY _____

PURCHASE ORDER NO. _____

VICTOR VALLEY COMMUNITY COLLEGE FINANCIAL AID

P.O. REQUIREMENTS FOR XEROX COST PER COPY

XEROX WCP 35H Copy/Print System Includes: 35OFCFIN (Office Finisher), 3HOLE (3-Hole Punch).

TERM LEASE: 60-MONTHS / FMV PURCHASE OPTION.
MONTHS 1-60 AT \$199.58 PER MONTH.
INCLUDES EQUIPMENT, SERVICE AND SUPPLIES.
(EXCLUDES PAPER AND STAPLES).
PRINTS/COPIES BILLED AT \$.0084 PER PRINT/COPY.
INCLUDES: CUSTOMER EDUCATION & CONSULTING.

Notwithstanding any terms and conditions contained in this Purchase Order, the terms and conditions applicable to the transaction covered by this Purchase Order shall be subject solely to those contained in the California Communities Purchasing Partnership Contract Number 071397104; provided however, if the Contract does not contain all the terms and conditions required for such transaction, then this Purchase Order, to the extent the subject matter thereof is not addressed in the Contract, shall be subject solely to (a) Xerox's currently standard form agreement for such transaction (e.g., lease transaction is subject to Xerox's currently standard Lease Agreement; etc.), and/or (b) Xerox's currently standard addenda.

Name (Please Print)

Signature

Date

Title

INSTRUCTION

NOVEMBER 9, 2004

TOPIC: REVISED ACADEMIC CALENDAR FOR THE 2004-2005 ACADEMIC YEAR

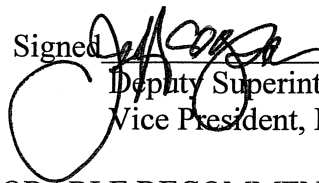
TO THE SUPERINTENDENT/PRESIDENT:

The attached calendar has been revised to reflect that December 29, 2004, will be a district holiday rather than a mandatory vacation day for classified and management employees. Commencement has been scheduled for Friday, June 10, 2005. Classes scheduled for Saturday, April 2, will not be held. Instead, an additional day of Saturday classes is scheduled for Saturday, June 11.

RECOMMENDATION:

It is recommended that the board approve the revised academic calendar for 2004-2005 as listed.

REFERENCE FOR AGENDA: NO

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 _____

JUNE 2004						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2004						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2004						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2004						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2004						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

NOVEMBER 2004						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2004						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Key

- First/Last
- Reconvene
- Commencement
- Holiday
- Recess
- Campus Closed

**Victor Valley College
2004-2005 Employee/Academic Calendar**

Summer 2004 four day work week begins week of
May 24, 2004 and ends August 27, 2004.

June 2004

7 Summer Session Begins-6wks/8wks

July 2004

5 Independence Day Holiday
15 Summer Session Ends - 6 wks
29 Summer Session Ends - 8 wks

August 2004

30 Fall Semester Begins

September 2004

6 Labor Day Holiday

November 2004

11 Veteran's Day Holiday
25-26 Thanksgiving Holidays
27-28 No Classes Held

December 2004

18 Fall Semester Ends
(Saturday classes will meet on 12/18/04.)

22 In-Lieu of Admissions Day
23 Christmas Eve Holiday-Observed
24 Christmas Day Holiday-Observed
25-26 Campus Closed
27-29 Board Given Holidays (MOU-current year only)
30 New Year's Eve Holiday-Observed
31 New Year's Day Holiday-Observed

January 2005

3 Winter Intersession Begins
17 Martin Luther King, Jr. Holiday

February 2005

10 Winter Intersession Ends
11 Lincoln Day Holiday
14 Spring Semester Begins

March 2005

25 Spring Break Holiday
26-27 No Classes Held
3/28-4/1 Spring Break

April 2005

4 Classes Reconvene

May 2005

30 Memorial Day Holiday
June 2005
10 Commencement
11 Spring Semester Ends
(Saturday classes will meet on 6/11/05.)
20 Summer Sessions Begin

July 2005

4 Independence Day Holiday

August 2005

29 Fall Semester Begins (Tentative)

JANUARY 2005						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2005						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2005						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2005						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY 2005						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2005						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2005						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2005						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Revised Pending Board Approval

INSTRUCTION

NOVEMBER 9, 2004

TOPIC: AGREEMENT, G.W. REED PRINTING

TO THE SUPERINTENDENT/PRESIDENT:

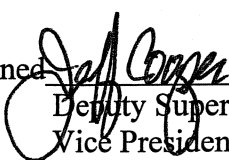
The district wishes to enter into an agreement with G.W. Reed Printing to provide printing services for the creation of the Winter/Spring 2005 Schedule of Classes.

Fiscal Impact: Budgeted Item, \$41,688.06

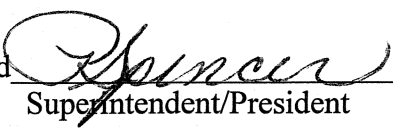
RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with G.W. Reed Printing for printing services.

