

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

AGENDA

Date: March 11, 2008

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

AGENDA

This meeting will be electronically recorded

CALL TO ORDER

5:30 p.m.

ROLL CALL

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA

ANNOUNCEMENT OF ITEMS TO BE CONSIDERED IN CLOSED SESSION

1. **CLOSED SESSION**

- (a) Nancy Wilkett v. Victor Valley Community College District, consideration of appeal of administrative determination pursuant to State Chancellor's Office's regulations, Title 5, California Code of Regulations section 59338.

PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS

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

RECESS TO CLOSED SESSION

2. **RECONVENE TO OPEN SESSION (Business Meeting)**

6 p.m.

3. **Closed Session Report**

PUBLIC COMMENTS RELATED TO AGENDA ITEMS

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

4. SUPERINTENDENT/PRESIDENT'S REPORT

(Accountability Reporting of the California Community Colleges – ARCC)

- **Faculty Senate**

5. CONSENT AGENDA

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

Approval of consent items.

YES ___ NO ___

- 5.1 Approval of the minutes of the January 25, 2008 special Board meeting and February 12, 2008 regular Board meeting
- 5.2 Agreement Independent Contractor – Leonard Schaustal
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Leonard Schaustal to set up a class for F.A.A. approval for the aviation program. The period is from February 1, 2008 through March 30, 2008. Fiscal Impact: Not to exceed \$10,200.00
- 5.3 Sublease Agreement – Southern California Logistics Airport Authority
Approval of the sublease agreement between Southern California Logistics Airport Authority and Victor Valley Community College District to lease faculty space for the Aviation Maintenance Technology program from March 11, 2008 through March 11, 2009. Fiscal Impact: \$609.60 per month for twelve months is \$7,315.20 and an additional one-time deposit of \$609.60.
- 5.4 Full-Time Faculty Overload Pay for 2007-2008
Approval of the payment for full-time faculty overload pay for academic year 2007-2008 as listed. Fiscal Impact: \$45,662.00 to the District, \$14,432.00 to be reimbursed by Victor Valley Community College District Foundation.
- 5.5 Contract Education Services – Togo's
Ratification of the agreement between Togo's Restaurant and Victor Valley Community College District to obtain a food handlers certification card. The period of this agreement is January 29, 2008 through January 29, 2009. Fiscal Impact: \$300.00 to the District.
- 5.6 Contract Education Services – Valentini Pizza
Ratification of the agreement between Victor Valley Community College District and Valentini Pizza to obtain a food handlers certification card. The period is from January 17, 2008 through January 17, 2009. Fiscal Impact: \$300.00 to the District.

- 5.7 Contract Education Services – Mountain High Ski Resort
Ratification of the agreement between Victor Valley Community College District and Mountain High Ski Resort to obtain a food handlers certification card. The period of this agreement is from February 6, 2008 through February 6, 2009. Fiscal Impact: \$1,500.00 to the District.
- 5.8 Contract Education Services – American Legion Post #229
Ratification of the agreement between Victor Valley Community College District and American Legion Post #229 to obtain a food handlers certification card from February 2, 2008 through January 2, 2009. Fiscal Impact: \$500.00 to the District.
- 5.9 Contract Education Services – Panda Express
Ratification of the agreement between Victor Valley Community College District and Panda Express to obtain a food handlers certification card from January 31, 2008 through January 31, 2009. Fiscal Impact: \$200.00 to the District.
- 5.10 Contract Education Services – Hesperia Leisure League
Ratification of the agreement between Victor Valley Community College District and Hesperia Leisure League to obtain a food handlers certification card from February 6, 2008 through February 7, 2009. Fiscal Impact: \$900.00 to the District.
- 5.11 Contract Education Services – Casa Colina
Ratification of an agreement between Victor Valley Community College District and Casa Colina to obtain a food handlers certification card from February 22, 2008 through February 22, 2009. Fiscal Impact: \$350.00 to the District.
- 5.12 Contract Education Services – Giuseppe's
Ratification of an agreement between Victor Valley Community College District and Giuseppe's to obtain a food handlers certification card from February 14, 2008 through February 14, 2009. Fiscal Impact: \$350.00 to the District.
- 5.13 Agreement – Montclair Hospital Medical Center
Approval of the agreement between Victor Valley Community College District and Montclair Hospital Medical Center to provide clinical learning facilities that allow Allied Health, Nursing, and other health sciences programs to utilize medical facilities for student clinical learning rotations from January 1, 2008 through January 1, 2009. Fiscal Impact: None
- 5.14 Agreement (First Amendment) – Catholic Healthcare West
Approval of the first amendment to the Education Affiliation Agreement that was originally approved March 1, 2007 between Catholic Healthcare West and Victor Valley Community College District to provide clinical learning facilities that allow Allied Health, Nursing, and other health sciences programs to utilize medical facilities for student clinical learning rotations from March 1, 2008 through March 1, 2009. Fiscal Impact: None
- 5.15 Contract Education Services – Notary Public Seminars
Ratification of an agreement between Notary Public Seminars and Victor Valley Community College District to provide new or previously commissioned Notary Publics' with the education to assist to pass the new State examination, detect fraud, and become successful in a new career. Fiscal Impact: \$3,000.00 to the District.
- 5.16 Contract Education Services – Cold Stone Creamery
Ratification of an agreement between Victor Valley Community College District and Cold Stone Creamery to obtain a food handlers certification card from February 15, 2008 through February 15, 2009. Fiscal Impact: \$210.00 to the District.

- 5.17 Agreement (First Amendment) – Community Hospital of San Bernardino
Approval of the first amendment to the Education Affiliation Agreement that was originally approved March 1, 2007 between Community Hospital of San Bernardino and Victor Valley Community College District to provide clinical learning facilities that allow Allied Health, Nursing, and other health sciences programs to utilize medical facilities for student clinical learning rotations from March 1, 2008 through March 1, 2009. Fiscal Impact: None
- 5.18 Disposal of Surplus Electronic Equipment
Approval of an annual authorization to dispose of computers and other electronic components through a recycler. Fiscal Impact: The District currently receives an average of 5 cents per pound for the components that are recyclable. The money is returned to the general fund.
- 5.19 Foundation Donations
Acceptance of donations as college property from the Victor Valley District Foundation for a total amount of \$55,365.29.
- 5.20 Board of Trustees Payments Reports
Approval of the Board of Trustees Payments Reports. Fiscal Impact: None
- 5.21 Agreement – Independent Contractor – Ronald J. Gordon
Ratification of the agreement with Ronald Gordon for presenting at the Bridge Program Conference that was held November 2, 2007. Fiscal Impact: \$2,250.00 funded by the Title V Independent Grant.
- 5.22 Board of Trustees Budget Transfer Request Report
Approval of the budget transfers as submitted. Fiscal Impact: None
- 5.23 Agreement – Galaxy Moving Company, LLC
Ratification of the agreement with Galaxy Moving Company, LLC to move boxes and/or furniture from various locations on campus into the Advanced Technology Center and Speech/Drama additional projects. Fiscal Impact: \$7,000.00 – Fund 71 expenditure, budgeted item.
- 5.24 Agreement – Apple Valley Communications
Ratification of the agreement with Apple Valley Communications to supply and install fire alarm systems into the Performing Arts Center, bring the old system up-to-date to meet new building standards. Fiscal Impact: \$5,578.51 – Fund 71 expenditure
- 5.25 Agreement – Gale/Jordan Associates, Inc.
Ratification of the agreement with Gale/Jordan Associates, Inc. to monitor the asbestos abatement process of the Auxiliary Gymnasium. Fiscal Impact: \$958.00 – Fund 71 expenditure (The work is tied to the Auxiliary Gymnasium Replacement project which is a State funded project and is 100% reimbursable.)
- 5.26 Agreement – Hi Desert Alarm & Fire Sprinklers
Ratification of the agreement with Hi Desert Alarm & Fire Sprinklers to supply and monitor fire alarm systems for the Advanced Technology Center and Speech/Drama Addition projects. Fiscal impact: \$970.00 + \$35.00 per month per building.

- 5.27 Agreements – Independent Contractor
Ratification of the Independent Contractor Agreements between Victor Valley Community College District and Nancy Noyer, Teresa Reuter, Michael Ray, Karen Greer, JoNell Larsen, and Johanna Black from February 7 through March 10, 2008. Fiscal Impact: \$3,420.00 funded by the CAHSEE grant.
- 5.28 Legal Fees
Approval of payment to Atkinson, Andelson, Loya, Ruud & Romo for legal services provided. Fiscal Impact: \$131.60, budgeted item.
- 5.29 Management New Position, Job Description – Risk Manager
Approval of the new job description and placement on the salary schedule. Fiscal Impact: \$5127-\$6548/month.
- 5.30 Academic First Year Contract Recommendations
Approval to enter into a contract for the following academic year with the first year contract employee Russell McCord. Fiscal Impact: Budgeted
- 5.31 Academic Second Year Contract Recommendations
Approval to enter into a contract for the following two academic years with the second year contract employees Dino Bozonelos, Jessica Gibbs, Greg Jones, Renate Longoria, Said Ngobi, David Olsen, Jeanine Speakman, and Michael Visser.
- 5.32 Academic Tenure Recommendations
Approval to employ probationary employees as tenured employees for all subsequent years for James Comer, David Gibbs, Tom Turner, and Brian Hendrickson.
- 5.33 Request for Leave Without Pay
Approval of Melody Ricci's request for leave without pay for an 80% unpaid leave of absence from March 28, 2008 through June 6, 2008. Fiscal Impact: Budgeted.
- 5.34 Outside Contractor Fee – Liebert Cassidy & Whitmore
Approval of the payment of an outside contractor fee for Liebert Cassidy & Whitmore. Fiscal Impact: \$2,300.00
- 5.35 Amended Agreement – Spencer/Hoskins Associates
Ratification of the amended agreement with Spencer/Hoskins for additional architectural and engineering services needed that were not in the original scope of work for the Speech/Drama Addition project. Fiscal Impact: \$23,555.00 – Fund 71 expenditure.
- 5.36 Increase Contract Amount – Koury Engineering
Approval to increase the contract with Koury Engineering for laboratory and on-site testing pertaining to the Advanced Technology Center and Speech/Drama Addition projects. Fiscal Impact: \$57,000.00 – Fund 71 expenditure.
- 5.37 Change Order – Embee Technologies
Ratification of the change order with Embee Technologies for additional infrastructure to support computer equipment and audio visual systems not in the original scope of work for the Speech/Drama Addition project. Fiscal Impact: \$17,933.82 – Fund 71 expenditure.

- 5.38 Change Order – Vance Corporation – Advanced Technology Center
Ratification of the change order with Vance Corporation to install a handicap ramp on the south side of the Jacaranda bus stop. Fiscal Impact: \$3,706.80 – Fund 71 expenditure.
- 5.39 Agreement – Independent Contractor – Connie Sloan
Ratification of the agreement with Connie Sloan for the facilitation of career development workshops and assessment from November 1, 2007 through December 20, 2007. Fiscal Impact: Career Pathways Grant budgeted item. Not to exceed \$816.00
- 5.40 Agreement – Independent Contractor – Merline Reid-Yancy
Approval of the agreement with Merline Reid-Yancy to provide culturally sensitive workshops to assist students achieve persona/academic success from March 17, 2008 through June 30, 2008. Fiscal Impact: Career Pathways Grant budgeted item. Not to exceed \$816.00
- 5.41 Agreements – Philip Wallace, Allisonne Crawford Airitam and Kelly Marostica-Smith
Ratification of the agreement with Philip Wallace, Allisonne Crawford Airitam and Kelly Marostica-Smith for the facilitation of career development workshops and assessment from January 2, 2008 through June 30, 2008. Fiscal Impact: Career Pathways Grant budgeted item. Not to exceed \$7,344.00
- 5.42 Academic Equivalency Requests – Barry J. Cherney (Aviation) and Rick LaFon (Automotive)
Ratification of the academic equivalency for Barry J. Cherney (Aviation) and Rick LaFon (Automotive), Fiscal Impact: None

10.1 ADMINISTRATIVE SERVICES

- 10.1 Bid Awards – Seismic Replacement Gymnasium YES ___ NO ___
Approval to award the bids to the designated companies/contractors
Fiscal Impact: \$4,998,214.00 Fund 71 expenditure (This work is tied to the Auxiliary Gymnasium Replacement project which is a State funded project and is partially reimbursable by the State.)
- 10.2 Acceptance of Proposed Budget Assumptions for Fiscal Year 2008-2009 YES ___ NO ___
Acceptance of these Budget Assumptions is needed as we begin the budget development process. However, there are issues that will impact the budget which we cannot anticipate at this moment there, please consider these assumptions a beginning point. As we develop the budget, we will be refining the assumptions in response to state funding changes and our own program review process.

11. HUMAN RESOURCES

- 11.1 CTA Agreement YES ___ NO ___
Approval of the appendix G-2, Formative Administrative Performance Summary of Department Chair (Article 21H). Fiscal Impact: None

- 11.2 Approval of Contracts of Employment of Academic Administrators YES ___ NO ___
Approval of contract of employment of academic administrators as listed.
Fiscal Impact: Budgeted

- 11.3 AFT Agreement YES ___ NO ___
Approval of the revised agreements concerning Article 13, Faculty Assignments, Article 4.10, Union Rights, Article 8.6 Catastrophic Leave, and Definition of Parity. Fiscal Impact: \$1,275.00 annually.

12. INFORMATION/DISCUSSION

- 12.1 Monthly Financial Reports
Submitted as an informational item.

- 12.2 Emeritus Status – Louis Shanin
Submitted as an informational item.

- 12.2 Accrediting Commission for Community & Junior Colleges (ACCJC) Progress Report
Submitted as an informational item.

13. REPORTS (3 minute limit per report)

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

- 13.1 Foundation

- 13.2 Employee Groups
a) CTA
b) CSEA
c) AFT Part-Time Faculty United

14. TRUSTEE COMMENTS

- ASB

15. Public Comments Related to Non-Agenda Items

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

16. ADJOURNMENT

YES ___ NO ___

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



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

Date: January 25, 2008

Place: Hilton Garden Inn
12603 Mariposa Rd., Mojave Room
Victorville, CA

CALL TO ORDER

10:10 a.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on January 25, 2008 in the Board Room of the Administration building. Mr. Nelson, Board President called the meeting to order at 10:10 a.m.

