

**COLLEGE COUNCIL AGENDA
WEDNESDAY, SEPTEMBER 02, 2015
SAC, ROOM 44-C
2:00 – 4:00P.M.**



Superintendent/President ~ Roger Wagner
Senior Staff ~ Peter Maphumulo, Trinda Best
Academic Senate ~ Claude Oliver, Jessica Gibbs, Tracy Davis
AFT ~ Cheryl Elsmore
ASB Representative ~ Gabrielle Galindo
Classified Managers ~ Deedee Orta, Greta Moon, Robert Sewell
CSEA ~ Justin Gatewood, Kendra Ullger, Ray Navarro
CTA ~ David Gibbs, Lisa Ellis
Department Chair Representative ~ Diane Wollan
Educational Administrators ~ Amber Allen, Arthur Lopez, Carl Smith, Hamid Eydgahi, Herbert English, Jeffrey Holmes, Joseph Morris, Rolando Regino, Ronald Graham, Trish Ellerson, Virginia Moran

Call to Order

- 1) **Approval of the Minutes**
 - a) **August 19, 2015**

- 2) **Accreditation Update, Standing Agenda Item - Peter Maphumulo/Roger Wagner (Attachment)**
Topics: Accreditation Steering Committee for 2017, Proposal for the Accreditation Plan, Accreditation Process 2017 Self-Evaluation, Accreditation Timeline and Quality Focus Essay (QFE).
Action:

- 3) **Review September 08, 2015 Board of Trustees Agenda ~ Roger Wagner (Attachment)**
Action:

- 4) **Tutoring Center Task Force ~ Roger Wagner**
Action:

- 5) **Committee Updates:**
 - a) **Accreditation Committee:**
 - b) **Diversity Committee:**
 - c) **Environmental Health & Safety Committee:**
 - d) **Facilities Committee:**
 - e) **Finance/Budget & Planning Committee:**
 - f) **Employee Professional Development Committee:**
 - g) **Student Success and Support Committee:**
 - h) **Technology Committee:**

- 6) **Future Meeting Topics:**

- 7) **Other:**

Note:

College Council meetings will occur on the 1st & 3rd Wednesday of every month from 2-4p.m. in the Student Activities Center, Room 44-C.

**COLLEGE COUNCIL
Request for Agenda Item**

Agenda item: Accreditation Update

Submitted by: Roger Wagner/Peter Maphumulo

Meeting Date: Indefinite

Approximate Time Needed:

☒ Informational Item/Discussion ☐ Quick Update

☐ First Reading ☐ Second Reading

Items are to be presented to College Council as a first read prior to meeting with constituent groups regarding the topic.

Brief Description: _____

Please send this request for College Council agenda items with any backup material to Victoria Churgin prior to the College Council meeting. Please refer to calendared deadlines.

September 2, 2015
Proposal for the Accreditation Plan
Presented to the College Council

Proposal for the Accreditation Steering Committee

- Purpose
- Function and Responsibilities

Standing members for the Accreditation Steering Committee

- Academic Senate President
- Vice President of Instruction and Student Services
- Vice President of Administrative Services
- Executive Dean for Research and Institutional Effectiveness
- Director of Facilities
- Dean Student Services
- Executive Dean for Technology
- Director for HR
- Faculty Association President
- CSEA President
- Student Representative
- Outcomes Coordinator

Accreditation Steering Committee

Purpose:

The Accreditation Steering Committee is responsible for guiding the progress and the process related to accreditation as defined by the Accreditation Commission for Community and Junior Colleges (ACCJC). Members of the Steering Committee are expected to become experts on ACCJC Eligibility Policies, Accreditation Policies, and standards. Members are also expected to serve as a resources to the campus communities.

Functional Responsibilities for Members:

1. Be able and committed to learning all the necessary components of accreditation in order to be a resource for the campus
2. Be able and committed to guide the accreditation process and progress
3. Be able and committed to coordinate training sessions for faculty, staff, and administrators with regard to accreditation, standards, policies, and procedures
4. Help develop timelines and deliverables for accreditation
5. Help establish subgroups. For example, help establish Working Groups versus Standards' Groups.
6. Assist in setting up guidelines for effective participation and timely completion of group assigned tasks
7. Review and provide general input on reports related to unit functions
8. Assist in identifying and appointing Accreditation report editors

Goals and Accomplishments:

Minutes

Resources

1. The Accreditation Commission for Community and Junior Colleges (link to ACCJC)
2. General Accreditation in the United States (link to US Department of Education)
3. The Basics and Fundamentals of Accreditation (link to Council for Higher Education Accreditation, CHEA.)