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 _____

**VICTOR VALLEY COMMUNITY COLLEGE
Purchasing Requisition**

Requisition Type : Vendor
 Requisition Number : 009914
 Requisition Date : 10/26/2004
 Requestor's Position : Lori Ornelas
 Location : Student Learning
 Room :
 Description : Printing costs for winter/spring
 2005 schedules
 Annual Requisition : No
 Requisition Date : 10/26/2004
 Requestor's Name : Jeff Cooper
 Building/Department : Warehouse
 Entered By : Lori Ornelas
 Type of : Contracted Services
 Goods/Services

Vendor Information

Number : 009272-01
 Name : G.W. REED PRINTING
 Address 1 : 4071 GREYSTONE DR.
 Address 2 :
 Address 3 :
 City, State, Zip : ONTARIO, CA 91761-0000

Contact Name : Stewart Reed
 Phone : 909.947.0599
 Fax : 909.947.5346
 Pager :
 E-mail :
 Suggested Vendor/Chgs :



Confirmation Code : Payment Terms
 Bid :

: Contract

Additional Information :
 Special Instructions :
 Additional Instructions :

Shipping Information

Ship To : Warehouse
 Address 1 : 18422 Bear Valley Road
 Address 2 :
 Address 3 :
 City, State, Zip : Victorville, CA 92395-5849
 Ship Via :

Contact : Monty/Luis
 Phone : (760) 245-4271
 Fax : (760) 843-5714

Freight On Board :

Delivery Instructions :
 Additional Information :

Receiving Information

VICTOR VALLEY COMMUNITY COLLEGE
Purchasing Requisition

Receiving Instructions :
 Additional Instructions :

Item Information

Item Line Number	Quantity	Unit	Item Number	Description	Compliance Code	Unit Cost	Extended Cost*	Account Line Number
1	1	EA		125,000 Copies of Winter/Spring 2005 Schedule of Classes, 164 pages, text +4 page cover booklet (color). Color black + 1 pms printed on Whitenevs, cover 4/color printed on 70# gloss, finish 8.25 x 10.25.		37297.50	40188.06	All
2	1	EA		Additional 8 pages - \$1,500		1500.00	1500.00	All

Sub-Total** : 38797.50
 Taxes : 2890.56
 Shipping & Handling : 0.00
 Additional Charges : 0.00
 Total Requisition Amount : 41688.06

* Extended Cost includes all discounts, taxes, shipping/handling & additional costs. ** Sub-Total includes all discounts.

Account Information

Account Line Number	Fu-Ls-Si-Pgm-SubP-Obj.-Type	Amount Charged
1	01-00-10-6010-0000-5812.00-0000	41688.06

Total Amount Charged : 41688.06

Approval Information

User Name	Action	Action Date
Lori Ornelas	Requisition Sent for Approval (Executive VP)	10/26/2004 2:30:27 PM

ADMINISTRATIVE SERVICES

NOVEMBER 9, 2004

TOPIC: AGREEMENT – PACIFIC BLUE MICRO

TO THE SUPERINTENDENT/PRESIDENT:

The district wishes to participate in the annual software agreement with Pacific Blue Micro for Smartnet Hardware Replacement Onsite effective July 1, 2004 through June 30, 2005.

Fiscal impact: \$ 9,849

RECOMMENDATION:

It is recommended the Board of Trustees approve participation in the maintenance agreement with Pacific Blue Micro for Smartnet-Hardware as presented.

REFERENCE FOR AGENDA: YES

Signed: *Louis E. Zellers*
Vice President, Administrative Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: *[Signature]*
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY _____



Southern California Office
 17500 Redhill Avenue
 Suite 100
 Irvine, CA 92614
 T: 949 / 417-7021 F: 949 / 417-8152



Date: 08/27/04

Att: Kyle Rotte
 Victor Valley College
 18422 Bear Valley Road
 Victorville CA. 92392
 T: 760 245-4271 x2594
 F:
 E:

Smartnet
 Proposal By: Joy Sullivan
 Quote # 942

Access to CISCO TAC, IOS Upgrades, Hardware Replacement for Cisco Devices

Part Description	Serial Number (optional)	Begin Date	End Date	QT	Prorated	Extension
Smartnet-Hardware Replacement Onsite 24x7x4						
WS-C6509-1300AC=	SCA050101MQ	1-Jul-04	30-Jul-05	1	9,849.00	9,849.00
TOTAL						\$9,849.00

Authorization Acceptance

Brian Olsen
 Pacific Blue Micro
 T: (949) 417-7006
 F: (949) 417-7056
 bolsen@pacblue.com

Acceptance of Maintenance Contract & Terms & Conditions

PO / Reference Number



Southern California Office
17500 Redhill Avenue
Suite 100
Irvine, CA 92614
T: 949 / 417-7021 F: 949 / 417-8152



TERMS AND CONDITIONS OF SALE

WARRANTY/PRODUCT RETURNS:

Should you need to return product, please contact Joy Sullivan @ (949) 417-7021, Monday through Friday, 8:00 am to 5:00 pm to obtain a valid Return Merchandise Authorization (RMA) number.

Please have the following information available when you call:

- Your customer number
- Order number or invoice number
- Part number and serial number, if serialized
- Reason for return
- Condition of product (opened, unopened, defective, non-defective)
- For defective product, a description of the problem (include any error codes)
- For warranty issues, please be prepared to fax a copy of your original invoice

Although Pacific Blue Micro policies may permit a purchaser to return products claimed to be defective under certain circumstances; Pacific Blue Micro makes no warranties of any kind with respect to any products. The right to return defective products, as described herein shall constitute Pacific Blue Micro's sole liability and the purchaser's exclusive remedy in connection with a claim of any kind relating to the quality, condition or performance of a product, whether such claim is based upon principles of contract, warranty, negligence or other tort, principles of indemnity or contribution, or otherwise.

RMA numbers are valid for 10 BUSINESS DAYS. Any merchandise returned without a valid RMA number will be refused. Some product may not be returnable, therefore, it is necessary to contact Joy Sullivan before returning product to obtain authorization.