TRUSTEE ROLL CALL: Present: Donald Nelson, Board President; Angela Valles, Vice President; Bettye Underhill, Trustee, Joe Range, Trustee,

Absent: Dennis Henderson and Heena Mehra

MANAGEMENT PRESENT: Dr. Robert Silverman, Superintendent/President, Bruce Baron, Vice President, Administrative Services, Robert Sewell, Director Auxiliary Services and Annette McComas (Recorder)

PLEDGE OF ALLEGIANCE

Angela Valles led the Pledge of Allegiance to the Flag.

Mr. Nelson called the meeting to order at 10:10 a.m.

Although community college trustees are not required to comply with the AB1234 ethics requirement, it was strongly recommend that some type of formal training be conducted. Peter Brown, attorney with Liebert, Cassidy Whitmore conducted a training session on ethics and public services. The training focused on the ethics laws (the *Brown Act*, conflict of interest, confidentiality of closed sessions, and personal use of public resources, laws relating to fair processes and claiming perquisites of office.)

At 11:59 p.m., Board President, Don Nelson recessed the meeting to a lunch break

At 1:03 p.m., Board President, Don Nelson reconvened to open session.

TRUSTEE ROLL CALL: Present: Donald Nelson, Board President; Angela Valles, Vice President; Dennis Henderson, Clerk, Bettye Underhill, Trustee, Joe Range, Trustee,

Absent: Heena Mehra

Heena Mehra arrived at 3:13 p.m.

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

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA: none

1. **PUBLIC COMMENTS RELATED TO AGENDA ITEMS:** None

2. **OPEN SESSION (Business Meeting)**

3. **CONSENT AGENDA**

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

3.1 Amended Agreement- Computer Comforts, Inc.

Approval of the amendment to the existing board item with Computer Comforts, Inc in the amount of \$12,000 for additional computer desks to furnish the Advanced Technology Center. Fiscal Impact: \$12,000 (This project is State funded and will be 100% reimbursable to the District through fund 71.)

3.2 Revised Lease Agreement – Xerox Corporation

Approval of the revised lease agreement with Xerox Corporation. Fiscal Impact: Projected \$20,202.79 a month for the first six months with a projected savings of \$4,602.00 a month. Projected \$24,352.20 a month for the remaining 7 – 60 months with a projected savings of \$452.00 a month. Total projected savings - \$52,020.00

3.3 In-State Student Travel – February 11-16, 2008

Approval for the students to travel to the Kennedy Center American College Regional Theatre Festival in Los Angeles, CA from February 11, 2008 through February 16, 2008. All persons participating in the field trip are registered students at Victor Valley Community College. Fiscal Impact: \$5,510.00 – Theatre Arts department travel fund and \$2,450.00 Foundation drama fund.

3.4 Termination of Agreement for Legal Services – Lynberg & Watkins

Approval to terminate the agreement for legal services with Lynberg & Watkins that was recommended by the District's General Counsel and originally approved November 14, 2006. Fiscal Impact: None

4. **PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:** None

5. **ADJOURNMENT OF THE BUSINESS MEETING**

It was MSC (Range/Underhill, 5-0) to adjourn the business meeting at 1:08 p.m. and continue with the retreat.

Dr. Silverman explained that the intent of the retreat was to look at the future so that we know where we are going with the college. As a result of the Governor's proposed budget, there will be areas in which the college will have to act on. How we establish next year's budget becomes part of the context in where we are going.

Dr. Silverman provided copies of the report that was submitted to the Chancellor's office showing the projected enrollment growth for 2007-2008. There has been an amazing turn around in the one six-month term. This year's projection reports enrollment at 9,316. Unfortunately, this growth does not solve the Governor's challenges presented to our system.

Bruce Baron provided a five-year plan where the college is headed in enrollments and financially with some ideas that are viable for meeting those demands. Proposed budget assumptions for fiscal year 2008-09 were presented for consideration and comment.

Break: 1:51-2:01 p.m.

In response to one of the proposed budget assumptions, representatives from Keenan & Associates made a presentation on a supplemental employee retirement plan. This plan would allow employees age 50 and above with at least 1 year of service to take advantage of an early retirement incentive.

The prospect of refinancing the COPs (Certificates of Participation) was presented by representatives from Dale Scott & Company and Mr. Casnocha with the law firm Stradling, Yocca Carlson & Rauth. If we would refinance we could get a fixed lower interest rate and a 2 year hiatus on the payments. There is not enough money in the current reserves to make the payments. Mr. Casnocha pointed out that the general fund is to support the instruction edition of the college. Most of the colleges that have outstanding COP debt cleaned off their general fund ledgers when they passed a bond. Another option in this refinance would allow the college to do projects that have been pending.

Another option for board consideration was the possibility of a bond for the November 8, 2008 election. If this is delayed, the next opportunity will not be until June, 2012. Mr. Casnocha recommended that a professional voter opinion survey be conducted and pointed out that this expenditure is an allowable expense from the general fund.

Following the presentations, the board directed Dr. Silverman to bring forward for board consideration, approval of the supplemental employee retirement plan, refinancing of the COPs and approval to conduct a random telephone survey for a possible bond.

Break: 3:15-3:31 p.m.

Discussion centered on the five-year plan. Mr. Range pointed out that the board should work together as a team. Each board member should designate an area that they are interested in and Mr. Nelson will make committee assignments. Ms. Valles said she is committed to the college and would like to move towards the future with no special interest or hidden agendas. Mr. Henderson agreed with Ms. Valles in that students should come first and he supports anything that is out in the open. Dr. Underhill would like to see a building in Apple Valley to serve our students. Mr. Nelson asked Mr. Range to serve as a member on the bond committee and Mr. Henderson will serve as a member on the Facility Focus Group. Ms. Valles responded that she will serve wherever the board sees fit. Dr. Silverman said that he is committed to providing everyone with the same information.

The meeting was adjourned at 4:10 p.m.

Dennis Henderson, Clerk

Date Approved



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

Date: February 12, 2008

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

CALL TO ORDER/ROLL CALL:

5 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on December 11, 2007 in the Board Room of the Administration building. Mr. Range, Board President, called the meeting to order at 5 p.m.

TRUSTEE ROLL CALL: Present: Joe Range, Board President; Dennis Henderson, Vice President; Angela Valles, Trustee, Bettye Underhill, Trustee, Donald Nelson, Clerk

Absent: Joe Range, Trustee
Heena Mehra arrived at 6 p.m.

MANAGEMENT PRESENT: Dr. Robert Silverman, Superintendent/President; Mr. Bruce Baron, Vice President Administrative Services; Dr. Marion Boenheim, Vice President, Human Resources, Dr. Marianne Tortorici, Deputy Superintendent/Executive Vice President, Instruction; and Annette McComas (Recorder)

PLEDGE OF ALLEGIANCE: Lori Kildal led the Pledge of Allegiance to the Flag.

TITLE V WORKSHOP

5-6 p.m.

Dr. Silverman welcomed everyone and introduced Dr. Victoria Hinds, Virginia Moran and Patricia Bejarano-Vera who will be making a presentation on the three grants that are all linked with a common thread, Student Success. Dr. Hinds, Dean, Student Services provided an overview of the work that has been accomplished which includes the redesign and construction of labs, the purchase and replacement of new computers, staffing all labs with bilingual Instructional Assistants, and providing more in-depth advising to the students. Virginia Moran, Executive Dean, Institutional Effectiveness, reported on the statistical measures of the programs. Handouts were provided showing the VVCC student characteristics for fall 2003 through fall 2007. Fall 2007 shows increased Hispanic participation. Patricia Bejarano-Vera, Project Activity Director provided ideas for outreach strategies to ensure success for all students which will include an end of the year student reception. Ms. Valles said we should be cautious how we spend the grant money. She suggested that we involve the parents of the students, advertise at the local Hispanic markets, and continue involving the Hispanic community. A building in old town Victorville was suggested to assist in outreach efforts. Recommendations for retention were early intervention, developing role models, involving the community, making the campus more friendly, and an overall commitment by the college.

At 6:07 p.m. Board President, Don Nelson recessed the Title V workshop.

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

3. RECONVENE TO OPEN SESSION

6 p.m.

At 6:40 p.m., Board President, Don Nelson, reconvened the meeting to open.

PUBLIC COMMENTS RELATED TO AGENDA ITEMS: None

4. SUPERINTENDENT/PRESIDENT'S REPORT

Dr. Silverman reported that beginning of the spring term showed a lot of students and fewer parking spaces. The enrollment numbers are up which could mean some possible growth money. This is a testament to the college that everyone is making an effort to increase enrollment.

A report was received from the accrediting commission that showed we are not moving off of our status. The good news is that we are not going down from our status. We promised a lot and haven't had the time to deliver. We have made progress on everything that we were asked to do. We need to redouble our efforts with one weakness focusing on student learning outcomes.

The budget plan that was presented at the retreat was received by the budget committee with a positive response. As a result of the budget plan, you will see some if those items on the agenda for consideration.

Faculty Senate

Debra Blanchard said that she is looking at the warning received by the accrediting commission as an opportunity to demonstrate the ability that we are the best. It is important to produce the evidence that we are the best. The Faculty Senate is in support of refinancing the COPs to lower the payments, the survey for the bond, and is in extreme support for the early retirement option.

5. CONSENT AGENDA

It was MSC (Underhill/Valles, 4-0 Range absent) to approve the consent items in one motion.

5.1 Approval of the minutes of the December 11, 2007 regular Board meeting

5.2 Curriculum Changes

Approval of the curriculum changes that were approved by the committee on October 25, 2007, November 8, 2007, November 29, 2007, and December 13, 2007.

5.3 Contract Education Services – Archangel

Ratification of the agreement between Victor Valley Community College District and Archangel. The period of this agreement is from January 2, 2008 through June 7, 2008. Fiscal Impact: \$2,000.00 to the District.

5.4 Contract Education Services – Southern California Logistics Airport Authority

Approval of the agreement between Victor Valley Community College District and the city of Victorville for the use of city owned facilities at Southern California Logistics Airport for the Victor Valley Community College Aviation Maintenance Technology Program. The license agreement is from January 8, 2008 through February 8, 2009. Fiscal Impact: None.

- 5.5 License Agreement – Plato Learning Corporation
Approval to purchase ten standalone licenses of Reading Horizons for the Basic Skills lab. Fiscal Impact: None to the District (funding provided by the Basic Skills grant, \$8,285.98.)
- 5.6 Contract Education Services – Toss Across
Ratification of the agreement between Victor Valley Community College District and Toss Across. The period is from January 2, 2008 through January 2, 2009. Fiscal Impact: \$500.00 to the District.
- 5.7 Contract Education Services – Cardenas Market
Ratification of the agreement between Victor Valley Community College District and Cardenas Market. The period of this agreement is from December 19, 2007 through December 19, 2008. Fiscal Impact: \$500.00 to the District.
- 5.8 Agreement – Gatlin Education Services
Approval of the agreement between Victor Valley Community College District and Gatlin Education Services from February 13, 2008 through February 13, 2009. Fiscal Impact: \$40,000.00 to the District.
- 5.9 License Renewal – Chariot Software Group
Ratification of an annual license renewal between Victor Valley Community College District and Chariot Software Group beginning March 1, 2008 through February 28, 2009. Fiscal Impact: \$995.00
- 5.10 Lease Agreement with an Addendum – Hasler Financial Services, LLC
Approval of the lease agreement with an addendum between Victor Valley Community College District and Hasler Financial Services, LLC from February 12, 2008 through May 12, 2012. Fiscal Impact: Budgeted - \$439.00 per month for 66 months: \$28,974.00 (funded through Community Education Services.)
- 5.11 Contract Education Services – International House of Pancakes #3130
Ratification of an agreement between Victor Valley Community College District and International House of Pancakes #3130 from January 15, 2008 through January 15, 2009. Fiscal Impact: \$450.00 to the District.
- 5.12 Contract Education Services – Non-Profit Development Services
Ratification of the agreement between Victor Valley Community College District and Non-Profit Development Services from February 11, 2008 through June 30, 2008. Fiscal Impact: \$6,000.00 to the District.
- 5.13 Agreement – Independent Contractor
Ratification of an Independent Contractor agreement between Victor Valley Community College District and Luis Pena from January 2, 2008 through June 30, 2008. Fiscal Impact: Not to exceed \$3,700.00
- 5.14 Contract Education Services – Hilton Garden Inn
Ratification of an agreement between Victor Valley Community College District and Hilton Garden Inn. The period of this agreement is from December 3, 2007 through December 4, 2008. Fiscal Impact: \$360.00 to the District.

- 5.15 Adopt a Resolution and Approve Agreement – Child Development Services CIMS-7485
Adopt a resolution and approve an agreement with the California Department of Education Services for the 2007-2008 fiscal year for the purchase of instructional materials and supplies for the Child Development Center. The Maximum Reimbursable Amount (MRA) on this agreement is \$3,464.00. Fiscal Impact: \$3,464.00 to the District.
- 5.16 Amended Agreement – California Department of Education - #CCTR-7313
Approval an amended agreement (Amendment 01) with the California Department of Education for Child Development Services for the 2007-2008 fiscal year. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$734,020.00 and inserting \$767,271.00 in place thereof. Fiscal Impact: Additional \$33,251.00 to the District.
- 5.17 Agreement – Independent Contractors
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and Johanna Black, Karen Greer, Nancy Noyer, and Jonell Larsen to facilitate workshops for preparation of the California High School Exit Examination from December 5, 2007 through February 6, 2008. Fiscal Impact: Not to exceed \$6,080.00 funded by the CAHSEE grant.
- 5.18 Amended Agreement – California Department of Education - #CPRE-7303
Approval of an amended agreement (Amendment 01) with the California Department of Education for Child Development Services for the 2007-2008 fiscal year. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$241,262.00 and inserting \$252,191.00 in place thereof.
- 5.19 Agreements – Independent Contractors
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and Philip Wallace, Allison Crawford Airitam and Kelly Marostica-Smith for the facilitation of career development workshops and assessment from November 1, 2007 to December 20, 2007. Fiscal Impact: Not to exceed \$2,448.00 funded by the Career Pathways grant.
- 5.20 Agreement – Independent Contractor
Ratification of the agreement with Michael Stevens for the preparation and presentation of the First Year Experience Workshop held November 8, 2007. Fiscal Impact: \$720.79 funded by the Title V Independent Grant.
- 5.21 Agreement – Independent Contractor
Ratification of the agreement with Luis Barrueta for providing Supplemental Instruction (SI) training to SSPIRE faculty, staff, and tutors as well as . Fiscal Impact: \$720.79 funded by the Title V Independent Grant.
- 5.22 Agreements – Independent Contractor
Ratification of the agreement with Gale George, Karen Myers, Sharon Schlegel, and Arron Gansky for the construction and editing of the Bridge program notebook. Fiscal Impact: \$2,675.00 funded by the Title V Coop grant.