Accreditation Process

2017 Self-Evaluation for VVC

During spring of 2017, the college will undergo a comprehensive review of Reaffirmation of Accreditation by the Accrediting Commission for Community and Junior College ([ACCJC](#)). Our Self Evaluation year is 2016 and 2017 is the comprehensive review year. The review process will last for four days. The review process will be based on the college's self-evaluation of how well it meets ACCJC's standards, policies, and eligibility policies. Furthermore, the process will be based on other factors, such as team interviews and evaluation of and soundness of evidence presented to support our claims that we are in full compliance. At the end of the review process, the college will receive a verbal, public report of the team's immediate impression of what they found. The final findings of the team's evaluation of the college, including ACCJC's recommendations for reaffirmation of accreditation will be received in a formal written document around July, 2017. An Action Letter and an Evaluation Report, will be immediately published online.

In order to evaluate ourselves against the ACCJC standards, we are beginning our formal preparation and the review process in the fall of 2015. The [Accreditation Steering Committee](#) (ASC) will be formed in the fall of 2015 and will consist of all groups — faculty, classified, confidential, managers, and students. Additionally, **Standard Writing Teams** will be formed and will began their work towards the end of 2015. **Standard Writing Teams** will begin by reviewing the ACCJC standards and will begin collecting evidence through interviews and through document reviews to support the college's effort to achieve reaffirmation of accreditation. The **Writing Teams** will provide a first draft outline of their progress by the end of spring 2016 and periodic drafts thereafter. Campus communities will have a chance to review drafts and provide input. During the fall of 2016, the Academic Senate, the College Council and the Board of Trustees will review the self-study and certify it.

VVC ORGANIZATION AND PLANNING FOR THE SELF EVALUATION 2015-2017PROCESS

Victor Valley College Accreditation Timeline

TIMELINE	ACTIVITY	PERSON RESPONSIBLE
August 31, 2015	Accreditation Steering Committee formed Accreditation Standards Committees formed	
September 2015	Organizational meetings begin for Steering Committee Organizational meetings begin for Standards Committees	
September 2015 – November	Steering Committee meetings reports from Standards committees on issues, concerns and evidence required. Standards Committee meetings	
October, 2015	Steering Committee reviews previous recommendations and begins drafting response.	
October 2015	Accreditation Training for Steering Committee (all day)	
October, 2015	First College Meeting to update the College community	
April, 2016	Select Editor/s	
April 29, 2016	College – update on progress of first draft	
April 30, 2016	First draft due from Standards Committees to ALO	
May, 2016	Review of first draft by members of the Steering Committee and President's Cabinet	
May-July, 2016	ALO and Co-Editors compile first draft of entire document	
April-August 2016	Research Office gathers data	
July-December 2016	Develop template for accreditation self-evaluation report and the website	
End-August 2016	First draft of response to previous recommendations from Steering Committee to ALO	
August 2016	ALO and Co-Editors meet with Accreditation Standards Committees to return edited drafts with gaps and issues noted	
September 2016	Status Report to College and College Council	
September 2016	Identify the College Essay	
September 2016	Standards Committees gather input from employee focus groups and from student focus groups	
November 2, 2016	Steering Committee reaches closure on response to previous recommendations and background information	

November 14, 2016	Actionable improvement plan items. Presentation of Learning Outcomes and Assessment	
November, 30 – January, 2017	Steering Committee, readers and College community review drafts posted on VVC website	
Mid-November to end of January 2017	Core editors edit and complete the entire document form standard committees and steering Committee into single voice	
Early February, 2017	ALO returns edited documents to Standards Co-Chairs	
March, 14, 2017	Third Draft and evidence due to the ALO from Standard Committees Standard Committees and Office of Institutional Research compile evidence Paper and electronics copies	
March 20, 2017	Third Draft on the website for vetting	
Late March-2017 Early April	Presentation to the College Council and Academic Senate And report on significant findings and potential actionable improvement plan	
April-May 2017	Co-Editors do final editing	
April-May 2017	Finalize the look and production of the Self-Evaluation	
April-May 2017	All information (programs, departments, services) on the College Website reviewed for currency	
May, 2017	Self-Study sent to the BOT for Approval	
May, 2017	Final, Final Document is ready	
May, 2017	Document submitted to Institutional Research for publication or posting	
	Report sent printer for production	
May, 2017	Overnight printed report along electronic copy and evidence of the report to ACCJC	

What is the QFE?

- During SER process, institutions identify areas of needed change, development, institutionalization, and expansion.
- Institution identifies 2 or 3 of these areas on which the institution has decided to act over a multi-year period.
- Quality Focus Essay is the mechanism to describe these action projects.

QFE Structure

- No more than 5,000 words.
- Discuss in detail the identified areas to be acted upon.
- Must be related to standards and come out of data, be realistic, and assessable.
- Must be consistent with SER
- QFE critical focal point for Midterm Report.