RMA product should be returned to Pacific Blue Micro, 17500 Red Hill Avenue, Suite 100, Irvine, CA 92614 with the RMA # on the shipping label.

• **DOA product (Dead On Arrival)**

This is product that is defective right out of the box. All original packaging, manuals, etc. must be included with returned product. **Product must be returned within 10 days of receipt.** All DOA merchandise will be tested upon receipt. Pacific Blue Micro will credit your open account upon confirmation of DOA, providing product can not be repaired.

• **Defective product under warranty**

Products that become defective within 20 days after installation will be handled according to policies established by the manufacturers for coverage under warranty. Please refer to the warranty information received with the product. We can assist you with repairing certain products under manufacturer warranty, or we can assist you with returning the product back to the manufacturer for repair or replacement as per the manufacturer's warranty policies.

• **Defective product outside warranty**

We would be happy to assist you in purchasing replacement product. In some cases, we may be able to assist you with repair of the product at our normal billing rates.

A 15% restocking fee (with a \$25.00 minimum charge) will be deducted from all credits on unopened merchandise returned for reasons other than our error or defective goods. A 25% restocking fee (with a \$50.00 minimum charge) will be deducted from all credits on opened merchandise returned for reason other than our error or defective goods. All returned product should be free of writing on the boxes. If there is writing on the manufacturer boxes, the product will be considered opened. **Return subject to approval by the OPERATIONS DEPARTMENT.**

TERMS: Terms and Conditions cannot be modified except in writing and signed by an authorized agent of Pacific Blue Micro

PAYMENT TERMS: Payment is due as specified on the invoice. If failure to pay according to the terms of this Agreement causes this account to be assigned or referred to an attorney for collection, Buyer agrees to pay Seller's reasonable collection and/or attorney fees and all court costs. To secure full payment of the purchase price of all goods and services, including interest and late fees on past due amounts, Buyer, as debtor, hereby grants to Seller, as secured party, a purchase money security interest in all goods to be purchased hereunder, and shall execute upon request of Seller, from time to time, such financing statements or other documents as may be deemed necessary or appropriate by Seller to perfect or protect its security interests hereby created. The laws of the State of California govern this Agreement.

CREDIT APPLICATION: The invoice incorporates all of the terms and conditions of Pacific Blue Micro Credit Applications by reference as if set forth in full.

These Terms & Conditions are accepted and agreed upon.

ADMINISTRATIVE SERVICES

NOVEMBER 9, 2004

TOPIC: AGREEMENT – WARREN CONSTRUCTION

TO THE SUPERINTENDENT/PRESIDENT:

The district wishes to enter into an agreement with Warren Construction to construct and install special cabinetry in the Allied Health Portable #2, per the agreement attached.

Fiscal impact: \$ 8,692

RECOMMENDATION:

It is recommended the Board of Trustees approve the agreement with Warren Construction for cabinetry construction and installation as presented.

REFERENCE FOR AGENDA: YES

Signed: Louis E. Jellars
Vice President, Administrative Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: R. Sincera
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY _____

Proposal

WARREN CONSTRUCTION

Mail: P.O. Box 728
Apple Valley, Calif. 92307

Page No. 1 of 1

(760) 247-7414 • Fax (760) 247-1305 • St. Lic. # 392753

PROPOSAL SUBMITTED TO <i>V.U. College</i>	PHONE	DATE <i>FEB 24 04</i>
STREET	JOB NAME <i>ALLIED Health Room # 2</i>	
CITY, STATE AND ZIP CODE	JOB LOCATION <i>South Wall</i>	
ARCHITECT <i>Steve</i>	DATE OF PLANS	JOB PHONE

We hereby submit specifications and estimates:

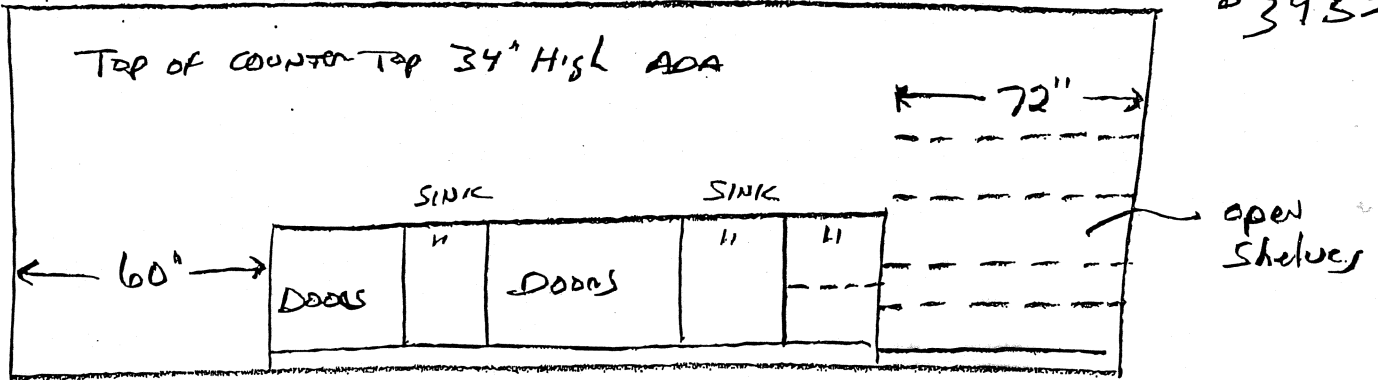
CONSTRUCT & INSTALL PLASTIC LAMINATED CABINETS
& COUNTERTOPS, INTERIORS TO BE WHITE MELAMINE,
DOORS TO HAVE OLYMPIC LOCKS
STEVE TO APPROVE FINAL DRAWINGS