- 5.23 Agreement – Terry Kurtz – Promotional Video Services
Ratification of the agreement with Terry Kurtz to produce a minimum of four promotional video features per month for three months to market Victor Valley College program, services, and events. Fiscal Impact: \$3,000.00 (from the Public Information Office contracts budget.)
- 5.24 Agreement – Radio Fiesta Network, LLC
Ratification of the agreement with Radio Fiesta Network LLC to advertise registration information for the winter and spring terms. Fiscal Impact: \$2,100.00 (from the Public Information Office contracts budget.)
- 5.25 Change Order – Caston Plastering & Drywall – Advanced Technology Center
Ratification of the change order with Caston Plastering & Drywall in the amount of \$3,252.76, for the Advanced Technology Center. Fiscal Impact: \$3,252.76 – Fund 71 expenditure.
- 5.26 Change Order – United Automatic Sprinklers – Advanced Technology Center
Ratification of the change order with United Automatic Sprinklers in the amount of \$3,415.50 for the Advanced Technology Center. Fiscal Impact: \$3,415.50 – Fund 71 expenditure.
- 5.27 Change Order – Vance & Associates – Speech/Drama Addition
Ratification of the change order with Vance & Associates in the amount of \$4,300.00 for the Speech/Drama addition. Fiscal Impact: \$4,300.00
- 5.28 Change Order – Columbia Steel – Speech/Drama Addition
Ratification of the change order with Columbia Steel in the amount of \$21,605.00 for the Speech/Drama Addition for the Speech/Drama addition. Fiscal Impact: \$21,605.00
- 5.29 Agreement – Galaxy Moving Company, LLC
Ratification of the agreement with Galaxy Moving Company, LLC to move boxes and/or furniture from various locations on campus into the Advanced Technology Center and Speech/Drama additional projects. Fiscal Impact: \$6,000.00 – Fund 71 expenditure, budgeted item.
- 5.30 Agreement – Sonitrol
Ratification of the agreement with Sonitrol to supply and install security cameras at the Advanced Technology Center project. Fiscal Impact: \$16,056.50 Fund 71 expenditure.
- 5.31 Agreement – Nexus Integrated Services
Ratification of the agreement with Nexus Integrated Services to supply phones for the Advanced Technology Center and Speech/Drama addition projects. Fiscal Impact: \$44,443.72 – Fund 71 expenditure.
- 5.32 Agreement – Pacific Floor Company
Ratification of the agreement with Pacific Floor Company to resurface the stage floor of the Performing Arts Theater. Fiscal Impact: \$8,400.00 – previously approved budget – Fund 71 expenditure.

- 5.33 Agreement – Brickley Environmental
Ratification of the agreement with Brickley Environmental to remove asbestos containing materials from the Auxiliary Gym to prepare for demolition. Fiscal Impact: \$3,835.00 – Fund 71 expenditure.
- 5.34 Agreement – Pacific Western Communications, Inc. – Speech/Drama Addition
Ratification of the agreement with Pacific Western Communications to supply and install fiber optic and copper data cable for the Speech/Drama addition project. Fiscal Impact: \$8,220.00 – Fund 71 expenditure.
- 5.35 Agreement – C&J Wiring Solutions – Advanced Technology Center
Ratification of the agreement with C&J Wiring Solutions to supply and install copper telephone cable for the Advanced Technology Center. Fiscal Impact: \$11,000.00 – Fund 71 expenditure.
- 5.36 Agreement – Pacific Western Communications, Inc. – Advanced Technology Center
Ratification of the agreement with Pacific Western Communications to supply and install fiber optic and copper data cable for the Advanced Technology Center project. Fiscal Impact: \$14,530.00– Fund 71 expenditure.
- 5.37 Agreement – Pacific Western Communications, Inc. – Speech/Drama Addition
Ratification of the agreement with Pacific Western Communications, Inc. to supply and install copper telephone cable for the Speech/Drama addition project. Fiscal Impact: \$5,540.00 – Fund 71 expenditure.
- 5.38 Notice of Completion – Campus Road Striping
Acceptance of the work of Cooley Construction, Inc. for the renovation of road striping and red curbs and direct the District to file the Notice of Completion. Fiscal Impact: None
- 5.39 Non-Resident Tuition Fee
Approval of the non-resident tuition rate of \$181 (statewide basis). This non-resident tuition fee will be effective for the 2008 fall semester. Fiscal Impact: The District collects approximately \$130,000 annually in non-resident tuition fees.
- 5.40 Board of Trustees Budget Transfer Request Report
Approval of the budget transfers as submitted. Fiscal Impact: None
- 5.41 Board of Trustees Payments Reports
Approval of the Board of Trustees Payments Reports. Fiscal Impact: None
- 5.42 Foundation Donations
Acceptance of donations as college property from the Victor Valley District Foundation for a total amount of \$89,453.87.
- 5.43 Agreement Renewal – Affiliated Computer Services, Inc.
Ratification of the agreement with Affiliated Computer Services, Inc. to fulfill the District's obligation to report student information to the Internal Revenue Services. Fiscal Impact: Budgeted Item, Fund 01, not to exceed \$20,500.00

- 5.44 Ratification of Academic Equivalency Requests
Ratification of the equivalencies for Leonard Schaustal – Aviation, Khalid Rubayi – Mathematics. Fiscal Impact: None
- 5.45 Outside Contractor Fees
Approval of the payment of a cancellation fee that was charged for the arbitration hearing with CSEA. Fiscal Impact: \$2,800.00
- 5.46 Outside Contractor Fees
Approval of the payment of outside contractor fees for Liebert Cassidy & Witmore and those anticipated prior to awarding the RFP. Fiscal Impact: \$8,597.09
- 5.47 New Classified Position and Abolished Position
Approval of the job description for the new classified position of instructional media services coordinator, effective January 1, 2008. The position of media services specialist will be abolished effective January 1, 2008. Fiscal Impact: \$211/month.
- 5.48 Out-of-State Travel
Approval of out-of-state travel for staff/students to travel to Washington, D.C. to attend the American Student Association of Community Colleges (A.S.A.C.C.) National Student Advocacy & Leadership conference from March 8 through March 11, 2008. Fiscal Impact: \$11,500.00 Associated Student Body funds.

ACTION AGENDA

6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda

6.2 CCCT Board Nominations

It was MSC (Henderson/Underhill, 4-0, Range absent) to nominate Don Nelson to be a candidate for the CCCT board election. Fiscal Impact: None

10.1 ADMINISTRATIVE SERVICES

10.1 Agreement – PlanNet Consulting

It was MSC (Underhill/Valles, 4-0, Range absent) to approve the agreement with PlanNet Consulting in the amount of \$106,840.00 to complete campus-wide technology assessment. Fiscal Impact: \$106,840.00

10.2 2006-2007 Financial Audit

It was MSC (Henderson/Nelson, 4-0, Range absent) to accept the 2006-2007 financial audit. Fiscal Impact: None

10.3 Approval of Resolution for Certificates of Participation Refunding

It was MSC (Underhill/Valles, 4-0, Range absent) to approve of the resolution to restructure and refund the outstanding COPs.

10.4 Agreement – EMC Research, Inc. – Bond Survey

It was MSC (Valles/Underhill, 4-0, Range absent) to approve the agreement with EMC Research to conduct a random telephone survey with likely November 2008 voters in the Victor Valley College District. Fiscal Impact: Not to exceed \$32,000 to be paid from the General Fund. The district consulted with two attorneys to determine that this survey can be paid for from general funds because it is considered information gathering not campaigning for a bond.

11. HUMAN RESOURCES

11.1 Supplemental Employee Retirement Plan

It was MSC (Henderson/Underhill, 4-0, Range absent) to adopt the Supplemental Employee Retirement Plan Resolution. Fiscal Impact: None

12. INFORMATION/DISCUSSION

12.1 Monthly Financial Reports

Submitted as an informational item.

12.2 Quarterly Financial Status Report (CCFS-311Q)

Submitted as an informational item.

13. REPORTS (3 minute limit per report)

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

13.1 Foundation

None

13.2 Employee Groups

a) CTA

None

b) CSEA

Jim Murray

c) AFT Part-Time Faculty United

Emily Selden

14. TRUSTEE COMMENTS

Bettye Underhill, Don Nelson, Angela Valles,

ASB

Heena Mehra

15. Public Comments Related to Non-Agenda Items: None

16. ADJOURNMENT

It was MSC (Underhill/Valles, 4-0, Range absent) to adjourn the meeting at 6:37 p.m. The motion carried unanimously.

Dennis Henderson, Clerk


Date Approved


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

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

TOPIC: AGREEMENT - INDEPENDENT CONTRACTOR – LEONARD SCHAUSTAL

SUBMITTED BY: Nick Parisi, Vocational Education

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an Independent Contractor Agreement between Leonard Schaustal and Victor Valley Community College District from February 1, 2008 through March 30, 2008.

A copy of this agreement is available in the president's office for review.

Need:

This agreement is to set up a class for F.A.A. approval for the Aviation Program.

Fiscal Impact: Not to exceed \$10,200.00

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an Independent Contractor Agreement between Leonard Schaustal and Victor Valley Community College District from February 1, 2008 through March 30, 2008.

Legal Review: YES ___ NOT APPLICABLE X ___


Reference for Agenda: YES ___ NO X ___


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

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

TOPIC: SUBLEASE AGREEMENT – SOUTHERN CALIFORNIA LOGISTICS AIRPORT AUTHORITY

SUBMITTED BY: Nick Parisi, Vocational Education

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to accept a sublease agreement between Southern California Logistics Airport Authority and Victor Valley Community College District to lease faculty space for the Aviation Maintenance Technology Program from March 11, 2008 through March 11, 2009.

A copy of this agreement is available in the president's office for review.

Need:

The District entered into an agreement with the Airport Authority on February 12, 2008 to lease classroom and lab space at no cost to the District. This agreement to lease office space offsets a portion of the overhead cost to the Airport Authority.

Fiscal Impact: \$609.60 per month for twelve months is \$7315.20
\$609.60 additional one time deposit

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees accept a sublease agreement between Southern California Logistics Airport Authority and Victor Valley Community College District to lease faculty space for the Aviation Maintenance Technology Program from March 11, 2008 through March 11, 2009.

Legal Review: YES NOT APPLICABLE ___

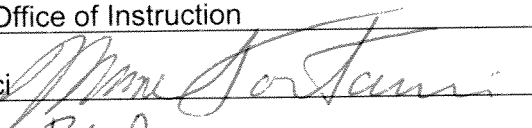
Reference for Agenda: YES ___ NO


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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: FULL-TIME FACULTY OVERLOAD PAY FOR 2007-2008

SUBMITTED BY: Ruby Wikstrom, Office of Instruction

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to approve payment for full-time faculty overload pay for academic year 2007-2008 per the attached list.

Need:

Per Article 12.10 of the CTA Agreement.

Fiscal Impact: \$45,662.00 to the District
\$14,432.00 to be reimbursed by Victor Valley Community College District Foundation

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees approve payment for full-time faculty overload pay for academic year 2007-2008 per the attached list.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

2007/08 FACULTY OVERLOAD

FACULTY	FA 07	SP 08	TOTAL	OVERLOAD	PAY
Basha, Claudia	0.53330	0.49990	1.03320	0.03320	\$1,328.00
Bennett, Lee	0.51895	0.48565	1.00460	0.00460	\$184.00
Burg, Ed	0.51420	0.51420	1.02840	0.02840	\$1,136.00
Campbell, Bryce	0.55855	0.49990	1.05845	0.05845	\$2,338.00
Cass, Reiji	0.51420	0.51420	1.02840	0.02840	\$1,136.00
Eklund, Laird	0.51415	0.51415	1.02830	0.02830	\$1,132.00
Embrodén, Nord	0.49755	0.50460	1.00215	0.00215	\$86.00
Faro, Thomas	0.54280	0.50000	1.04280	0.04280	\$1,712.00
Feddersen, Robert	0.54745	0.51420	1.06165	0.06165	\$2,466.00
Glebe, Andrea	0.49990	0.53320	1.03310	0.03310	\$1,324.00
Heaberlin, Ed	0.50470	0.50470	1.00940	0.00940	\$376.00
Hoover, Dave	0.51420	0.50000	1.01420	0.01420	\$568.00
Menser, Gary	0.52835	0.48080	1.00915	0.00915	\$366.00
Miller, Thomas	0.52360	0.49030	1.01390	0.01390	\$556.00
Nelle, Stephen	0.55220	0.55220	1.10440	0.10440	\$4,176.00
Paine, John	0.54280	0.47140	1.01420	0.01420	\$568.00
Redona, Jeff	0.50115	0.51105	1.01220	0.01220	\$488.00
Ripley, Richard	0.53805	0.53805	1.07610	0.07610	\$3,044.00
Rowland, Dan	0.51420	0.55285	1.06705	0.06705	\$2,682.00
Rubayi, Khalid	0.54280	0.50000	1.04280	0.04280	\$1,712.00
Skuster, Jane	0.53320	0.49990	1.03310	0.03310	\$1,324.00
Slade, Neville	0.49990	0.50465	1.00455	0.00455	\$182.00
Sweet, John	0.55285	0.55285	1.10570	0.10570	\$4,228.00
Sypkens, Mary	0.51900	0.51900	1.03800	0.03800	\$1,520.00
Teel, Patricia	0.55855	0.50000	1.05855	0.05855	\$2,342.00
Thomas, Shane	0.48085	0.53320	1.01405	0.01405	\$562.00
Tomlin, Karen	0.53800	0.49990	1.03790	0.03790	\$1,516.00
Tonning, Paul	0.51420	0.49515	1.00935	0.00935	\$374.00
Visser, Michael	0.50470	0.50470	1.00940	0.00940	\$376.00
Wagner, Patricia	0.49990	0.54220	1.04210	0.04210	\$1,684.00
Wood, Brent	0.55220	0.55220	1.10440	0.10440	\$4,176.00
					\$45,662.00
NURSING EVENING/WEEKED PROGRAM ACCOUNT #12-1203-4040					
Cline, Diane	0.49100	0.55760	1.04860	0.04860	\$1,944.00
Cuna, Starlie	0.49100	0.55760	1.04860	0.04860	\$1,944.00
Doyle, John	0.50000	0.51905	1.01905	0.01905	\$762.00
Garcia, Diego	0.56940	0.49045	1.05985	0.05985	\$2,394.00
Longoria, Renate	0.49100	0.55760	1.04860	0.04860	\$1,944.00
Ramming, Alice	0.58110	0.47960	1.06070	0.06070	\$2,428.00
Simental, Yolanda	0.49790	0.50900	1.00690	0.00690	\$276.00
Thibeault, Sally	0.49095	0.55760	1.04855	0.04855	\$1,942.00
Truelove, Terry	0.52425	0.49570	1.01995	0.01995	\$798.00
					\$14,432.00
GRAND TOTAL					\$60,094.00

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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: CONTRACT EDUCATION SERVICES – TOGO'S RESTAURANT

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Togo's Restaurant and Victor Valley Community College District. The period of this agreement is January 29, 2008 through January 29, 2009.