QFE: Action Plan I

**Title: Student Learning Outcomes
Assessment Plan**

Purpose: To increase effectiveness of the institution in collecting and using student learning outcomes assessment data to ensure accomplishment of mission and increase student learning and achievement.



QFE: Action Plan 2

Title: Integrated Planning

Purpose: To increase the effectiveness of integrated planning and budgeting processes in accomplishment of mission and supporting the improvement of student learning and achievement.

QFE: Action Plan 3

Title: Regular Review of Institutional Policies, Processes, and Structures.

Purpose: To improve the ability of the institution to conduct regular evaluations of policies, processes, and structures to ensure that governance, and decision-making roles and processes are effectively aligned with the mission and are organized to support student learning and achievement.

COLLEGE COUNCIL

Request for Agenda Item

Agenda item: September 08, 2015 Board of Trustees Agenda Review

Submitted by: Roger Wagner

Meeting Date: 1st Wednesday of every month.

Approximate Time Needed:

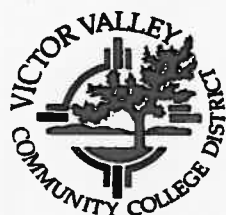
☒ Informational Item/Discussion ☐ Quick Update

☐ First Reading ☐ Second Reading

Items are to be presented to College Council as a first read prior to meeting with constituent groups regarding the topic.

Brief Description: _____

Please send this request for College Council agenda items with any backup material to Victoria Churgin prior to the College Council meeting. Please refer to calendared deadlines.



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

Date: September 8, 2015

Place: **Budget Workshop:** 5:30-6 p.m. Board Room, Victor Valley Community College
18422 Bear Valley Road, Victorville, CA 92395

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

OPEN SESSION REGULAR MEETING AGENDA ~ Board Room

Board Room Victor Valley Community College

This meeting will be electronically recorded and web cast live at

<http://www.vvc.edu/offices/president/webcast.html>

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

1. **CALL TO ORDER** **5:30 p.m.**
 - **ROLL CALL**
 - **PLEDGE OF ALLEGIANCE**
 - **ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA**

BUDGET WORKSHOP ~ BOARD ROOM

2. **BUDGET WORKSHOP** **5:30-6 p.m.**

OPEN SESSION REGULAR MEETING AGENDA ~ Board Room

3. **OPEN SESSION REGULAR MEETING** **6 p.m.**
 - 3.1 Invocation
 - 3.2 Closed Session Report
 - 3.3 **SUPERINTENDENT/PRESIDENT'S REPORT**
 - Academic Senate
 - Foundation

4. REPORTS (3 minute limit per report)

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

Employee Groups

- a) CTA
- b) CSEA
- c) AFT Part-Time Faculty United
- d) Management

5. CONSENT AGENDA

All matters listed under Consent Agenda are considered by the Board of Trustees to be routine and has been approved by the Superintendent/President (Board Policy #2430). There will be no separate discussion on these items prior to the time the Board votes on them unless a Board member requests a specific item be removed from the Consent Agenda for discussion and a separate vote. Public comment on Consent items from anyone completing a card will be heard prior to the Board's vote on the Consent Agenda.

PUBLIC COMMENTS RELATED TO CONSENT AGENDA ITEMS

The complete written request to address the Board shall be submitted at the beginning of the open session portion of the meeting. This is the opportunity for the public to address the Board on any Consent Agenda items. Public comments are limited to three minutes per individual and a total of 15 minutes per topic. Speakers will be timed electronically, and all speakers will be required to address the Board from the lectern. Only those who have been recognized by the Board President will be permitted to speak. (Board Policy #2350)

APPROVAL OF CONSENT ITEMS

YES ___ NO ___

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

5.1 Approval of the minutes of the August 11, 2015 Regular Board meeting.

5.2 Independent Contractor Agreement – Rise Interpreting

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Rise Interpreting to provide as needed interpreting services for the deaf and hard of hearing students in Disabled Students Programs and Services (DSPS). The period of this agreement is August 31, 2015 through June 30, 2016. Fiscal Impact: Estimated charges, \$40,000.00, Budgeted Item.

5.3 Agreement – Total Recall Captioning, Inc.

Ratification of the Agreement between Victor Valley Community College District and Total Recall Captioning, Inc. to provide real-time captioning for students who participate in Disabled Students Programs and Services (DSPS). The period of this agreement is August 31, 2015 through June 30, 2016. Fiscal Impact: \$9,000.00, DSPS, Budgeted Item.