\$ 3590

APRIL 8, 04 ADDITIONAL \$ 362.⁰⁰ ADD DOORS TO OPEN SHELVES W/LOCKS

362

\$ 3952



50% down required to start, balance on completion of work

NO WORK WILL START UNTIL A SIGNED CONTRACT IS RECEIVED

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: (\$) **3952.⁰⁰**

In event of customer failure to pay contractor price, customer agrees to pay in addition, all attorney's fees, cost and interest for collection.
Note: A \$50.00 service billing fee will be charged on all balances 31 days or older, plus 1 1/2% per month on unpaid balance.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature *Bele Wan*

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance _____

Proposal

WARREN CONSTRUCTION

Mail: P.O. Box 728
Apple Valley, Calif. 92307

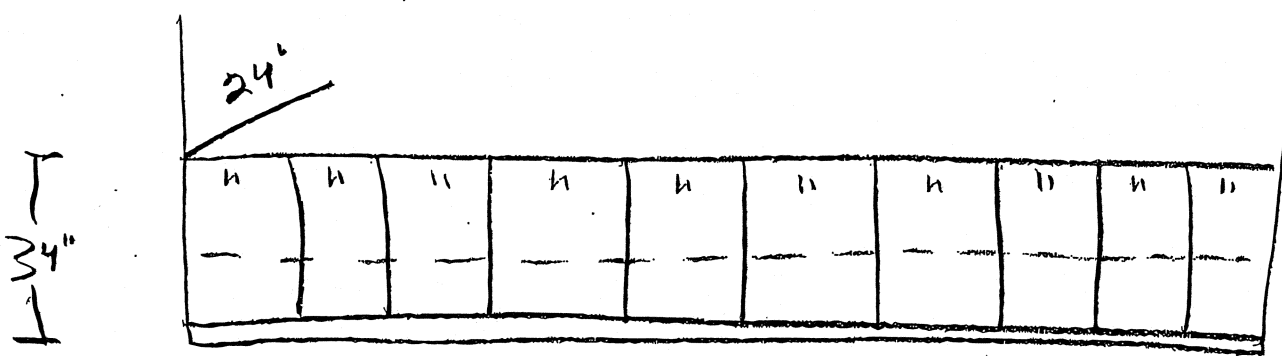
Page No 1 of 1

(760) 247-7414 • Fax (760) 247-1305 • St. Lic. # 392753

PROPOSAL SUBMITTED TO <i>V.U. College</i>	PHONE	DATE <i>FEB 24</i>
STREET	JOB NAME <i>ALLIED Health Room #</i>	
CITY, STATE AND ZIP CODE	JOB LOCATION <i>North Wall</i>	
ARCHITECT <i>Steve</i>	DATE OF PLANS	JOB PHONE

We hereby submit specifications and estimates:

CONSTRUCT & INSTALL PLASTIC LAMINATED CABINETS
& COUNTERTOPS, INTERIORS TO BE WHITE MELAMINE,
DOORS TO HAVE OLYMPUS LOCKS



Verify
Height
Needed

50% down required to start, balance on completion of work

NO WORK WILL START UNTIL A SIGNED CONTRACT IS RECEIVED

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: (\$) **4740.00**

In event of customer failure to pay contractor price, customer agrees to pay in addition, all attorney's fees, cost and interest for collection.
Note: A \$50.00 service billing fee will be charged on all balances 31 days or older, plus 1 1/2% per month on unpaid balance.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature *Beel Wan*

Note: This proposal may be withdrawn by us if not accepted within 30 days

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Signature _____

ADMINISTRATIVE SERVICES

NOVEMBER 9, 2004

TOPIC: BID AWARD, ASBESTOS ABATEMENT AND RECONSTRUCTION, LIBERAL ARTS BUILDING

TO THE SUPERINTENDENT/PRESIDENT:

Bid for the asbestos abatement and reconstruction of the Liberal Arts Building were opened October 13, 2004. Two bids were received as follows:

CST Demolition & Environmental Services	\$487,800.00
<i>Tri-Span, Inc.</i>	\$458,450.00

The bids have been thoroughly reviewed by the Director of Maintenance and Operations. Tri-Span is licensed in California and their bonding company is authorized to do business in California.

Fiscal Impact: Fund 71 Expenditure, \$458,450.00 100% reimbursable through the State's Asbestos Abatement program.

RECOMMENDATION:

It is recommended that the Board of Trustees award the bid to Tri-Span, Inc. in the amount of \$458,450.00 for asbestos abatement and reconstruction of the Northern two-thirds of the Liberal Arts Building.