A copy of this agreement is available in the president's office for review.

Need:

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class. The card is valid for three years. You must pre-register.

Fiscal Impact: \$300.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Togo's Restaurant and Victor Valley Community College District. The period of this agreement is January 29, 2008 through January 29, 2009.

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO


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

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

TOPIC: CONTRACT EDUCATION SERVICES – VALENTINI PIZZA

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Valentini Pizza and Victor Valley Community College District. The period of this agreement is January 17, 2008 through January 17, 2009.

A copy of this agreement is available in the president's office for review.

Need:

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class. The card is valid for three years. You must pre-register.

Fiscal Impact: \$300.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Valentini Pizza and Victor Valley Community College District. The period of this agreement is January 17, 2008 through January 17, 2009.

Legal Review: YES ___ NOT APPLICABLE X ___


Reference for Agenda: YES ___ NO X ___


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

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

TOPIC: CONTRACT EDUCATION SERVICES – MOUNTAIN HIGH SKI RESORT

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Mountain High Ski Resort and Victor Valley Community College District. The period of this agreement is February 6, 2008 through February 6 2009.

A copy of this agreement is available in the president's office for review.

Need:

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class. The card is valid for three years. You must pre-register.

Fiscal Impact: \$1,500.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Mountain High Ski Resort and Victor Valley Community College District. The period of this agreement is from February 6, 2008 through February 6 2009.

Legal Review: YES ___ NOT APPLICABLE X ___


Reference for Agenda: YES ___ NO X ___


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

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

TOPIC: CONTRACT EDUCATION SERVICES – AMERICAN LEGION
POST 229

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between American Legion Post 229 and Victor Valley Community College District. The period of this agreement is January 2, 2008 through January 2, 2009.

A copy of this agreement is available in the president's office for review.

Need:

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class. The card is valid for three years. You must pre-register.

Fiscal Impact: \$500.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between American Legion Post 229 and Victor Valley Community College District. The period of this agreement is January 2, 2008 through January 2, 2009.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES ___ NO X ___

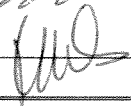
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: CONTRACT EDUCATION SERVICES – PANDA EXPRESS

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Panda Express and Victor Valley Community College District. The period of this agreement is January 31, 2008 through January 31, 2009.

A copy of this agreement is available in the president's office for review.

Need:

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class. The card is valid for three years. You must pre-register.

Fiscal Impact: \$200.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Panda Express and Victor Valley Community College District. The period of this agreement is January 31, 2008 through January 31, 2009.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES ___ NO X ___


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

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

TOPIC: CONTRACT EDUCATION SERVICES – HESPERIA LEISURE LEAGUE

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Hesperia Leisure League and Victor Valley Community College District. The period of this agreement is February 6, 2008 through February 7, 2009.

A copy of this agreement is available in the president's office for review.

Need:

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class. The card is valid for three years. You must pre-register.

Fiscal Impact: \$900.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Hesperia Leisure League and Victor Valley Community College District. The period of this agreement is February 6, 2008 through February 7, 2009.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES ___ NO X ___

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

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

TOPIC: CONTRACT EDUCATION SERVICES – CASA COLINA

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Casa Colina and Victor Valley Community College District. The period of this agreement is February 22, 2008 through February 22, 2009.

A copy of this agreement is available in the president's office for review.

Need:

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class. The card is valid for three years. You must pre-register.

Fiscal Impact: \$300.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Casa Colina and Victor Valley Community College District. The period of this agreement is February 22, 2008 through February 22, 2009.

Legal Review: YES ___ NOT APPLICABLE ___


Reference for Agenda: YES ___ NO ___

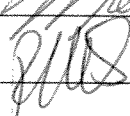
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: CONTRACT EDUCATION SERVICES – GIUSEPPE’S

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Giuseppe’s and Victor Valley Community College District. The period of this agreement is February 14, 2008 through February 14, 2009.

A copy of this agreement is available in the president’s office for review.

Need:

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class. The card is valid for three years. You must pre-register.

Fiscal Impact: \$300.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Giuseppe’s and Victor Valley Community College District. The period of this agreement is February 14, 2008 through February 14, 2009.

Legal Review: YES ___ NOT APPLICABLE X ___


Reference for Agenda: YES ___ NO X ___


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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT – MONTCLAIR HOSPITAL MEDICAL CENTER

SUBMITTED BY: Pat Luther, Nursing

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to approve an agreement between Victor Valley Community College District and Montclair Hospital Medical Center from January 1, 2008 through January 1, 2009. This agreement will be reviewed by all parties annually.

A copy of this agreement is available in the president's office for review.

Need:

This agreement is to provide clinical learning facilities that allow Allied Health, Nursing, and other health sciences programs to utilize medical facilities for student clinical learning rotations from January 1, 2008 through January 1, 2009.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees approve an agreement between Victor Valley Community College District and Montclair Hospital Medical Center from January 1, 2008 through January 1, 2009. This agreement will be reviewed by all parties annually.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO


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

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

TOPIC: AGREEMENT (FIRST AMENDMENT) – CATHOLIC HEALTHCARE WEST

SUBMITTED BY: Pat Luther, Nursing

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to approve the first amendment to the Education Affiliation Agreement that was originally approved March 1, 2007 between Catholic Healthcare West and Victor Valley Community College District. The first amendment is March 1, 2008 through March 1, 2009.

A copy of this agreement is available in the president's office for review.

Need:

This agreement is to provide clinical learning facilities that allow Allied Health, Nursing, and other health sciences programs to utilize medical facilities for student clinical learning rotations from March 1, 2008 through March 1, 2009.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees approve the first amendment to the Education Affiliation Agreement that was originally approved March 1, 2007 between Catholic Healthcare West and Victor Valley Community College District. The first amendment is March 1, 2008 through March 1, 2009.

Legal Review: YES X NOT APPLICABLE

Reference for Agenda: YES NO

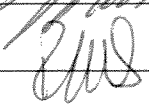
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: CONTRACT EDUCATION SERVICES – NOTARY PUBLIC SEMINARS

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Notary Public Seminars and Victor Valley Community College District. The period of this agreement is February 23, 2008 through June 7, 2008.

A copy of this agreement is available in the president's office for review.

Need:

The Notary Public Workshop will provide new or previously commissioned Notary Public's with the education and skills to assist you to pass the new State examination, detect fraud, and become successful in a new career. The Certified Loan Signing Agent Workshop will provide information on the duties and responsibilities of the Notary Public as a Loan Signing Specialist.

Fiscal Impact: \$3,000 to the District

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Notary Public Seminars and Victor Valley Community College District. The period of this agreement is February 23, 2008 through June 7, 2008.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES ___ NO X ___


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

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

TOPIC: CONTRACT EDUCATION SERVICES – COLD STONE CREAMERY

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Cold Stone Creamery and Victor Valley Community College District. The period of this agreement is February 15, 2008 through February 15, 2009.

A copy of this agreement is available in the president's office for review.

Need:

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class. The card is valid for three years. You must pre-register.

Fiscal Impact: \$210.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Cold Stone Creamery and Victor Valley Community College District. The period of this agreement is February 15, 2008 through February 15, 2009.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

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

TOPIC: AGREEMENT (FIRST AMENDMENT) – COMMUNITY HOSPITAL OF SAN BERNARDINO

SUBMITTED BY: Pat Luther, Nursing

RECOMMENDED BY: Marianne Tortorici

APPROVED BY: Robert Silverman

Description/Background:

The district desires to approve the first amendment to the Education Affiliation Agreement that was originally approved March 1, 2007 between Community Hospital of San Bernardino and Victor Valley Community College District. The first amendment is from March 1, 2008 through March 1, 2009.

A copy of this agreement is available in the president's office for review.

Need:

This agreement is to provide clinical learning facilities that allow Allied Health, Nursing, and other health sciences programs to utilize medical facilities for student clinical learning rotations from March 1, 2008 through March 1, 2009.

Fiscal Impact: None

Recommended Action:

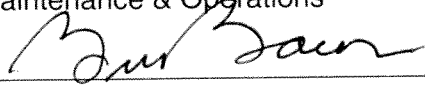

It is recommended by the Superintendent/President that the Board of Trustees approve the first amendment to the Education Affiliation Agreement that was originally approved March 1, 2007 between Community Hospital of San Bernardino and Victor Valley Community College District. The first amendment is from March 1, 2008 through March 1, 2009.

Legal Review: YES X NOT APPLICABLE

Reference for Agenda: YES NO X

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

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

TOPIC: DISPOSAL OF SURPLUS ELECTRONIC EQUIPMENT
SUBMITTED BY: Chris Hylton, Maintenance & Operations
RECOMMENDED BY: Bruce Baron 
APPROVED BY: Robert Silverman 

Description/Background:

The District routinely replaces computers and other electronic components with newer models. This equipment is considered to be hazardous waste by the State of California, and cannot be disposed of as trash. Because the equipment is obsolete it has very little value if disposed of at auction. The district does have a vendor that will accept the equipment for recycling. In addition, the District receives credit for recycling the material on our annual CIWMB waste diversion report.

Need:

Recycling values fluctuate from day to day. In order to obtain the highest value for the District it is requested that the Board of Trustees provide annual approval based on the fiscal year for the disposal of computers and other electronic components. This will allow the Recycling Coordinator to dispose of these components on short notice. All disposals will be reported through the consent agenda.

Fiscal Impact:

The District currently receives an average of 5 cents per pound for the components that are recyclable. This money is returned to the general fund.

Recommended Action:

Recommend approval of an annual authorization to dispose of computers and other electronic components through a recycler.

Legal Review: YES NOT APPLICABLE

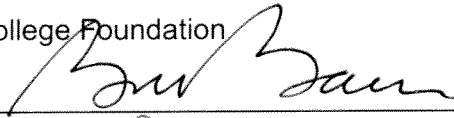
Reference for Agenda: YES NO


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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: FOUNDATION DONATIONS

SUBMITTED BY: Victor Valley College Foundation

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The Victor Valley College Foundation has made expenditures from cash donations to specific funds and scholarships as listed for Victor Valley College (\$16,271.63 in-kind cash donations, \$39,093.66 in scholarships) for a total amount of \$55,365.29. In addition the Foundation has also received property donations as listed. These donations are for the period ending January 31, 2007.

Need: N/A

Fiscal Impact: N/A

Recommended Action:


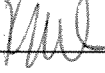
It is recommended the Board of Trustees accept the donations as college property.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

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

TOPIC: BOARD OF TRUSTEES PAYMENTS REPORT
SUBMITTED BY: Mary Pringle, Fiscal Services
RECOMMENDED BY: Bruce Baron 
APPROVED BY: Robert Silverman 

Description/Background:

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

Need: N/A

Fiscal Impact: None

Recommended Action:

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

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING, MA CH 11, 2008**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 581	\$ 18,265.93					
BATCH 581A	\$ 33,501.60					
BATCH 582	\$ 3,237.83					
BATCH 583	\$ 48,268.76			\$25.00		
BATCH 584						
BATCH 585			\$ 693.91			
BATCH 585A	\$ 9,904.44		23,415.29			
BATCH 586	\$ 5,691.31					
BATCH 586A						
BATCH 587				\$55.23		
BATCH 588						
BATCH 589			\$ 780.00			
BATCH 590	\$ 20,364.58		93.00			
BATCH 590A	\$ 6,363.60					
BATCH 591	\$ 813.61					
BATCH 592	\$ 100,344.49					
BATCH 592A	\$ 1,533.73					
BATCH 593	\$ 16,142.04					
BATCH 594	\$ 12,706.41					
BATCH 595					\$200.44	
BATCH 596	\$ 13,537.36					
BATCH 596A	\$ 5,287.05					
BATCH 597	\$ 10,306.00					
BATCH 598	\$ 5,050.47					
BATCH 599 VOIDED						
BATCH 599A	\$ 5,011.53					
BATCH 600 VOIDED						
BATCH 600A						
BATCH 601			\$ 132,440.00			
BATCH 602 VOIDED						
BATCH 602A			20,822.69			
BATCH 603						
BATCH 604 VOIDED						
BATCH 604A			\$ 570,467.40			
BATCH 605	\$ 89,589.43		148.21			
			\$ 412,734.00			

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING, MARCH 11, 2008**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 605A	\$ 3,789.70					
BATCH 606	\$ 5,932.36					
BATCH 607		701.11				
BATCH 608	\$ 16,329.69					
BATCH 608A	\$ 18,800.00					
BATCH 609			\$ 1,790.66			
BATCH 610 VOIDED						
BATCH 610A					\$33,323.29	
BATCH 611	\$ 15,887.83					
BATCH 612	\$ 651.38					
BATCH 613	\$ 203.89					
BATCH 614	\$ 8,645.39					
BATCH 614A	\$ 9,700.00					
BATCH 615	\$ 3,836.75					
BATCH 616	\$ 7,310.36					
BATCH 617	\$ 1,441.01					
BATCH 618 VOIDED						
BATCH 618A	\$ 3,060.59					
BATCH 619			\$ 4,040.00			
BATCH 620	\$ 227,207.70					
BATCH 621	\$ 3,041.51					
BATCH 622			\$ 40,187.52			
BATCH 622A			\$ 423,168.39			
BATCH 623	\$ 2,907.00					
BATCH 624	\$ 1,772.48					
BATCH 625	\$ 5,129.28					
BATCH 626	\$ 1,776.69					
BATCH 627	\$ 562.19					
BATCH 628	\$ 3,883.05					
BATCH 629 CONTAINS NO BATCH						
BATCH 630			\$ 66,305.85			
BATCH 630A			\$ 179,447.38			
BATCH 631			\$ 50,389.33			
BATCH 631A			\$ 213,125.71			
BATCH 632 NO PAYMENTS						
BATCH 633	\$ 25,390.07					
BATCH 634			\$ 426,910.25			
BATCH 635	\$ 1,377.00					