5.4 Clinical Training Affiliation Agreement – St. Joseph Heath/St. Mary (With School Instructor on Hospital Premises)

Ratification of the Clinical Training Affiliation Agreement between Victor Valley Community College District and St. Joseph Heath/St. Mary (with school instructor on hospital premises) to provide clinical facilities for the Health Sciences programs. The term of this agreement shall commence as of the Effective Date and shall continue for two (2) year(s) unless terminated sooner. Either party may terminate this agreement without cause by giving thirty (30) days' written notice to the other party. However, in such a case, this agreement shall continue in full force until students complete current clinical rotations. Fiscal Impact: None

5.5 Agreement – Certified Background Inc.

Ratification of the Agreement between Victor Valley Community College District and Certified Background Inc. to perform background checks on phlebotomy students. The service period is effective upon Board of Trustees approval and remains in effect until such time either party submits a termination of agreement. Fiscal Impact: No District Impact. Students pay \$45.00 for the background check upon registration, and the EMS program will withdraw the collected funds to pay the vendor.

5.6 Independent Contractor Agreement – John Tonyan

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and John Tonyan to provide piano tuning and servicing in the Music Department. The period of this agreement is July 1, 2015 through May 31, 2016. Fiscal Impact: Not to exceed \$3,380.00, Budgeted Item.

5.7 Independent Contractor Agreement – San Bernardino Valley College

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and San Bernardino Valley College food services for lunch service for 100 for two days at the Small Business and Entrepreneurial Summer Camp. The period of this agreement is July 29, 2015 to July 30, 2015. Fiscal Impact: \$1,750.00, Grant funded from the Workforce Employment Development Department through the California Community College Chancellor's Office (DSN Grant).

5.8 Agreement Renewal– Chancellor's Office of the California Community Colleges

Ratification of the Agreement Renewal between Victor Valley Community College District and Chancellor's Office of the California Community Colleges for the mandatory Student-Right-To-Know Reporting Subscription. This agreement facilitates compliance by Community College Districts with the information reporting requirements of the Student-Right-To-Know Act (SRTK). This agreement is for the period of July 1, 2015 – June 30, 2017. Fiscal Impact: \$3,900.00 per year, Budgeted Item.

5.9 Board of Trustees Payments Report

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

5.10 Agreement – Nextgen Web Solutions, LLC.

Ratification of the Renewal Agreement between Victor Valley Community College District and Nextgen Web Solutions originally board approved December 10, 2013 to provide software, setup, license, and support for JobX, TimesheetX and Scholarship Manger, web-based programs, for use in Financial Aid. The period of this agreement is July 1, 2015 through June 30, 2016. Fiscal Impact: \$18,000.00, renewable annually for three years.

5.11 Contract – Quick Caption

Ratification of the Contract between Victor Valley Community College District and Quick Caption to provide real-time captioning for students who participate in DSPS. The period of this agreement is August 31, 2015 through June 30, 2018. Fiscal Impact: Estimated Charges, \$40,000.00, for 2015-2016 Academic Year.

5.12 Clinical Training Affiliation Agreement – St. Joseph Heath/St. Mary (Without School Instructor on Hospital Premises)

Ratification of the Clinical Training Affiliation Agreement between Victor Valley Community College District and St. Joseph Health/St. Mary (without school instructor on hospital premises) to provide clinical facilities for the Health Sciences programs. The term of this agreement shall commence as of the Effective Date and shall continue for two (2) year(s) unless terminated sooner. Either party may terminate this agreement without cause by giving thirty (30) days' written notice to the other party. However, in such a case, this agreement shall continue in full force until students complete current clinical rotations. Fiscal Impact: None

5.13 Clinical Facility Use Contract – Keen Medical Group

Ratification of the Agreement between Victor Valley Community College District and Keen Medical Group to provide clinical learning facilities for the Health Science programs. The agreement shall be in effect for a two-year (24-month) period. It will be reviewed by all parties concerned at least annually and changes and/or additions indicated by the addendum. Fiscal Impact: None.

5.14 Amendment – 2015-2016 Academic Calendar

Approval to amend the 2015-2016 Academic Calendar originally Board approved on March 10, 2015; 2016 Winter Session has been added to the calendar. Fiscal Impact: None

5.15 Contract – The Woodall Group

Ratification of the Contract between Victor Valley Community College District and The Woodall Group, Inc. to provide Live Scan Fingerprinting Services to both Certified Nursing Assistants (CNA) and Registered Nursing (RN) students. The term of this agreement is July 1, 2015 through June 30, 2016. Fiscal Impact: \$4,000.00 estimated to cover CNA program. RN program students self-pay for services, Budgeted Item.

5.16 Agreement Renewal – Samuel Sepuya, M.D.

Ratification of the Renewal Agreement between Victor Valley Community College District and Samuel Sepuya, M.D. to serve as the Medical Director for the District's Respiratory Therapy Program for the 2015-2016 school year. The period of this agreement is July 1, 2015 through June 30, 2016. Fiscal Impact: \$4,000.00, Budgeted Item.