REFERENCE FOR AGENDA: YES

Signed: *Louis E. Zellers*
Vice President, Administrative Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: *[Signature]*
Superintendent/President

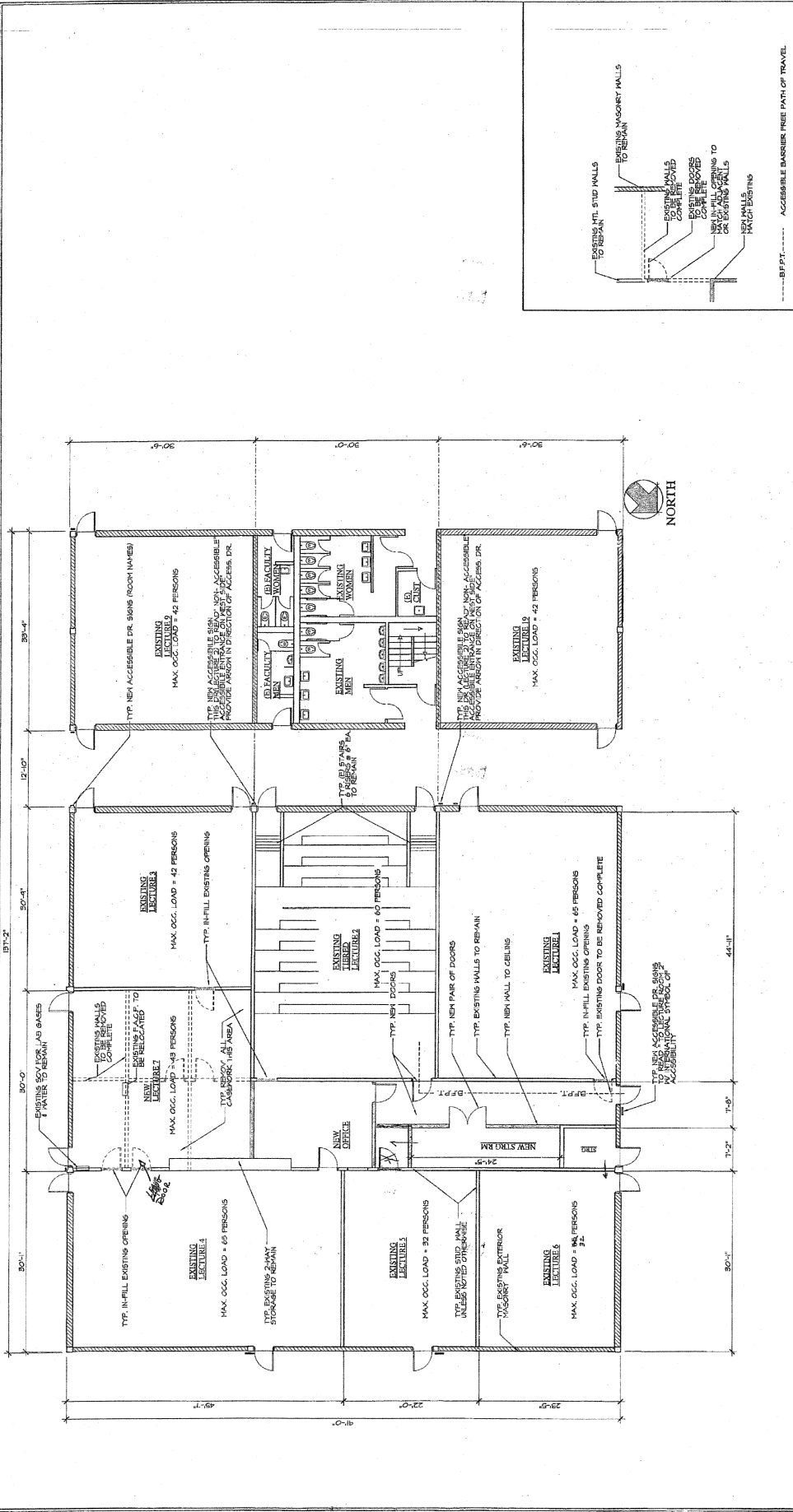
ACTION TAKEN BY THE BOARD:

MOTION _____

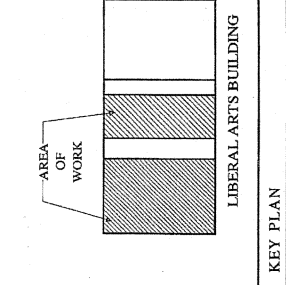
SECOND _____

INFORMATION ONLY _____

BIDDER	SIGNIFIED	SUBLIST	WORKER'S	COLLUSION	BID BOND	ADDENDUM A	BASE BID	ADDITIVE ALTERNATES #1 and #2
CST	✓	✓	✓	✓	✓		487,800	6,000 RM 19 6,000 Bathroom fixtures, remove + replaced EXTRAS - BIDDER'S QUALIFICATIONS RM 19 23,002 BATHRM 69,231
TRI SPAN, Inc.	✓	✓	✓	✓	✓		458,450	



WALL SYMBOL KEY
 --- BFPT --- ACCESSIBLE BARRIER FREE PATH OF TRAVEL



ALL ITEMS ARE EXISTING UNLESS NOTED NEW.

ADMINISTRATIVE SERVICES

NOVEMBER 9, 2004

TOPIC: BID AWARD, RETROFIT OF THE H.V.A.C. SYSTEM, MUSIC BUILDING

TO THE SUPERINTENDENT/PRESIDENT:

Bid for the retrofit of the H.V.A.C. system in the Music Building were opened October 13, 2004. Two bids were received as follows:

Los Angeles Air Conditioning, Inc.	\$229,700.00
<i>Air-Ex Air Conditioning, Inc.</i>	<i>\$139,393.00</i>

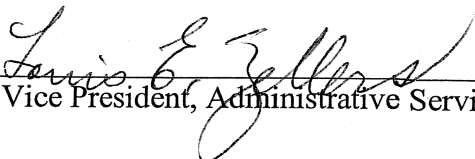
The bids have been thoroughly reviewed by the Director of Maintenance and Operations. Air-Ex Air Conditioning, Inc. is licensed in California and their bonding company is authorized to do business in California.

Fiscal Impact: Fund 71 Expenditure, \$139,393.