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING, MARCH 11, 2008**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 636	\$ 2,934.00					
BATCH 637	\$ 2,847.01					
BATCH 638	\$ 20,000.00					
BATCH 639	\$ 5,251.38					
BATCH 640						
BATCH 641	\$ 320.00			344.87		
BATCH 642	\$ 4,533.99					
BATCH 643 CONTAINS NO PAYMENT						
BATCH 643A	\$ 106,846.64					
BATCH 644 CONTAINS NO BATCH						
BATCH 645	\$ 2,776.00					
BATCH 646	\$ 6,153.05					
BATCH 647	\$ 23,718.26					
BATCH 648	\$ 22,775.97					
BATCH 648A	\$ 42,740.03					
BATCH 649 CONTAINS NO BATCH						
BATCH 649A	\$ 53,453.00					
BATCH 650 VOIDED						
BATCH 650A	\$ 107,309.71					
BATCH 651	\$ 3,469.26		\$ 47,252.30			
BATCH 652			\$ 37,893.76			
BATCH 652A						
BATCH 653	\$ 1,177.00					
BATCH 654	\$ 10,932.38					
BATCH 655			\$ 172.36			
BATCH 656 VOIDED						
BATCH 656A			\$ 6,807.78			
BATCH 657	\$ 656.50					
BATCH 658	\$ 557.14					
BATCH 659						
BATCH 659A			\$ 48,340.75			
BATCH 660			\$ 60,300.00			
BATCH 661	\$ 39,683.88		\$ 6,160.00			
BATCH 662	\$ 9,144.23					
BATCH 662A	\$ 2,657.00					
BATCH 663	\$ 9,624.79					
BATCH 664	\$ 27,874.93					
BATCH 664A	\$ 250,874.37					

**BOARD REPORTS
BOARD OF TRUSTEES MEETING, MARCH 11, 2008**

BATCH 665


	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
			\$ 8,131.00			
TOTAL	\$ 1,532,866.61	\$701.11	\$ 2,782,017.54	\$625.54	\$33,323.29	\$0.00

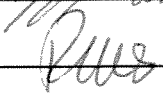
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: Agreement - Ronald J. Gordon _____

SUBMITTED BY: Patricia Bejarano-Vera, Student Services _____

RECOMMENDED BY: Marianne Tortorici  _____

APPROVED BY: Robert Silverman  _____

Description/Background:

The district wishes to ratify an Independent Contractor Agreement with Ronald Gordon for speaking at the Bridge Program Conference held November 2, 2007.

Copies of the original contract are available for review in the Superintendent/President's Office.

Need:

The above ratified agreement was necessary for the Bridge Program Conference.

Fiscal Impact: Title V Independent Grant budgeted item. \$2250.00

Recommended Action: This item has been approved by the Superintendent/President and it is recommended that the Board of Trustees ratify the agreement with Ronald Gordon in the amount of \$2250.00

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES ___ NO X


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

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

TOPIC: BOARD OF TRUSTEES BUDGET TRANSFER REQUEST REPORT

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

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

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

Need: N/A

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees approve the budget transfers as submitted.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 01/11/08 to 02/12/08

Batch No.	Fund	Program		Account	Amount		
		From:	To:		Increase	Decrease	
354	F01	0000-District-Wide Holding Program		8120-Higher Education Act		389,526	
			6455-Dean of Student Services	5900-Other Expense		389,526	
		(Budget Correction)					
357	F01	6455-Dean of Student Services		5840-Contracted Services		20,250	
		6455-Dean of Student Services		3920-Other Benefits-Non Instruction		1,500	
		6455-Dean of Student Services		3410-Health and Welfare		11,000	
		6455-Dean of Student Services		1230-Admin-Salary-Other		4,000	
		6455-Dean of Student Services		1480-Academic-NI/NR-Counselors	4,034		
		6455-Dean of Student Services		2480-Class-I/NR-Students	3,060		
		6455-Dean of Student Services		3110-State Tchrs Rtmt System	4,500		
		6455-Dean of Student Services		3210-Public Employees Ret System	2,400		
		6455-Dean of Student Services		3310-OASDI	1,650		
		6455-Dean of Student Services		3350-Public Agency Ret System	32		
		6455-Dean of Student Services		3510-State Unemployment Insurance	52		
		6787-Institutional Research		3510-State Unemployment Insurance	12		
		6455-Dean of Student Services		3610-Workers Compensation	2,000		
		6455-Dean of Student Services		4500-Other Supplies	6,700		
		6455-Dean of Student Services		5200-Travel/Conference-Instructional	3,200		
		6455-Dean of Student Services		5805-License Fees	9,110		
		(To Cover Negative Balances)					
363	F01	5990-Undistributed Accounts		3410-Health and Welfare		137,291	
			6300-Counseling & Guidance	1480-Academic-NI/NR-Counselors		137,291	
		(To cover Counselors Salaries)					
368	F01	0953-CIDG		4300-Instructional Supplies		1,100	
		0953-CIDG		4310-Instructional Software		700	
		0953-CIDG		5300-Dues & Memberships		100	
		0953-CIDG		5805-License Fees		5,032	
		0953-CIDG		5840-Contracted Services		202	
		0953-CIDG		6400-New Equipment		288	
			0953-CIDG	2480-Class-I/NR-Students			
		(Transfer to cover expenses per Nick)					
368	F01	1207-Respiratory Therapist		6400-New Equipment		1,100	
			1207-Respiratory Therapist	2446-Professional Expert-Classified		1,100	
		(Transfer to cover expenses per Nick)					
370	F01	6412-Calworks Coordination		Salaries & Benefits		54,559	
			6412-Calworks Coordination	Salaries & Benefits		34,359	
			6412-Calworks Coordination	5840-Contracted Services		20,200	
		(Account Cleanup)					
373	F01	1501-English		4300-Instructional Supplies		1,700	
			1501-English	2494-Class Subs/Inst		1,700	
		(Krumnsiek-Writing Center)					
375	F01	Art/Photography		5805-License Fees		9,828	
			Art/Photography	6400-New Equipment		9,828	
		Art/Photography		5840-Contracted Services		780	
			Art/Photography	4300-Instructional Supplies		780	
		(Transfer to cover expenses per Brent)					
377	F01	0000-District-Wide Holding Program		8626-Calworks		23,328	
			6412-Calworks Coordination	5691-Prior Year Rollovers		20,437	
			6412-Calworks Coordination	5691-Prior Year Rollovers		2,500	
		(Calworks Carryover)					
379	F01	6455-Dean of Student Services		1350-Personal Services		2,675	
			6455-Dean of Student Services	5840-Contracted Services		2,675	
		(To cover Contracted Services expenses)					
379	F01	6455-Dean of Student Services		5840-Contracted Services		3,264	
			6455-Dean of Student Services	1350-Personal Services		3,264	

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 01/11/08 to 02/12/08

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
(To cover Personal Services expenses)						
383	F01	6720-Fiscal Operations	6720-Fiscal Operations	4500-Other Supplies 5840-Contracted Services		500 500
(To cover Contracted Services expenses)						
385	F01	6040-Dean-Academic Programs	6040-Dean-Academic Programs	2200-Class Sals/Instructional 6400-New Equipment		17,392 17,392
(Furniture purchase)						
387	F01	6920-Child Development Center	6920-Child Development Center	Salaries & Benefits Salaries & Benefits		30,067 30,067
(To cover negative balances)						
388	F01	6520-District Recycling 6520-District Recycling 6580-Safety/Hazardous Mtl's 6590-Telecommunications 6590-Telecommunications 6590-Telecommunications 5990-Undistributed Accounts	6510-Maintenance/Operations 6510-Maintenance/Operations 6510-Maintenance/Operations 6510-Maintenance/Operations 6520-District Recycling 6520-District Recycling 6530-Custodial Operations 6530-Custodial Operations 6580-Safety/Hazardous Mtl's 6580-Safety/Hazardous Mtl's 6776-Transportation	4500-Other Supplies 5840-Contracted Services 5840-Contracted Services 5540-Telephone 5650-Contracts-Maint Agreements 5840-Contracted Services 3410-Health and Welfare 4500-Other Supplies 5805-License Fees 5810-Advertising-Public Relations 5900-Other Expense 4500-Other Supplies 5740-Assessment Fee 2394-Class Subs-NI 2391-Class-Reg/FT-Overtime 4500-Other Supplies 5650-Contracts-Maint Agreements 5630-Contracts-Rents & Leases		2,500 64 180 8,750 4,500 7,900 25,903 11,000 4,676 84 278 2,500 64 6,500 2,000 180 1,000 21,515
(Augment M&O Budget)						
394	F01	6455-Dean of Student Services	6455-Dean of Student Services	4500-Other Supplies 5840-Contracted Services		2,250 2,250
(To cover Contracted Services expenses)						
394	F01	6470-TANF Grant	6470-TANF Grant 6470-TANF Grant	4300-Instructional Supplies 5200Travel/Conference-Instructional 6405-Computers		4,723 3,164 1,559
(For computer purchase)						
394	F01	5990-Undistributed Accounts 6790-Technical Svcs	6790-Technical Svcs 6790-Technical Svcs 6790-Technical Svcs 6790-Technical Svcs 6790-Technical Svcs	Salaries & Benefits 6405-Computers 6400-New Equipment 5805-License Fees 5650-Contracts-Maint Agreements 4570-Network Supplies 4500-Other Supplies		136,515 13,756 1,447 17,809 120,278 10,236 501
(To cover negative balances)						
396	F01	0956-Indus Tech-Welding	0956-Indus Tech-Welding	6400-New Equipment 4300-Instructional Supplies		7,500 7,500
(To cover Instructional Supplies)						
399	F01	6412-Calworks Coordination	6412-Calworks Coordination	Salaries & Benefits 5840-Contracted Services		21,192 21,192
(To cover Contracted Services expenses)						
400	F01	6510-Maintenance/Operations	6510-Maintenance/Operations	5630-Contracts-Rents & Leases 4500-Other Supplies		2,000 2,000
(To cover Other Supplies)						
403	F01	6455-Dean of Student Services		5691-Prior Year Rollovers		57,908

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 01/11/08 to 02/12/08

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
			6455-Dean of Student Services	Salaries & Benefits		42,522
			6455-Dean of Student Services	4500-Other Supplies		1,211
			6455-Dean of Student Services	5202-Travel/Conference-Admin		3,700
			6455-Dean of Student Services	7610-Student Book Service		9,710
			6455-Dean of Student Services	7620-Other Services-Students		765
		(Use Carryover Funds)				
406	F01	6787-Institutional Research		4510-Non Instructional Software		600
		6787-Institutional Research		5300-Dues & Memberships		400
			6787-Institutional Research	6405-Computers	1,000	
		(Computer purchase in Institutional Research)				
409	F01	0836-Athletics Department		1345-Academic-I/NR-Head Coaches		7,500
			0850-Track	1345-Academic-I/NR-Head Coaches	5,000	
			0850-Track	2445-Class-I/NR-Asst Coaches	2,500	
		(Asst Track Coach)				
409	F01	0847-Mens Football		2445-Class-I/NR-Asst Coaches		3,000
			0847-Mens Football	4300-Instructional Supplies	3,000	
		(Transfer to cover Instructional Supplies per Jaye)				
410	F01	5990-Undistributed Account		3410-Health and Welfare		16,000
			6071-Speech/Drama Re-opening	5630-Contracts-Rents & Leases	7,000	
			6071-Speech/Drama Re-opening	4300-Instructional Supplies	6,000	
			6071-Speech/Drama Re-opening	5810-Advertising-Public Relations	1,000	
			6071-Speech/Drama Re-opening	6400-New Equipment	2,000	
		(Grand Opening Expenses for PAC)				
417	F01	0948-Automotive Technology		6400-New Equipment		2,000
			0948-Automotive Technology	4300-Instructional Supplies	2,000	
		(To cover Instructional Supplies expenses)				
418	F01	6210-CR Matriculation		4500-Other Supplies		5,666
		6300-Counseling & Guidance		3410-Health and Welfare		5,666
			6210-CR Matriculation	2394-Class Subs-NI	5,666	
			6300-Counseling & Guidance	2394-Class Subs-NI	5,666	
		(To Cover Sub for G Morales)				
419	F01	6450-VP Student Services		4500-Other Supplies		3,000
		6450-VP Student Services		5202-Travel/Conference-Admin		1,500
		6450-VP Student Services		6400-New Equipment		600
		6450-VP Student Services		6405-Computers		400
			6450-VP Student Services	4500-Other Supplies	5,500	
		(To Cover Other Supplies Expenses Per Margie)				
420	F01	6450-VP Student Services		7900-Reserve for Contingencies		1,500
			6450-VP Student Services	1350-Personal Services	1,500	
		(To cover Personal Services per Margie)				
421	F01	6450-VP Student Services		4500-Other Supplies		5,500
			6450-VP Student Services	1350-Personal Services	5,500	
		(To cover Personal Services Expenses per Margie)				
423	F01	6770-Purchasing		5650-Contracts-Maint Agreements		495
		6770-Purchasing		4500-Other Supplies		20,931
			6770-Purchasing	2391-Class-Reg/FT-Overtime	836	
			6770-Purchasing	6299-Buildings/Lease-Purchase	10,992	
			6770-Purchasing	6419-Equipment/Lease-Purchase	9,598	
		(To Cover Negative Balance)				
427	F01	1305-Child Development		4300-Instructional Supplies		2,500
			1305-Child Development	5200-Travel/Conference-Instructional	2,500	
		(To cover Travel per Pacita)				
431	F01	1011-Art/Photography		6400-New Equipment		3,000