5.17 Grant Acceptance: California Community Colleges Chancellor's Office Grant (CCCCO) For Assessment, Remediation, and Retention #15-180-030

Ratification of the Grant Acceptance of the CCCCCO Assessment, Remediation and Retention Grant #15-180-030, for the Victor Valley College Associate Degree Nursing Program. The term of this grant shall be from July 1, 2015 through June 30, 2016. Fiscal Impact: \$57,000.00 to the District for the Nursing Program for FY 2015-2016.

5.18 Kaiser Foundation Hospitals, Fontana (TRAIN) – Teaching, Retention and Increasing Nurses Grant to the Victor Valley College Foundation for VVC Nursing

Ratification of the Grant Acceptance of the Kaiser Foundation Hospitals, Fontana (TRAIN), Teaching, Retention and Increasing Nurses award to the Victor Valley College Foundation in support of the Victor Valley College Associate Degree Nursing Program. This grant presents an opportunity for VVC to provide tutoring hours to nursing students in need of remediation via the Peers Educating and Empowering Peers (PEEPS) program in effort to increase retention rates of students in the Associate Degree Nursing Program. The term of this grant shall be from July 1, 2015 through June 30, 2016. Fiscal Impact: \$10,000.00, Donation to the Foundation.

5.19 2015 Fall CTE Faculty Retreat: Riverside Community College District

Ratification of the Contract between Victor Valley Community College District and Riverside Community College District for the 2015 Fall CTE Faculty Retreat. The period of this agreement is from July 14, 2015 to December 30, 2015. Fiscal Impact: \$10,000.00, grant funded from the Workforce Employment Development Department through the California Community College Chancellor's Office (DSN Grant).

5.20 Independent Contractor Agreement – Willene Biere

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Willene Biere to facilitate Small Business and Entrepreneurial Summer Camp Workshops, including a six hour breakout development, eight hours of workshop facilitation, and two hours of panel participation. The period of this agreement is from July 28, 2015 through July 30, 2016. Fiscal Impact: \$896.00, Grant funded from the Workforce Employment Development Department through the California Community College Chancellor's Office (DSN Grant).

- 5.21 Independent Contractor Agreement – Gail Zwart, DPA
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Gail Zwart, DPA., to create the third phase in a three-phase Entrepreneurial certificate program. This program will be shared with all Community Colleges with the region. The period of this agreement is from July 1, 2015 through June 01, 2016. Fiscal Impact: \$5,000.00, Grant funded from the Workforce Employment Development Department through the California Community College Chancellor's Office (DSN Grant).
- 5.22 Independent Contractor Agreement – Tammy Trujillo DBA Fabulous Jerome Productions
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Tammy Trujillo dba Fabulous Jerome Productions to facilitate Small Business and Entrepreneurial Summer Camp Workshops, including a six hour breakout development, eight hours of workshop facilitation, two hours of judging, and two hours of panel participation. The period of this agreement is from July 28, 2015 to July 30, 2015. Fiscal Impact: \$1,008.00, Grant funded from the Workforce Employment Development Department through the California Community College Chancellor's Office (DSN Grant).
- 5.23 Field Experience Agreement Between Victor Valley College and California State University, San Bernardino, Department of Social Work
Ratification of the field experience Agreement between Victor Valley Community College District and California State University San Bernardino to provide graduate social work students with field experience through the provision of Micro and Macro practice interventions. The period of this agreement is from August 11, 2015 through June 30, 2016. Fiscal Impact: None.
- 5.24 Agreement – Janet A. Long
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Janet A. Long for organizing and hosting a parent involvement seminar for Upward Bound Program parents. The period of this agreement is from August 17, 2015 through August 30, 2015. Fiscal Impact: \$3,746.40, Upward Bound Grant funded.
- 5.25 Agreement – Maria Elena Huizar
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Maria Elena Huizar for providing Parent Involvement Seminar Workshops for Upward Bound Program parents. The period of this agreement is from August 17, 2015 through August 30, 2015. Fiscal Impact: \$2,500.00, Upward Bound Grant funded.
- 5.26 Agreement Renewal – NEOGOV
Ratification of the Renewal Agreement between Victor Valley Community College District and GovernmentJobs.com, Inc., (dba NEOGOV) for the recruitment management solution used in Human Resources to provide online hiring and recruitment services. The period of this agreement is from September 1, 2015 through August 31, 2016. Fiscal Impact: Not to exceed \$10,500.00.
- 5.27 Agreement – Nancy K. Bohl, Inc., DBA The Consulting Team International
Ratification of the Agreement between Victor Valley Community College District and Nancy K. Bohl, Inc., dba The Counseling Team International to provide psychological testing for police officers. The Counseling Team International will be used as the primary contractor for psychological testing services. The period of this agreement is from July 1, 2015 through June 30, 2016. Fiscal Impact: \$275.00 per evaluation, Not to Exceed \$2,200.00, Automatic Renewal, Budgeted Item.