RECOMMENDATION:

It is recommended that the Board of Trustees award the bid to Air-Ex Air Conditioning, Inc. in the amount of \$139,393.00 for retrofit of the H.V.A.C. system in the Music Building.

REFERENCE FOR AGENDA: YES

Signed: 
Vice President, Administrative Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: 
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

INFORMATION ONLY _____

BIDDER	S I G N E D	S U B L I S T	W O R K E R S' C	C O L L U S I O N	B I D B O N D	A D D E N D A	BASE BID	ADDITIVE ALTERNATES
Air-Ex	✓	✓	✓	✓	✓	✓	139,393 ⁰⁰	
Los Angeles Air Conditioning, Inc.	✓	✓	✓	✓	✓	✓	229,700 ⁰⁰	

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
October 13, 2004
Bid: Music Building - Replacement of Air Conditioning Unit

ADMINISTRATIVE SERVICES

NOVEMBER 9, 2004

TOPIC: CUSTODIAL SUPPLIES, COOPERATIVE BID

TO THE SUPERINTENDENT/PRESIDENT:

The District wishes to participate in Cooperative Bid #44 2003-04, for custodial supplies with multiple vendors, passed and adopted by the Barstow Unified School District Board of Trustees on September 14, 2004. This will allow the district to purchase custodial supplies at a savings over usual charges. Participating in this bid is an option for agencies located within San Bernardino, Los Angeles and Riverside Counties. The vendors participating in this bid are Waxie Sanitary Supply, Unisource Worldwide, Inc., P&R Paper Supply, Nu-Ease, Inc., Rayvern Lighting Supply Company, Inc., Interboro Packaging Corporation, and A-Bulb Lighting.

Fiscal Impact: savings realized based on amount purchased, budgeted item.

RECOMMENDATION:

It is recommended that the Board of Trustees approve participation in Cooperative Bid #44 2003 04 for the fiscal year 2004-2005 for the purchase of custodial supplies.

REFERENCE FOR AGENDA: YES

Signed: *Louis E. Zelber*
Vice President, Administrative Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: *R. H. ...*
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

INFORMATION ONLY _____

BARSTOW UNIFIED SCHOOL DISTRICT

RESOLUTION #44 2003-04

BLANKET BID REQUEST

WHEREAS, Public Contract Code 20111 requires the district to go to bid for materials or supplies that will cost in excess of \$60,900 and for public works projects that will cost in excess of \$15,000.

WHEREAS, the district requires authorization from the Board of Trustees in order to go to bid for necessary items or projects.

WHEREAS, approval of this resolution will allow the Purchasing Department to maximize time by going to bid for necessary items or projects without having to go to the Board for preauthorization for each bid.

WHEREAS, the award of all bids will continue to be brought to the Board for final approval prior to the district entering into any such agreements.

THEREFORE, BE IT RESOLVED, that authorization is given to the district to go to bid on necessary items or projects during the 2004-05 school year.

PASSED AND ADOPTED this 8th day of June 2004, by the Governing Board of the Barstow Unified School District of San Bernardino County, California, by the following vote:

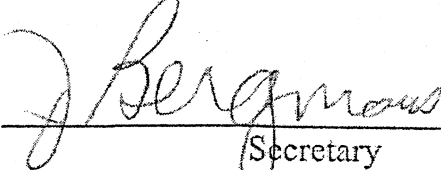
AYES: Acevedo, Clemmer, Hailey, Hemingway, Vogt

NOES: 0

ABSENT: 0

I, Jerry Bergmans, Secretary of the Governing Board of the Barstow Unified School District of San Bernardino County, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said board at a regular meeting at the time and by the vote stated, which resolution is on file in the office of the said board.

Dated: June 8, 2004


Secretary

BARSTOW UNIFIED SCHOOL DISTRICT

On motion of Member Hailey, seconded by Member Clemmer, the following resolution is adopted:

BE IT RESOLVED by the Governing Board of the Barstow Unified School District and hereby ordered:

“ To award Bid #05-02 for custodial supplies to the vendors listed and authorize the Superintendent or designee to sign all documents on behalf of the district:

- Waxie Sanitary Supply
- Unisource Worldwide, Inc.
- P&R Paper Supply
- Nu-Ease, Inc.
- Rayvern Lighting Supply Company, Inc.
- Interboro Packaging Corporation
- A-Bulb Lighting”

PASSED AND ADOPTED this 14th day of September, 2004, by the Governing Board of the Barstow Unified School District of San Bernardino County, California, by the following vote:


AYES: Acevedo, Clemmer, Hailey, Hemingway, and Vogt

NOES:

ABSENT:

STATE OF CALIFORNIA)
)
 COUNTY OF SAN BERNARDINO)

I, Jerry Bergmans, Secretary of the Governing Board of the Barstow Unified School District of San Bernardino County, California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at its regular place of meeting at the time and by the vote above stated, which resolution is on file in the office of the said Board.



 Secretary

ADMINISTRATIVE SERVICES

NOVEMBER 9, 2004

TOPIC: MONTHLY FINANCIAL STATEMENTS

TO THE SUPERINTENDENT/PRESIDENT:

Financial reports are being presented for the period ending September 30, 2004 for the General Fund (01), Debt Service Payment Fund (29), Capital Outlay Projects Fund (71), Child Development Center Fund (72), Student Center Fee Fund (73), Health Trust Fund (75), Insurance Trust Fund (78), Bookstore, Auxiliary Services, and ASB Fund.

RECOMMENDATION:

This is an information only item.