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 01/11/08 to 02/12/08

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
			1002-Art: Paint Draw	2490-Class-Short Term/Temp	3,000	
		(Life Models)				
432	F01	1011-Art/Photography	1011-Art/Photography	6400-New Equipment 4300-Instructional Supplies	3,000	3,000
		(To cover Instructional Supplies)				
433	F01	6430-EOPS 6430-EOPS	6430-EOPS 6430-EOPS	7500-Grants 7620-Other Services-Students 2480-Class-NI/Students 5810-Advertising-Public Relations	23,591 3,302	3,863 23,030
		(To Cover Negative Balances)				
434	F01	0934-Automotive Technology	0934-Automotive Technology	6400-New Equipment 3900-Other Expenses	48	48
		(To cover Other Expenses per April)				
435	F01	6776-Transportation	6776-Transportation	4500-Other Supplies 5640-Contracts-Repairs	700	700
		(To Cover Contracts-Repairs)				
436	F01	1011-Art/Photography 1011-Art/Photography 1011-Art/Photography	1011-Art/Photography 1011-Art/Photography 1011-Art/Photography	4300-Instructional Supplies 5805-License Fees 5640-ContractsRepairs 6400-New Equipment 6400-New Equipment 6400-New Equipment	3,904 3,996 1,928	3,904 3,996 1,928
		(To purchase Kiln)				
439	F01	1207-Respiratory Therapy	1207-Respiratory Therapy	6400-New Equipment 4300-Instructional Supplies	7,000	7,000
		(To purchase Live Scan)				
440	F01	6620-Supt/Presidents Office 6620-Supt/Presidents Office 6620-Supt/Presidents Office	6620-Supt/Presidents Office	5630-Contracts-Rents & Leases 5741-Credit Card Fees 6405-Computers 5300-Dues & Memberships	1,009	889 110 10
		(To Cover Dues & Membership Expenses per Suzie)				
443	F01	6682-Accreditation	6682-Accreditation	4500-Other Supplies 5200-Travel/Conference-Instructional	2,500	2,500
		(To cover SLO Training)				
444	F01	6450-VP Student Services	6450-VP Student Services	4500-Other Supplies 1350-Personal Services	1,500	1,500
		(To Cover Personal Services Expenses)				
445	F01	6720-Fiscal Operations 6720-Fiscal Operations	6720-Fiscal Operations 6720-Fiscal Operations 6720-Fiscal Operations 6720-Fiscal Operations	5820-Interest Expense 5800-Contracts-County Schools 3350-Public Agency Ret System 5532-Bottled Water 5740-Assessment Fee 5900-Other Expense	82 170 2,412 9,854	4,000 8,518
		(Account Cleanup)				
447	F01	6770-Purchasing	6770-Purchasing	4500-Other Supplies 5900-Other Expense	1,000	1,000
		(CMAS Fees)				
453	F01	6040-Dean-Academic Programs	1900-Physical Sciences	6400-New Equipment 4300-Instructional Supplies	692	692
		(To cover Instructional Supplies)				
457	F01	6210-CR Matriculation	6210-CR Matriculation	4500-Other Supplies 1480-Academic-NI/NR-Counselors	4,890	4,890

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 01/11/08 to 02/12/08

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
(To cover Counselors Expenses)						
458	F01	6920-Child Development Center	6920-Child Development Center	4300-Instructional Supplies 1485-Academic-NI/NR	10,515	10,515
(To cover payroll)						
460	F01	2133-Fire Control Tech	1250-Paramedics	6400-New Equipment 2446-Professional Expert-Classified	10,000	10,000
(To cover Prof. Expert per Nick)						
461	F01	1305-Child Development	1305-Child Development 1305-Child Development	5200-Travel/Conference-Instructional 4300-Instructional Supplies 5300-Dues & Memberships	609	309 300
(For ACCCA Conference)						
464	F01	6430-EOPS	6430-EOPS	4500-Other Supplies 2380-Class-NI/NR Students	2,080	2,080
(To cover Student Expenses)						
466	F01	4940-Learning Center 4940-Learning Center 4940-Learning Center	4940-Learning Center	5840-Contracted Services 4300-Instructional Supplies 3910-Other Benefits-Instructional Benefits	4,080	80 2,000 2,000
(To Cover Negative Balances)						
467	F01	0953-CIDG	0953-CIDG	2480-Class-NI/Students 5805-License Fees	5,032	5,032
(Corr BT 80190)						
468	F01	0953-Computer Integ Design Graphics	0953-Computer Integ Design Graphics	5805-License Fees 2480-Class-NI/Students	5,032	5,032
(OB 5805 > 2480)						
469	F01	0934-Electronics	0934-Electronics	6400-New Equipment 5200-Travel/Conference-Instructional	600	600
(To cover Travel Expenses)						
393	F01	5990-Undistributed Accounts	5990-Undistributed Accounts 5990-Undistributed Accounts	3410-Health and Welfare 3900-Fringe Benefits-Budget Only 6430-Replacement Equipment	14,464 9,092	23,556
(To cover Benefits & Replacement Equip)						
393	F01	5990-Undistributed Accounts	0068-Advanced Technology Bldg.	3410-Health and Welfare 6405-Computers	60,000	60,000
(To purchase Computers)						
393	F01	5990-Undistributed Accounts	1004-Music	3410-Health and Welfare 5805-License Fees	700	700
(For ASCAP License)						
470	F01	0000-District-Wide Holding Program	1305-Child Development	8140-TANF Salary & Benefits	5,860 5,860	
(Update TNF-DCD Budget)						
472	F01	0000-District-Wide Holding Program	0025-Speech/Drama 0068-Advanced Technology	7141-Debt Retire 6200-Buildings-New & Remodel 6200-Buildings-New & Remodel	500,000 400,000	900,000
(Temp)						
473	F01	3002-Restaurant/Food Svc.	3002-Restaurant/Food Svc.	5640-Contracts-Repairs 4300-Instructional Supplies	600	600
(To cover Instructional Supplies)						
474	F01	4934-Basic Skills	4934-Basic Skills	4300-Instructional Supplies 5805-License Fees	8,300	8,300

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
 From 01/11/08 to 02/12/08

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease

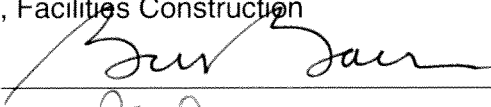
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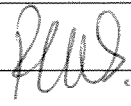
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: AGREEMENT – GALAXY MOVING COMPANY, LLC.

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into a service agreement with Galaxy Moving Company, LLC to complete the move of boxes and/or furniture from various locations on campus into the Advanced Technology Center and Speech/Drama Addition projects.

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

Need:

These services are needed in order to provide the man power to move the inventory in time for classes to begin in the Spring.

Fiscal Impact: Not to exceed \$7,000.00 – Fund 71 expenditure, budgeted item.

Recommended Action:

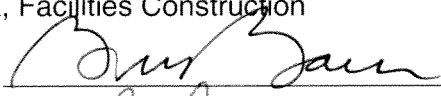

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Galaxy Moving Company, LLC in the amount not to exceed \$7,000.00.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES ___ NO ___

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

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

TOPIC: AGREEMENT – APPLE VALLEY COMMUNICATIONS
SUBMITTED BY: Steve Garcia, Facilities Construction
RECOMMENDED BY: Bruce Baron 
APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with Apple Valley Communications to supply and install fire alarm systems into the Performing Arts Center, bringing the old system up-to-date to meet new building standards.

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

Need:

To comply with fire codes.

Fiscal Impact: \$5,578.51 – Fund 71 expenditure.

Recommended Action:



This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Apple Valley Communications in the amount of \$5,578.51.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES ___ NO X

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

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

TOPIC: AGREEMENT – GALE/JORDAN ASSOCIATES, INC.
SUBMITTED BY: Steve Garcia, Facilities Construction
RECOMMENDED BY: Bruce Baron 
APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with Gale/Jordan Associates, Inc. to monitor the asbestos abatement process of the Auxiliary Gymnasium.

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

Need:

In order to proceed with the demolition of the Auxiliary Gymnasium, the State mandates that all asbestos containing material must be removed from the building prior to demolition. The district keeps ongoing records of air monitoring on all asbestos abatement projects for backup should any questions arise regarding the environmental safety of the work taking place.

Fiscal Impact: \$958.00 – Fund 71 expenditure (This work is tied to the Auxiliary Gymnasium Replacement project which is a State Funded project and is 100% reimbursable).

Recommended Action:

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Gale/Jordan Associates, Inc. in the amount of \$958.00.

Legal Review: YES ___ NOT APPLICABLE

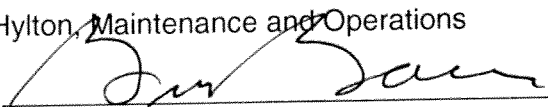
Reference for Agenda: YES ___ NO

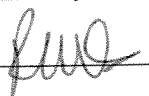
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT – HI DESERT ALARM & FIRE SPRINKLERS

SUBMITTED BY: Christopher Hylton, Maintenance and Operations

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with Hi Desert Alarm & Fire Sprinklers to supply and monitor fire alarm systems for the Advanced Technology Center and Speech/Drama Addition projects.

Advanced Technology Center	
Initial installation and equipment:	\$485.00
Monthly Monitoring Fees:	\$35.00
Speech/Drama Addition	
Initial installation and equipment:	\$485.00
Monthly Monitoring Fees:	\$35.00

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

Need:

Required by fire code.

Fiscal Impact: \$970.00 + \$35.00 per month per building.

Recommended Action: This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Hi Desert Alarm & Fire Sprinklers in the amount of \$970.00 + \$35.00 per month per building.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

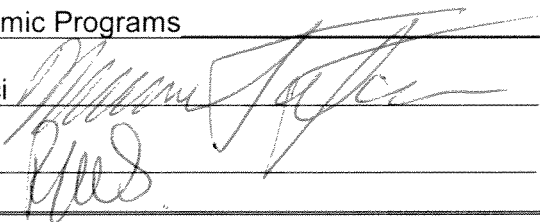
BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENTS - INDEPENDENT CONTRACTOR

SUBMITTED BY: Lori Kildal, Academic Programs

RECOMMENDED BY: Marianne Tortorici

APPROVED BY: Robert Silverman



Description/Background:

The district desires to ratify Independent Contractor Agreements between Victor Valley Community College District and Nancy Noyer, Teresa Reuter, Michael Ray, Karen Greer, JoNell Larsen, and Johanna Black from February 7, to March 10, 2008.

A copy of these agreements are available in the president's office for your review.

Need:

The agreements are to facilitate workshops for preparation of the California High School Examination. Participants in joint planning sessions along with other facilitators will provide assistance and guidance to workshop participants on Tuesdays and Thursdays.

Fiscal Impact: Not to exceed \$3420.00 funded by the CAHSEE Grant

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify Independent Contractor Agreements between Victor Valley Community College District and Nancy Noyer, Teresa Reuter, Michael Ray, Karen Greer, JoNell Larsen, and Johanna Black from February 7 to March 10, 2008.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: LEGAL FEES

SUBMITTED BY: Bruce Baron, Administrative Services

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to submit for approval legal fees to Atkinson, Andelson, Loya, Ruud & Romo. During the annual audit, it is necessary for legal firms working with the district to provide correspondence to the auditors, Messner & Hadley. This information is used in the Notes to Financial Statements section of the audit. The notes to the financial statements communicate information essential for fair presentation of the financial statements that is not displayed on the face of the financial statements. The notes are an integral part of the basic financial statements. Additionally, the information submitted by our attorneys is a requirement to meet the State's legal requirements pertaining to financial and compliance audits of the community college districts.

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

Need:

This correspondence is required by the State to complete the annual audit report.

Fiscal Impact: \$131.60 budgeted item.

Recommended Action:


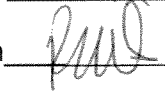
It is recommended that the Board of Trustees approve payment to Atkinson, Andelson, Loya, Ruud & Romo in the amount of \$131.60 for legal services provided.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: MANAGEMENT NEW POSITION, JOB DESCRIPTION
SUBMITTED BY: Rocio Chavez, on behalf of the Classification Committee
RECOMMENDED BY: Marion Boenheim 
APPROVED BY: Robert Silverman 

Description/Background:

The district proposes a new position of risk manager; the job description is attached and is recommended for board approval.

The Classification and Salary Committee has reviewed the job description and recommended salary placement of Level 15 on the management salary schedule.

Need: This position is needed to maintain a safe campus environment for faculty, staff, and students and to meet accreditation requirements.

Fiscal Impact: \$5127-\$6548/month

Recommended Action: It is recommended that the Board of Trustees approve the new job description and placement on the management salary schedule as listed.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: RISK MANAGER

BASIC FUNCTION:

Under the direction of an area administrator, develop, direct, implement, plan and evaluate the operation and effectiveness of the district's risk management programs including property, casualty, liability, safety and loss control and student insurance. Plan, organize, communicate and serve as the staff resource in implementing activities necessary to satisfy the rules and regulations of the enforcing governmental agencies, including disaster preparedness, safety and compliance programs. Coordinate committees and training related to district safety issues. Direct regulatory compliance programs for assigned areas of responsibility. Serve as the district's representative to joint powers insurance authorities and related organizations; may train, supervise, and evaluate the work of assigned staff.

REPRESENTATIVE DUTIES:

Develop, direct, implement evaluate and plan a comprehensive and effective risk management program for the district, including property, casualty, liability, student insurance, safety and loss control; identify and evaluate risk exposures arising from district operations; research and recommend suitable risk avoidance strategies, coverage and acceptable levels of risk assumption. *E*

Coordinate with other administrators functions related, but not limited to safety issues and workers' compensation. *E*

Review and investigate accidents and claims; participate in related litigation procedures and negotiate district settlements. Responsible for loss control including development, revision and implementation of new and existing policies, procedures and practices and enforcement of said rules. Receive, process and maintain records related to claims for damages; place insurance; communicate with and select third-party administrators and legal counsel handling claims and legal actions related to the district. *E*

Plan, organize, communicate and serve as the staff resource in implementing activities necessary to satisfy the rules and regulations of the enforcing governmental agencies, including the district's safety programs; serve as a member of the districts safety committee; provide counseling and assistance to departments and staff on matters related to risk management; assist departments with resources for departmental safety meetings. Track and interpret local, state, and federal regulations; determine their applicability to the district; devise strategies and procedures to ensure compliance. *E*

Create, update and maintain the district's Disaster Plan to ensure compliance with NIMS/SEMS, and Chancellor's Office mandates. Direct and coordinate planning, implementation and training activities related to disaster preparedness programs in

For Board Approval 03/14/06

cooperation with Campus Police, to ensure compliance with federal, state and local regulations; serve as a district liaison with other community college, local agency and community groups and organizations regarding disaster preparedness activities. *E*

Conduct ergonomic assessments; recommend equipment, procedures, assignments or other actions to alleviate identified problems or concerns; coordinate loss control activities, identify and correct hazardous conditions and develop safety programs and procedures to eliminate/reduce exposures where appropriate. *E*

Establish procedures for ensuring the timely correction and control of hazards through administrative controls, engineering techniques where feasible, personal protective equipment and safe work procedures that are understood by all district employees

Assist in the coordination of documenting, record-keeping and training in the proper use, control, and disposal of hazardous materials. *E*

Facilitate the development of coordinated policies and resolution to problems for the prevention and reduction of accidents and injuries. Investigate occupational injuries and illnesses; analyze accident/injury reports; study data to discover trends and causes; and develop recommendations for eliminating or mitigating the hazards detected. *E*

Develop safety programs and materials to comply with federal, State and local safety laws and regulations; analyze current safety programs and revise to improve effectiveness; plan, develop, and conduct training, in conjunction with others, on specific safety topics for district employees regarding their responsibility for occupational and environmental health; track safety training attendance by employees. *E*

Inspect district facilities and property for safety issues and to assure compliance with safety laws and regulations; assist CalOSHA, building and safety inspectors. *E*

Evaluate the liability and risk aspects of contracts with outside organizations/vendors and the adjustment of all insured property and liability insurance claims with insurance companies, claims adjusters, and insurance brokers; review proposed contracts to determine insurance coverage requirements to assure adequate protection of the district. *E*

Prepare, administer and monitor annual budgets for insured or self-insured property, liability, safety and student insurance programs; Assist in forecasting short and long-range district costs involved in risk management. Establish budgetary requirements for appropriate coverage, deductibles, mandated and recommended training programs. *E*

May train, assign, lead or supervise and evaluate the work of assigned staff; may complete or provide input into performance evaluations and participate in selection of assigned staff. *E*

Monitor and stay abreast of regulatory and legislative developments impacting district operations, programs and costs; recommend changes to ensure compliance with all legal requirements; analyze and recommend legislative positions on pending bills which would seriously impact the district and its programs.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Principles, practices, methods and techniques of developing and administering risk management, emergency management and loss control programs.