5.28 Agreement – Shaw HR Consulting

Ratification of the Agreement between Victor Valley Community College District and Shaw HR Consulting. Professionals who understand Risk Management and California and Federal Disability Laws will provide FEHA/ADA Disability interactive process coordination and facilitation, job analysis development, fitness for duty management, etc. as needed. The term of this agreement is from July 1, 2015 through June 30, 2016. Fiscal Impact: \$175.00 per hour plus customary travel expenses, Budgeted Item.

5.29 Agreement – Vector Resources, Inc.

Ratification of the Agreement between Victor Valley Community College District and Vector Resources, Inc., for the purchase of supplies and contracted services to install fiber patch configuration switch at the Southern California Logistics Airport (SCLA). (Item # IN-104 on the Campus Technology Project List) Fiscal Impact: \$2,261.04, Budgeted Item.

5.30 Agreement – Accudata Systems, Inc. (WEBSense)

Ratification of the Agreement between Victor Valley Community College District and Accudata Systems, Inc. for the license subscription of Websense Web Security Software, tools used to enhance and maintain the security of student information and critical applications. The term of this agreement is from October, 18, 2015 through June 30, 2016. Fiscal Impact: \$19,875.00, Budgeted Item.

5.31 Agreement Renewal – Computerland of Silicon Valley

Ratification of the Renewal Agreement between Victor Valley Community College District and Computerland of Silicon Valley to purchase Microsoft Desktop Bundle for faculty and staff. The period of this agreement is October 1, 2015 to September 30, 2016. Fiscal Impact: Budgeted, \$61,397.50, Budgeted Item.

5.32 Agreement – Academic Advertising LLC

Ratification of the Agreement between Victor Valley Community College District and Academic Advertising LLC for online recruitment advertising used in Human Resources to provide online hiring and recruitment services. The term of this agreement is September 1, 2015 through August 31, 2016 with automatic renewal. Fiscal Impact: \$5,260.00, Potential Savings, Budgeted Item.

5.33 Agreement – Cynosure New Media, Inc.

Ratification of the Agreement between Victor Valley Community College District and Cynosure New Media, Inc. for creating a customized, online, media-based, self-guided orientation program to help students learn the matriculation requirements needed to successfully navigate through their first year experience. The contract has been modified to have VVC staff use the District's Distance Education platform and perform the SIS (Student Information System) integration. The term for this agreement begins on the date of contract execution and continues for a period of 4-6 months until completion. Fiscal Impact: Not to exceed \$36,900.00, Student Support Success Programs (SSSP) Funds, Budgeted Item. Payments to be made in four equal installments according to milestone schedule:

5.34 Notice of Completion – Cooley Construction, Inc.

Ratification of the Notice of Completion for Cooley Construction, Inc. for the work completed for the Lower Campus Roadway Repair Project. The agreement was originally board approved on July 14, 2015. Fiscal Impact: None.

5.35 Agreement – Golden Star Technology

Ratification of the Agreement between Victor Valley Community College District and Golden Star Technology to purchase Professional Services to upgrade network infrastructure for the new Dr. Prem Reddy Health Science Building. (Item # IN-103, on the Campus Technology Project List). Fiscal Impact: \$2,268.00, Local Bond Funded.