REFERENCE FOR AGENDA: YES

Signed: Louis E. Zellers
Interim Vice President, Administrative Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: R. R. R. R.
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

INFORMATION ONLY X

VICTOR VALLEY COMMUNITY COLLEGE
 2004-2005 Financial Statements
 November 9, 2004

GENERAL FUND 01	Budget	Actual	Budget Remaining	Percentage Remaining
Revenues				
Federal	\$1,131,150	\$91,244	\$1,039,906	91.93%
State	\$24,541,328	\$7,002,645	\$17,538,683	71.47%
Local	\$17,120,010	\$328,277	\$16,791,733	98.08%
Transfers In	\$0	\$0	\$0	0.00%
Total Revenues	\$42,792,488	\$7,422,166	\$35,370,322	82.66%
Expenditures				
Academic Sals	\$17,002,118	\$1,944,080	\$15,058,038	88.57%
Classified Sals	\$9,414,118	\$2,294,266	\$7,119,852	75.63%
Benefits	\$6,862,284	\$1,315,871	\$5,546,413	80.82%
Supplies	\$893,987	\$131,944	\$762,043	85.24%
Operating Expenses	\$4,476,213	\$1,500,665	\$2,975,548	66.47%
Capital Outlay	\$2,610,760	\$1,171,914	\$1,438,846	55.11%
Transfers	\$1,533,008	\$87,467	\$1,445,541	94.29%
Total Expenditures	\$42,792,488	\$8,446,207	\$34,346,281	80.26%
Revenues/(Expenditures)	\$0	(\$1,024,041)		
Fund Balance 7/01/04	\$2,293,111	\$2,293,111		
Fund Balance 9/30/04	\$2,293,111	\$1,269,070		

VICTOR VALLEY COMMUNITY COLLEGE
 2004-2005 Financial Statements
 November 9, 2004

DEBT SERVICE PAYMENT FUND 29	Budget	Actual	Budget Remaining	Percentage Remaining
Revenues				
Local Revenues	\$2,513,000	\$222,647	\$2,290,353	91.14%
Transfers In	\$0		\$0	
Total Revenues	\$2,513,000	\$222,647	\$2,290,353	91.14%
Expenditures				
Debt Service Payments	\$2,596,266	\$91,493	\$2,504,773	96.48%
Total Expenditures	\$2,596,266	\$91,493	\$2,504,773	
Revenues/(Expenditures)	(\$83,266)	\$131,154		
Fund Balance 7/01/04	\$36,936,384	\$36,936,384		
Fund Balance 9/30/04	\$36,853,118	\$37,067,538		

VICTOR VALLEY COMMUNITY COLLEGE
 2004-2005 Financial Statements
 November 9, 2004

CAPITAL OUTLAY PROJECTS FUND 71	Budget	Actual	Budget Remaining	Percentage Remaining
Revenues				
State	\$8,637,901	\$0	\$8,637,901	100.00%
Local	\$0	\$12,732	(\$12,732)	0.00%
Transfers In	\$0	\$0	\$0	\$0
Total Revenues	\$8,637,901	\$12,732	\$8,625,169	99.85%
Expenditures				
Contracts	\$0	\$0	\$0	\$0
Sites	\$0	\$284	(\$284)	
Buildings	\$8,737,901	(\$116,466)	\$8,854,367	101.33%
Library Books	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	
Total Expenditures	\$8,737,901	(\$116,182)	\$8,854,083	101.33%
Revenues/(Expenditures)	(\$100,000)	\$128,914		
Fund Balance 7/01/04	\$608,156	\$608,156		
Fund Balance 9/30/04	\$508,156	\$737,070		

VICTOR VALLEY COMMUNITY COLLEGE
 2004-2005 Financial Statements
 November 9, 2004

CHILD DEVELOPMENT CENTER FUND 72	Budget	Actual	Budget Remaining	Percentage Remaining
Revenues				
Federal	\$207,901	\$39,689	\$168,212	80.91%
State	\$673,687	\$149,723	\$523,964	77.78%
Local	\$20,500	\$890	\$19,610	95.66%
Transfers In	\$0	\$0	\$0	
Total Revenues	\$902,088	\$190,302	\$711,786	78.90%
Expenditures				
Academic Salaries	\$428,501	\$79,501	\$349,000	81.45%
Classified Sals	\$159,589	\$30,280	\$129,309	81.03%
Benefits	\$238,167	\$42,400	\$195,767	82.20%
Instructional Supplies	\$45,300	\$5,901	\$39,399	86.97%
Operating Expenses	\$30,531	\$27,156	\$3,375	11.05%
Reserve/Contingencies	\$0	\$0	\$0	0.00%
Building/Equipment	\$0	\$0	\$0	0.00%
Total Expenditures	\$902,088	\$185,238	\$716,850	79.47%
Revenues/(Expenditures)	\$0	\$5,064		
Fund Balance 7/01/04	\$11,970	\$11,970		
Fund Balance 9/30/04	\$11,970	\$17,034		

VICTOR VALLEY COMMUNITY COLLEGE
 2004-2005 Financial Statements
 November 9, 2004

STUDENT CENTER FEE FUND 73	Budget	Actual	Budget Remaining	Percentage Remaining
Revenues	\$101,000	\$0	\$101,000	100.00%
Expenditures				
Transfers Out	\$100,000	\$0	\$100,000	100.00%
Revenues/(Expenditures)	\$1,000	\$0		
Fund Balance 07/01/04	\$8,170	\$8,170		
Fund Balance 9/30/04	\$9,170	\$8,170		