Practices and procedures for managing, administering, analyzing, adjudicating and litigating claims.

Administration of safety, health, risk management and loss prevention.

Principles, practices and techniques of insurance underwriting, industrial safety & security and accident investigation and prevention methods.

Methods and techniques of accident reporting and investigation; identifying risk exposure, prioritizing risks and investigating and correcting industrial and environmental hazards.

Hazards associated with equipment utilized by various occupational groups.

Principles of workers' compensation claims handling and investigation.

Principles and practices of public administration, including budget preparation and control, contracting and maintenance of public records.

Federal and state laws, codes, regulations, policies and procedures governing risk management, environmental and occupational health and safety, building and fire regulations, and emergency management programs, including but not limited to OSHA, Cal-OSHA, EPA, AQMD.

Research methods and report writing techniques, including methods and techniques for conducting statistical and financial analysis.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

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

Principles and practices of administration, supervision and training.

Ability to:

Plan, direct, manage, organize, and integrate a diverse range of risk management, contracts management, occupational health and safety and emergency management programs to meet the district objectives, professional standards and legal requirements.

Identify and analyze present and potential risk management and safety problems and hazards.

Train others in prevention and emergency procedures.

Communicate effectively both orally and in writing, including presentations, proposals and recommendations in public meetings.

Represent the district effectively on a variety of difficult, complex, sensitive and confidential issues related to risk management functions.

Analyze claims data, process claims and negotiate settlements.
Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
Interpret, apply and explain rules, regulations, policies and procedures.
Define complex risk management issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
Conduct research of loss prevention and control issues, evaluate alternatives and reach sound conclusions and recommendations for improvement.
Understand, explain and apply federal, state and local policy, law, and regulations applicable to areas of responsibility.
Exercise sound, expert independent judgment within general policy guidelines.
Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
Supervise and evaluate the performance of assigned staff.
Serve as a resource for district staff.
Work effectively and cooperatively with peers, faculty, staff, students, representatives of other governmental agencies, brokers, attorneys and community members from multicultural, diverse backgrounds.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's degree in business administration, environmental engineering, environmental health & safety, or risk management, and 5 years of increasingly responsible experience in business, insurance, environmental safety & health, workers compensation, risk management, or other related field. Experience in a public agency environment, preferably community college, is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license

A certification as an Associate Risk Manager (ARM), Certified Safety Professional (CPS), or other professional industry designation. Certification must be obtained within nine months of employment.

WORKING CONDITIONS

Indoor, outdoor and office environment; Physical demands: reach, bend, stand, walk, look down (frequently), sit, drive, stoop, squat, kneel, climb (to roof), push, pull, twist (occasionally), lay down (infrequently); grasp and manipulate tools and supplies; viewing of a computer monitor for extended periods of time, standing or sitting for long periods of time; use hearing/speaking ability to conduct meetings/training for individuals/groups;

frequent travel from site to site as well as overnight. Incumbents are exposed to seasonal outside temperatures (30 F to 120 F), dust & wind, sun, insects and noise; and occasional contact with dissatisfied or abusive individuals.

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

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

TOPIC: ACADEMIC FIRST YEAR CONTRACT RECOMMENDATIONS

SUBMITTED BY: Marianne Tortorici, Vice President of Instruction

RECOMMENDED BY: Marion Boenheim 

APPROVED BY: Robert Silverman 

Description/Background:

Pursuant to the requirements of Education Code 87608, first year contract employees must be evaluated in accordance with established procedures and these evaluations must be reviewed by the board of trustees prior to formal action. First year contract employees to be evaluated:

Russell McCord—Respiratory Therapy

Recommendations for these employees may be to:

- A) Not enter into a contract for the following academic year
- B) Enter into a contract for the following academic year
- C) Employ as a regular employee for all subsequent academic years (tenure)

Fiscal impact: budgeted item

Need:

Fiscal Impact: Budgeted

Recommended Action: The vice president of Instruction recommends to the superintendent/president that the Board of Trustees enter into a contract with Russell McCord for the following academic year.

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES ___ NO

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

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

TOPIC: ACADEMIC SECOND YEAR CONTRACT RECOMMENDATIONS

SUBMITTED BY: Marianne Tortorici, Vice President of Instruction

RECOMMENDED BY: Marion Boenheim *Marion Boenheim*

APPROVED BY: Robert Silverman *RS*

Description/Background:

Pursuant to the requirements of Education Code 87608.5, second year contract employees must be evaluated in accordance with established procedures and these evaluations must be reviewed by the Board of Trustees prior to formal action. Second year contract employees are as follows:

Dino Bozonelo	Political Science	Said Ngobi	Mathematics
Jessica Gibbs	Biology	David Olsen	Paramedics
Greg Jones	Speech	Jeanine Speakman	Nursing
Renate Longoria	Nursing	Michael Visser	Administration of Justice

Recommendations for these employees may be to:

- a) Not enter into a contract for the following academic year
- b) Enter into a contract for the following two academic years
- c) Employ as a regular employee for all subsequent academic years (tenure)

Need:

Fiscal Impact: Budgeted

Recommended Action: The vice president of Instruction recommends to the superintendent/president that the Board of Trustees enter into a contract for the following two academic years with the second year contract employees listed above.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

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

TOPIC: ACADEMIC TENURE RECOMMENDATIONS
SUBMITTED BY: Marianne Tortorici, Vice President of Instruction
RECOMMENDED BY: Marion Boenheim [Signature]
APPROVED BY: Robert Silverman [Signature]

Description/Background:

Pursuant to the requirements of Education Code 87609, third consecutive contract employees must be evaluated in accordance with established procedures, and these evaluations must be reviewed by the Board of Trustees prior to formal action. Third consecutive contract employees are as follows:

James Comer	History	Tom Turner	Fire Technology
David Gibbs	Biology	Brian Hendrickson	Paramedic

Recommendations for these employees may be to:

- A) Employee the probationary employee as a tenured employee for all subsequent academic years
- B) Not employ the probationary employee as a tenured employee

Fiscal impact: budgeted item

Need:

Fiscal Impact: Budgeted

Recommended Action: The vice president of Instruction recommends to the superintendent/president that the Board of Trustees employ the listed probationary employees as tenured employees for all subsequent academic years.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

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

TOPIC: REQUEST FOR LEAVE WITHOUT PAY

SUBMITTED BY: Marion Boenheim, Vice President of Human Resources

RECOMMENDED BY: Marion Boenheim *Marion Boenheim*

APPROVED BY: Robert Silverman *RS*

Description/Background:

Melody Ricci, biology instructor, has requested an 80% unpaid leave of absence from March 28, 2008, through June 6, 2008. She will continue to teach an online course from April 14 through June 6, 2008, which is 20% of her contract load.

Fiscal impact: budgeted item

Need: Melody Ricci is requesting unpaid leave of absence following the expiration of family medical leave; her physician has verified the need for her absence.

Fiscal Impact: Budgeted

Recommended Action: It is recommended that the Board of Trustees approve Melody Ricci's request for an 80% unpaid leave of absence from March 28, 2008, through June 6, 2008.

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES ___ NO ___ X ___


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

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

TOPIC: OUTSIDE CONTRACTOR FEES

SUBMITTED BY: Donald Nelson, President, Board of Trustees

RECOMMENDED BY: Robert Silverman 

APPROVED BY: Robert Silverman 

Description/Background:

An RFP has not yet been awarded, and the following on-going charge has accrued:

Liebert Cassidy & Whitmore: \$2,300.00

Need: This service of this outside contractor was required for an Ethics Workshop that was conducted January 25, 2008 at the Board of Trustees' Retreat.

Fiscal Impact: \$2,300.00

Recommended Action: It is recommended that the board approve payment of the fees listed.

Legal Review: YES ___ NOT APPLICABLE X

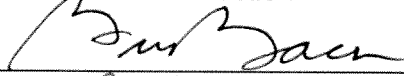
Reference for Agenda: YES ___ NO X


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

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

TOPIC: AMEND AGREEMENT – SPENCER/HOSKINS ASSOCIATES

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to amend the current agreement with Spencer/Hoskins Associates originally approved by the Board in November 2003, for additional architectural and engineering services needed that were not in the original scope of work for the Speech/Drama Addition project.

Extension of the existing Performing Arts Center Lobby	\$13,555.00
Audio Visual Equipment Anchorage	\$10,000.00

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

Need:

The above item is needed to complete the Speech/Drama Addition project.

Fiscal Impact: \$23,555.00 – Fund 71 expenditure.

Recommended Action: This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the amendment to the agreement with Spencer/Hoskins Associates in the amount of \$23,555.00.

Legal Review: YES X NOT APPLICABLE

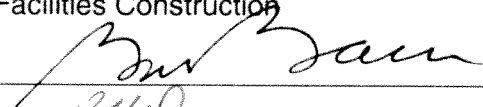
Reference for Agenda: YES NO X


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: INCREASE CONTRACT AMOUNT – KOURY ENGINEERING

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to increase the contract amount with Koury Engineering for laboratory and on-site testing services pertaining to the Advanced Technology Center and Speech/Drama Addition projects, originally approved by the Board on February 14, 2006. The fiscal impact is based on actual number of tests necessary as determined by the inspector to complete each project. In October of 2007, a new contract was negotiated by Local 12 and there was an increase in Union and Prevailing Wage rates. This increase along with the number of tests necessary for these projects has exceeded the amount originally requested.

Need:

The above item is needed to complete payments to Koury Engineering.

Fiscal Impact: \$57,000.00 – Fund 71 expenditure.

Recommended Action:

It is recommended that the Board of Trustees approve the increase in the contract for Koury Engineering in the amount of \$57,000.00.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO



December 7, 2005

Victor Valley Community College
Mr. Steve Garcia
18422 Bear Valley Road
Victorville, CA 92392

Subject: GEOTECHNICAL MONITORING & MATERIAL TESTING
CONSTRUCTION INSPECTION & MATERIAL TESTING
Koury Proposal No. 05-M730 and 05-S730
Victor Valley Community College District- Campus 3-year Master Plan Contract
Victorville, CA

Koury Engineering & Testing submits this proposal for the above referenced Master Plan Contract. Our proposal is based on the Koury Master Fee Schedule.

We are fully prepared and committed to respond to the needs of all campus projects as well as the schedule for completion. Koury has two full-service geotechnical and materials testing laboratories located in Gardena and Ontario licensed by the Division of the State Architect (DSA), City of Los Angeles, Cal-Trans, MTA, ACE, AMRL, CCRL and AASHTO certified as approved testing agencies.

SCOPE OF SERVICES

Our general scope of services will include geotechnical investigations, geotechnical monitoring construction inspection and materials testing services in accordance with the project plans and specifications, the Division of State Architect Building Code, and applicable UBC and ASTM standard test methods.

All field-testing will be performed in accordance with project documents, as directed by our client, project architect, project structural engineer, and Division of State Architect. Our specific scope will include, but not necessarily be limited to the following:

General:

- Attend meetings and provide additional consultation and engineering as requested or required.

Material:

- Periodic inspections during placement of reinforcing steel.
- Continuous inspection during placement of structural concrete.

Corporate Office
17800 S. Main Street, Suite 303, Gardena, CA 90248-3553
Office: (310) 851-8685 Fax: (310) 851-8692

Ontario Branch Office
1236 W. Brooks Street, Ontario, CA 91762
Office: (909) 467-0104 Fax: (909) 460-7409

www.kouryengineering.com

**Victor Valley Community College District – Campus 3-Year Master Plan Contract
Koury Proposal No. 05-M730 & 05-S730**

December 7, 2005

Page 3

- **Geotechnical laboratory testing to evaluate physical, chemical and engineering properties of on-site and fill materials.**
- **Preparation of a final fill compaction report documenting our observations and test results obtained during grading in accordance with the Uniform Building Code (UBC), and project requirements and specifications.**

The actual extent of our services will also dependent upon factors currently unknown and beyond our control, such as:

- **Contractor's Schedule,**
- **Contractor's and Subcontractor's efficiency and sequencing of events,**
- **Unexpected subsurface conditions,**
- **Amount of services and requirements set forth by jurisdictional agency(s), and/or**
- **Weather and other delays.**

The estimates provided herein are initial and intended to be budgetary in nature. Fees will be on a Time & Materials basis. The actual fees/cost may vary owing to the above described factors.

Supervision and coordination of field and laboratory services will be performed by our construction services supervision staff, along with our clerical staff to assist in maintaining a high level of quality assurance and for preparation of reports presenting test results and observations. Engineering consultation as needed and requested will be available.

The quantity of testing and monitoring is difficult to determine in advance and will be a function of the contractor(s) and subcontractor(s) efficiency, requirements of the building official, weather conditions during construction and other unforeseen conditions beyond our control. We will not exceed the budgeted amount without prior notification and approval.

At no time will any of our employees directly supervise the activities of the contractor or subcontractors.

ESTIMATED FEES

We propose to provide geotechnical monitoring and construction inspection and material testing services on a time-and-materials basis in accordance with the attached Master Schedule Rate of Fees and terms & conditions. Koury will utilize multi-licensed inspectors, whenever possible, to reduce inspection costs. A specific estimated budget can be provided for each project once project documents and construction schedule are available.