- 5.36 Agreement Renewal – System Maintenance Services, Inc.
Ratification of the Renewal Agreement between Victor Valley Community College District and System Maintenance Services, Inc. to support critical infrastructure and network hardware used in support of all operations and instructional activities on campus. This agreement provides the ability to repair, replace, and service this infrastructure with minimum down time to campus operations. The period of this agreement is July 1, 2015 through June 30, 2016. Fiscal Impact: \$2,106.24, Budgeted Item.
- 5.37 Agreement– Custom Answers Software, Inc.
Ratification of the Agreement between Victor Valley Community College District and Custom Answers Software, Inc. for the web-based application that offers on-line customer service allowing students to be able to find answers to their questions regarding Victor Valley College programs and services 24/7, and provide the District a way to track our effectiveness in delivering this information to students. The period of this agreement is September 1, 2015 through June 30, 2016 (yr. 1 of 5). Fiscal Impact: \$12,500 budgeted item.
- 5.38 Agreement– ROC Software System, Inc.
Ratification of the Agreement between Victor Valley Community College District and ROC Software Systems, Inc. to purchase maintenance for EasySpooler software. EasySpooler is an advanced print spooler that will help spend less time managing printer and output issues while improving the reliability of the entire output environment. The period of this agreement is September 1, 2015 through August 31, 2016. Fiscal Impact: \$1,310.00, Budgeted Item.
- 5.39 Agreement – Chancellor's Office Tax Offset Program
Ratification of the Agreement between Victor Valley Community College District and the Chancellor's Office to participate in the Chancellor's Office Tax Offset Program (COTOP). Under the COTOP program, the Chancellor's Office requests the Franchise Tax Board to offset (deduct) the amount owed to a District from a student/debtor's personal state income tax refund, lottery winnings, or other state refund. The Franchise Tax Board remits any amounts offset to the Chancellor's Office. Authorization is then given to the State Controller to disburse the offset amount, minus a 25 percent administrative fee to the participating local Districts. As a result of this program the District is able to collect on debts that might otherwise be lost. The period of this agreement is October 1, 2015 through December 20, 2016. Fiscal Impact: Variable amount of revenue to the District.
- 5.40 Authorized Signatories – Dr. Peter Maphumulo
Approval of the signature of Dr. Peter Maphumulo to represent the Board in the named matters for fiscal year 2015-2016. Fiscal Impact: None
- 5.41 Agreement – Ventek Online Services
Approval of the Agreement between Victor Valley Community College District and Ventek Online Services to provide online transaction processing services ensuring secure communications, processing, and the reporting of transactions for the campus parking dispensers. The period of this agreement is from October 1, 2015 through September 30, 2016. Fiscal Impact: 7,350.00, Budgeted Item.
- 5.42 Approval of Academic Equivalency Request
Approval of the Academic Equivalency request for Fatemeh Almasarweh, Biological Sciences. Fiscal Impact: None.
- 5.43 Approval of Academic Equivalency Request
Approval of the Academic Equivalency request for John Sims, Automotive Technology. Fiscal Impact: None.
- 5.44 Approval of Academic Equivalency Request
Approval of the Academic Equivalency request for Dennis Beeson, Automotive Technology. Fiscal Impact: None.

5.45 Agreement – Courtyard by Marriott

Ratification of the Agreement between Victor Valley Community College District and Courtyard by Marriott to provide facility use and food service for the Upward Bound Parent Involvement Seminar Event. The period of this agreement is from August 29, 2015 through August 29, 2015. Fiscal Impact: \$1,950.00, Upward Bound Federally Funded Grant, Budgeted Item.

5.46 Agreement - BoardDocs

Ratification of the agreement between Victor Valley Community College District and BoardDocs to provide online agenda support to the District. The period of this agreement is from August 24, 2015 through August 24, 2016. Fiscal Impact: \$10,000.00, Budgeted Item.

5.47 Non-Classified Employees

Approval of the Non-Classified temporary employees as listed. Fiscal Impact: budgeted.

5.48 Change Order – Cooley Construction, Inc.

Ratification of Change Order No. 01 with Cooley Construction, Inc. During the course of construction various changes may be made which can both increase or decrease the cost of the project. Work was added to the original scope of work to repair damage caused to sections of Jacaranda traveled by the VVTA busses. By including this additional work into the original scope of work, the District was able to realize substantial savings. Fiscal Impact: \$10,800.00, Fund 71.

ACTION AGENDA

PUBLIC COMMENTS RELATED TO ACTIONS ITEMS

The complete written request to address the Board shall be submitted at the beginning of the open session portion of the meeting. Individuals who want to comment on action items may do so after being recognized by the Board President and before Board discussion of the particular item during the meeting. Comments are limited to three minutes per individual and a total of 15 minutes per topic. Speakers will be timed electronically, and all speakers will be required to address the Board from the lectern. Only those who have been recognized by the Board President will be permitted to speak. (Board Policy #2350)

6. BOARD OF TRUSTEES

6.1 Separate approval of items pulled from consent agenda

YES ___ NO ___

6.2 Board Member Compensation

Approval to adopt Resolution No. 15-09 excusing Trustee Dennis Henderson's absence from the Special Board meeting of July 09, 2015 allowing him to be compensated for that meeting due illness.

YES ___ NO ___

6.3 First Reading – Revised Board Policy 2740, Board Education

Approval of the first read for revised Board Policy 2740, Board Education. Fiscal Impact: None

YES ___ NO ___

10. ADMINISTRATIVE SERVICES

10.1 Sub-Recipient Agreements – RAMP UP Grant

Approval of the Sub-Recipient Agreements between Victor Valley Community College District and the listed partners to carry out RAMP UP Program objectives within their schools based on the requirements of the California Career Pathways Trust 2014 Award #14-25239-67921-00. Fiscal Impact: \$2,934,313.00, Grant funded allocations for the 2015-2016 fiscal year, Budgeted Item.