VICTOR VALLEY COMMUNITY COLLEGE
 2004-2005 Financial Statements
 November 9, 2004

HEALTH TRUST FUND 75	Budget	Actual	Budget Remaining	Percentage Remaining
Revenues				
Local	\$13,100	\$0	\$13,100	100.00%
Transfers In	\$0	\$0	\$0	0.00%
Total Revenues	\$13,100	\$0	\$13,100	100.00%
Expenditures	\$0	\$0		
Reserve For Contingencies	\$0	\$0	\$0	
Total Expenditures	\$0	\$0	\$0	
Revenues/(Expenditures)	\$13,100	\$0		
Fund Balance 7/1/04	\$22,494	\$22,494		
Fund Balance 9/30/04	\$35,594	\$22,494		

VICTOR VALLEY COMMUNITY COLLEGE
 2004-2005 Financial Statements
 November 9, 2004

SELF INSURANCE

TRUST FUND 78	Budget	Actual	Budget Remaining	Percentage Remaining
Revenues				
Local	\$1,800	\$0	\$1,800	100.00%
Transfers In	\$19,000	\$0	\$19,000	
Total Revenues	\$20,800	\$0	\$20,800	100.00%
Expenditures				
Contracted Services	\$35,000	\$11,133	\$23,867	0.00%
Supplies	\$120	\$0	\$120	100.00%
New Equipment	\$0	\$0	\$0	0.00%
Total Expenditures	\$35,120	\$11,133	\$23,987	68.30%
Revenues/(Expenditures)	(\$14,320)	(\$11,133)		
Est. Fund Balance 7/1/04	\$43,955	\$43,955		
Fund Balance 9/30/04	\$29,635	\$32,822		

VICTOR VALLEY COMMUNITY COLLEGE
 2004-2005 Financial Statements
 November 9, 2004

RAMS BOOKSTORE	Budget	Actual	Budget Remaining	Percentage Remaining
Revenues	\$ 2,620,000	\$ 1,228,323	\$ 1,391,677	53.12%
Cost of Goods Sold	\$ 2,023,000	\$ 799,021	\$ 1,223,979	60.50%
Gross Margin from local Revenues	\$ 597,000	\$ 429,302	\$ 167,698	28.09%
Total Other Income	\$ -	\$ 3,259	\$ (3,259)	0.00%
Total Revenues and Other Income	<u>\$597,000</u>	<u>\$432,561</u>	\$ 164,439	0.00%
Expenditures	\$ 597,000	\$ 134,173	\$ 462,827	77.53%
Revenues/(Expenditures)	\$ -	\$ 298,388		
Fund Balance 07-1-2004	\$ 600,426			
Fund Balance 09-30-2004	\$ 600,426	\$ 898,814		

VICTOR VALLEY COMMUNITY COLLEGE
 2004-2005 Financial Statements
 November 9, 2004

AUXILIARY SVCS	Budget	Actual	Budget Remaining	Percentage Remaining
Revenues	\$ 373,000	\$ 32,026	\$ 340,974	91.41%
Expenditures	\$ 470,000	\$ 96,739	\$ 373,261	79.42%
Revenues/(Expenditures)	\$ (97,000)	\$ (64,713)		
Fund Balance 07-01-2004	\$ 264,331			
Fund Balance 09-30-2004	\$ 167,331	\$ 199,618		

VICTOR VALLEY COMMUNITY COLLEGE
 2004-2005 Financial Statements
 November 9, 2004

ASB FUND	Budget	Actual	Remaining	Budget Remaining
Revenues	\$ 180,750	\$ 54,549		\$ 126,201
Expenditures	\$ 180,750	\$ 19,772		\$ 160,978
Revenues/(Expenditures)	\$ -	\$ 34,777		
Fund Balance 07-01-2004	\$ 68,964			
Fund Balance 09-30-2004	\$ 68,964	\$ 103,741		

HUMAN RESOURCES

NOVEMBER 9, 2004

TOPIC: CLASSIFIED RESIGNATION

TO THE BOARD OF TRUSTEES:

Haile Pryor, Bookstore assistant (classified special), has submitted her resignation effective November 11, 2004. Per board policy 7350, the resignation has been accepted by the superintendent/president.

RECOMMENDATION:

The resignation listed above is included in the agenda for the board's information.

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 X

Thurs.
10-28-04

I, Haile Pryor, am writing
this as notice of my resignation.

My last day will be Nov. 11, 2004.

My position has been part-time classified
specialist - Bookstore Assistant.

I've accepted a position out of state.

thank you,
Haile Pryor



VICTOR VALLEY COLLEGE

18422 Bear Valley Road
Victorville, CA 92392-5849
(760) 245-4271, extension 2544
spencerp@vvc.edu

PATRICIA A. SPENCER, Ph.D.
Superintendent/President

November 1, 2004

Ms. Haile Pryor
Victor Valley College
18422 Bear Valley Road
Victorville, Ca 92392

Dear Ms. Pryor:

Your letter of resignation submitted from your position as Bookstore assistant (classified special) has been received. Per Board Policy, your resignation has been accepted and will be effective November 12, 2004, as requested. Your letter of resignation will be presented to the Board of Trustees on November 9, 2004.

You will be receiving correspondence from the Office of Human Resources regarding your COBRA rights and retirement benefits, if applicable. If you have any questions, please contact the Human Resources Office at 245-4271, extension 2486.

Sincerely,

A handwritten signature in cursive script, appearing to read "P. Spencer".

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

PAS/lc