YES ___ NO ___

- 10.2 Independent Contractor Agreement – BCT Consulting, YES__ NO__
Approval of the Independent Contractor Agreement between Victor Valley Community College District and BCT Consulting, Inc., to carry out RAMP UP Program objectives based on the requirements of the California Career Pathways Trust 2014 Award #14-25239-67921-00. Fiscal Impact: Not to exceed \$85,000.00, Grant Funded, Budgeted Item.

- 10.3 Grant Acceptance: California Community Colleges Chancellor's Office Grant (CCCCO) Enrollment Growth for Associate Degree Nursing Program #15-179-049 YES__ NO__
Ratification of the Grant Acceptance of the CCCCCO Enrollment Growth for the Victor Valley College Associate Degree Nursing Program #15-179-049. The grant will enable VVC to admit an additional nine students to enter the nursing program each semester over baseline, totaling 18 additional students over the grant period. The term of this grant shall be from July 1, 2015 through June 30, 2016. Fiscal Impact: \$197,987.00 to the District for the Nursing Program for FY 2015-2016.

- 10.4 Agreement – James Spencer, AIA YES__ NO__
Approval of the Agreement between Victor Valley Community College District and James Spencer, AIA to work in conjunction with the District to perform the programming work for a new Student Services One Stop Center Building. The work will include programming as well as scoping and bridging documents which also includes all electrical, mechanical and plumbing pre-engineering to ensure constructability. The One Stop Center Building was approved by the Board of Trustees on June 14, 2011 as one of the projects funded through Measure JJ Bond proceeds. Fiscal Impact: Not to exceed, \$109, 00.00, Local Bond Funded.

- 10.5 Agreement – Vector Resources, Inc. YES__ NO__
Approval of the correction to board agenda item #10.7 originally submitted and approved at the July 14, 2015 Board of Trustees meeting. The District entered into an Agreement with Vector Resources, Inc. for hourly technical services needed to support campus network infrastructure. An error on the fiscal impact reflects \$74,500.00, fiscal impact correction is \$73,500.00 making it a \$1,000.00 savings to the District. Fiscal Impact: Not to exceed, \$73,500.00, Budgeted Item.

- 10.6 Foundation Donations YES__ NO__
It is recommended that the Board of Trustees accept the donations as District property from the Victor Valley College Foundation for the period April – June 2015. Fiscal Impact: \$2,096,693.04, **Income to the District.**

- 10.7 Public Hearing and Adoption of the 2015 – 2016 Budget YES__ NO__
a) The Board president hereby declares the hearing open.
b) The public may now comment on the 2015-2016 Budget.
c) The Board president hereby declares the hearing closed.

Fiscal Impact: None – Formally establishes budget.

11. HUMAN RESOURCES

11.1 Public Hearing on the District and Faculty Association Reopener Collective Bargaining Proposals

YES ___ NO ___

- a) The Board president hereby declares the hearing open.
- b) The public may now comment on the District and Faculty Association Reopener Collective Bargaining Proposals.
- c) The Board president hereby declares the hearing closed.

Fiscal Impact: None

12. INFORMATION/DISCUSSION

12.1 2015 Student Success Scorecard

Submitted as an informational item. Fiscal Impact: None

12.2 Sunshine Items with the District and CSEA for Reopeners

Submitted as an informational item. Fiscal Impact: None

12.3 Distinguished Service – April Allen and Margaret Kagy

Submitted as an informational item. Fiscal Impact: None

13. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS

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

14. BOARD COMMUNICATION

At this time, the Board of Trustees will report on the following directly related to their functions as Board members:

- *matters related to attendance at conferences*
- *professional affiliations*
- *community involvement*

15. ADJOURNMENT

YES ___ NO ___

It is the intention of Victor Valley Community College District to comply with the Americans with Disabilities Act in all respects. Any person with a disability may request that this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to Trinda Best, Victor Valley College, 18422 Bear Valley Road, Victorville, California 92395-5849, (760) 245-4271, Ext. 2455, from 8:30 a.m. to 5:00 p.m., Monday through Friday, at least 48 hours prior to the meeting to make reasonable arrangements. Government Code Section 54954.2.

**COLLEGE COUNCIL
Request for Agenda Item**

Agenda item: Tutoring Center Task Force

Submitted by: Roger Wagner

Meeting Date: September 02, 2015

Approximate Time Needed:

☒ Informational Item/Discussion ☐ Quick Update

☐ First Reading ☐ Second Reading

Items are to be presented to College Council as a first read prior to meeting with constituent groups regarding the topic.

Brief Description: _____

Please send this request for College Council agenda items with any backup material to Victoria Churgin prior to the College Council meeting. Please refer to calendared deadlines.