KOURY ENGINEERING & TESTING, INC.
MASTER SCHEDULE OF FEES
Victor Valley Community College
Contract Agreement for 3-Year Campus Master Plan
Koury Proposal No. 05-M730 & 05-S730

CONSTRUCTION SERVICES

Materials - Prevailing Wage Rates

Special Inspector - Concrete Batch Plant	\$	67.00	Per Hour
Special Inspector - Concrete	\$	67.00	Per Hour
Inspector- Shotcrete	\$	67.00	Per Hour
Inspector - Post Tension Concrete	\$	67.00	Per Hour
Inspector - Pre-stressed Concrete (Pile Fabrication Shop)	\$	67.00	Per Hour
Inspector - Masonry	\$	67.00	Per Hour
Special Inspector - Structural Steel & Welding	\$	67.00	Per Hour
Special Inspector - Structural Steel Fabrication Shop	\$	67.00	Per Hour
Special Inspector - Schmidt Hammer and/or Bolt Torque	\$	67.00	Per Hour
Special Inspector - Fireproofing	\$	67.00	Per Hour
Ultrasonic, Dye Penetrant, or Magnetic Particle Inspection	\$	80.00	Per Hour
Technician - Pachometer (Includes equipment)	\$	65.00	Per Hour
Pull-Out Test on Splay Wires, Embedded Bolts / Anchors and Dowels (1 man & includes equipment)	\$	85.00	Per Hour
Pull-Out Test on Splay Wires, Embedded Bolts / Anchors and Dowels (2 man & includes equipment)	\$	110.00	Per Hour
Concrete or Masonry Coring (1 man & includes equipment)	\$	85.00	Per Hour
Concrete or Masonry Coring (2 man & includes equipment)	\$	125.00	Per Hour
Floor Flatness (rate based upon square footage of slab-on-grade)	\$		Quote
Equipment - Torque Wrench and Skidmore Bolt Tension Indicator	\$	65.00	Per Day
Equipment - Torque Wrench or Skidmore Bolt Tension Indicator	\$	55.00	Per Day

Geotechnical Monitoring - Prevailing Wage Rates

Inspector Grading	\$	70.00	Per Hour
Technician - Soils	\$	70.00	Per Hour
Technician - Asphalt	\$	70.00	Per Hour
Technician - Driven Piers	\$	70.00	Per Hour
Technician - Pile Inspection	\$	70.00	Per Hour
Asphalt Coring (1 man & includes equipment)	\$	85.00	Per Hour
Asphalt Coring (2 man & includes equipment)	\$	125.00	Per Hour

CONCRETE MATERIAL TESTING

A.S.T.M.

C192	Review of Existing Mix Design	\$	100.00	Each
C39	Concrete Cylinders (6" x 12")	\$	21.00	Each
C496	Lightweight Fill Concrete (3" x 6")	\$	25.00	Each
C780	Mortar Cylinders (2" x 4")	\$	21.00	Each
C109	Mortar Cubes (2" x 2")	\$	21.00	Each
C39	Grout Prisms (3" x 6")	\$	21.00	Each
C42	Concrete Cores, 6" Max. Diameter, Includes Core Trim	\$	45.00	Each
C42	Shotcrete Cores, 6" Max. Diameter, Including Core Trim	\$	45.00	Each
C42	Gunite Cores, 6" Max. Diameter, Including Core Trim	\$	45.00	Each
	Grout Shrinkage (3 Bars - Four Readings, Up to 90 Days)	\$	225.00	Set
C567	Unit Weight of Hardened Light Weight Concrete	\$	35.00	Each
C684	Rapid Cure Concrete Cylinders (Boil Method)	\$	40.00	Each
C157	Drying Shrinkage (3 Bars - Four Readings, Up To 90 Days)	\$	250.00	Set
C496	Lightweight Fill Concrete Density	\$	35.00	Each
C138	Unit Weight of Hardened Hardrock	\$	30.00	Each

MASONRY MATERIAL TESTING

BLOCK

A.S.T.M.

C140	Compression $\leq 8" \times 8" \times 16"$	\$	45.00	Each
C140	Compression $> 8" \times 8" \times 16"$	\$	55.00	Each
C140	Moisture Content and Absorption	\$	50.00	Each
C140	Measurements	\$	30.00	Each
C426	Linear Shrinkage (CMA Method)	\$	80.00	Each
E447	Grouted Prisms Compression Test $\leq 8" \times 8" \times 16"$	\$	110.00	Each
E447	Grouted Prisms Compression Test $> 8" \times 8" \times 16"$	\$	135.00	Each
C42	Masonry Core - Compression	\$	55.00	Each
	Masonry Core - Shear	\$	75.00	Each

D3080 Direct Shear Remolded or Undisturbed (3 Points).....\$ 200.00 Each

SUBGRADE SUPPORT QUALITY

A.S.T.M.

CAL TM 301 R-Value (3 Points).....\$ 250.00 Each

DENSITY CHARACTERISTICS

A.S.T.M.

C127 Specific Gravity and Absorption (Coarse Aggregate)\$ 90.00 Each
 C128 Specific Gravity and Absorption (Fine Aggregate)\$ 100.00 Each
 D2216 Moisture Content.....\$ 25.00 Each
 D3080 Direct Shear Undisturbed (3 Points).....\$ 200.00 Each
 D3080 Direct Shear Remolded (3 Points).....\$ 300.00 Each
 D1557-A,B Maximum Density.....\$ 135.00 Each

CHEMICAL PROPERTIES

CAL TMs

532/643 Resistivity\$ 75.00 Each
 532/643 pH.....\$ 50.00 Each
 417 Sulphate\$ 60.00 Each
 422 Chloride\$ 60.00 Each
 Corrosivity Series\$ 175.00 Each

ASPHALT CONCRETE

A.S.T.M.

C192 Review of Existing Mix Design.....\$ 100.00 Each
 D136 Gradation of Extracted Sample.....\$ 70.00 Each
 D1188 Unit Weight – Molded Specimen or Cores.....\$ 45.00 Each
 D1559 Compacted Maximum Density – MARSHALL.....\$ 135.00 Each
 D1559 Field Mix – Marshall – Stability Per Point.....\$ Quote

MISCELLANEOUS

Specimen Pick-Up with Testing (Exception: Pick-ups on weekend and holidays will be charged two (2) hours at the applicable rate.)

Concrete/Mortar Cylinders and Grout Prism\$ 0.00 Per Trip
 Flexural Beam\$ 0.00 Per Trip
 Masonry Prism up to 8" x 8" x 16"\$ 0.00 Per Trip
 Masonry Prism, Larger than 8" x 8" x 16".....\$ 0.00 Per Trip
 Gunite and Shotcrete Test Panels\$ 0.00 Per Trip
 Fireproofing Samples\$ 0.00 Per Trip
 Compression Test Molds.....\$ 0.00 Per Trip

PROFESSIONAL SERVICES

Management & Reports

Senior Engineer\$ 150.00 Per Hour
 Geologist.....\$ 110.00 Per Hour
 Project Manager / Field Supervisor.....\$ 85.00 Per Hour
 Word Processing.....\$ 45.00 Per Hour
 Certified Payroll Process per Project Invoice.....\$ 75.00 Each
 Final Materials Compliance Report.....\$ 500.00 Each
 Final Compacted Fill Report.....\$ Quote Each
 Final Grading Report.....\$ Quote Each



Main Office: 17800 S. Main Street Suite 303, Gardena, CA 90248-3553
Branch Office: 1236 West Brooks Street, Ontario, CA 91762-3608

Project Information Sheet

Project No.: 05-S730 – Geotechnical Monitoring & Material Testing
05-M730 – Material Inspections & Material Testing
Project Name: Victor Valley Community College – Campus Master Plan
Project Address: Victor Valley Community College Campus, Victorville, CA

How to Request An Inspection

To request an inspection, please call before 3:00 pm the day prior to the inspection requirement. This will insure we can provide an inspector on the day & time you requested. All dispatch requests must be made through the Gardena office only. Dispatch hours are 7:00 pm to 5:00 pm.

When calling for an inspection please have the following information available:

- Koury Engineering & Testing, Inc. Project No.
- Project name & address
- Project contact name and phone no.
- Type of inspection
- Inspection day and start time. Estimated duration (hours and/or days)
- If pour concrete, grout, mortar, etc... How many yards?, Pour for slab, footings, etc?
- Special instructions or req'd tools? Torque test - socket size?, Coring - diameter core?

Koury Engineering & Testing, Inc. Contact Numbers

Contact	Phone Number
Corporate Office – Gardena Tel:	(310) 851-8685 - Tel
Corporate Office – Gardena Fax:	(310) 851-8692 – Fax
Dispatch:	
Randy Schleben	(310) 851-8685 ext 107
Steve Kapland	(310) 851-8685 ext 108
24-Hour Emergency Dispatch	(310) 713-4005 - Mobile
Testing Laboratory:	(310) 851-8685
Paulo Paredones	
Field Operations Manager:	(310) 851-8685 ext 106
Tucker Evans	(310) 713-5008 - Mobile
QA/QC Manager:	(310) 851-8685 ext 112
Chris Loera	(310) 713-1222 - Mobile
Geotechnical Engineer:	(310) 851-8685 ext 141
Andres Parr	(310) 780-5933 - Mobile
Sr. Project Manager Contact:	(310) 851-8685 ext 105
Debbie Brock	(310) 776-0104 - Mobile
Accounts Receivable Contact:	(310) 851-8685 ext 122
Jackie Harris	

KOURY
ENGINEERING
& TESTING, INC.

January 4, 2008

Victor Valley Community College District
Mr. Steve Garcia
18422 Bear Valley Road
Victorville, CA 92392-9699

Subject: Prevailing Wage Yearly Increase for 2007

Project: Advanced Technology, Speech & Drama and Honor Wall

Dear Mr. Garcia:

As of September 2007, due to new contract negotiated by Local 12 there was an increase in Union and Prevailing Wage rates. This increase is in effect starting October 2007. Koury has a Master Planning Annual Contract executed on file for various projects through out Victor Valley Community College District. These projects are stated above. The Prevailing Wage rate increase applies to these projects within the District. Attached is a "was is" unit rate comparison of our contracted inspections & material testing services for the above stated project for your review and reference.

If you have any questions, please contact me at (310) 851-8685, extension 105.

Respectfully,
Koury Engineering & Testing, Inc.



Debbie Brock
Senior Business Development Manager

Cc: Cal K-12, Inc., Mr. Steve Morse via email pdf

KOURY ENGINEERING & TESTING, INC.
MASTER SCHEDULE OF FEES
Victor Valley Community College
Contract Agreement for 3-Year Campus Master Plan

*** Revised Rates Due To Union Local 12 Guidelines - Annual Increase on October 1, 2007 ***

CONSTRUCTION SERVICES

Materials – Prevailing Wage Rates

	<u>Unit Rates</u>	<u>Unit Rates</u>	
	<u>As of 07/06</u>	<u>As of 10/07</u>	
Special Inspector - Concrete Batch Plant.....	\$69.90	\$73.40	Per Hour
Special Inspector - Concrete.....	\$69.90	\$73.40	Per Hour
Inspector- Shotcrete.....	\$69.90	\$73.40	Per Hour
Inspector – Post Tension Concrete.....	\$69.90	\$73.40	Per Hour
Inspector – Pre-stressed Concrete (Pile Fabrication Shop).....	\$69.90	\$73.40	Per Hour
Inspector – Masonry.....	\$69.90	\$73.40	Per Hour
Special Inspector – Structural Steel & Welding.....	\$69.90	\$73.40	Per Hour
Special Inspector – Structural Steel Fabrication Shop.....	\$69.90	\$73.40	Per Hour
Special Inspector - Schmidt Hammer and/or Bolt Torque.....	\$69.90	\$73.40	Per Hour
Special Inspector – Fireproofing.....	\$69.90	\$73.40	Per Hour
Ultrasonic, Dye Penetrant, or Magnetic Particle Inspection.....	\$82.90	\$86.40	Per Hour
Technician – Pachometer (Includes equipment).....	\$69.90	\$73.40	Per Hour
Pull-Out Test on Splay Wires, Embedded Bolts / Anchors and Dowels (1 man & includes equipment).....	\$85.00		\$No Change Per Hour
Pull-Out Test on Splay Wires, Embedded Bolts / Anchors and Dowels (2 man & includes equipment).....	\$110.00		\$No Change Per Hour
Concrete or Masonry Coring (1 man & includes equipment).....	\$85.00		\$No Change Per Hour
Concrete or Masonry Coring (2 man & includes equipment).....	\$125.00		\$No Change Per Hour
Floor Flatness (rate based upon square footage of slab-on-grade).....	\$ Quote		
Equipment - Torque Wrench and Skidmore Bolt Tension Indicator.....	\$65.00		\$No Change Per Day
Equipment - Torque Wrench or Skidmore Bolt Tension Indicator.....	\$55.00		\$No Change Per Day

Geotechnical Monitoring – Prevailing Wage Rates

Inspector Grading.....			
Technician - Soils.....	\$72.90	\$76.40	Per Hour
Technician - Asphalt.....	\$72.90	\$76.40	Per Hour
Technician - Driven Piers.....	\$72.90	\$76.40	Per Hour
Technician - Pile Inspection.....	\$72.90	\$76.40	Per Hour
Asphalt Coring (1 man & includes equipment).....	\$72.90	\$76.40	Per Hour
Asphalt Coring (2 man & includes equipment).....	\$85.00		\$No Change Per Hour
	\$125.00		\$No Change Per Hour

CONCRETE MATERIAL TESTING

A.S.T.M.

C192	Review of Existing Mix Design.....	\$100.00	\$No Change Per Each
C39	Concrete Cylinders (6" x 12").....	\$21.00	\$No Change Per Each
C495	Lightweight Fill Concrete (3" x 6").....	\$25.00	\$No Change Per Each
C780	Mortar Cylinders (2" x 4").....	\$21.00	\$No Change Per Each
C109	Mortar Cubes (2" x 2").....	\$21.00	\$No Change Per Each
C39	Grout Prisms (3" x 6").....	\$21.00	\$No Change Per Each
C42	Concrete Cores, 6" Max. Diameter, Includes Core Trim.....	\$45.00	\$No Change Per Each
C42	Shotcrete Cores, 6" Max. Diameter, Including Core Trim.....	\$45.00	\$No Change Per Each
C42	Gunitite Cores, 6" Max. Diameter, Including Core Trim.....	\$45.00	\$No Change Per Each
	Grout Shrinkage (3 Bars – Four Readings, Up to 90 Days).....	\$225.00	\$No Change Per Set
C567	Unit Weight of Hardened Light Weight Concrete.....	\$35.00	\$No Change Per Each
C684	Rapid Cure Concrete Cylinders (Boil Method).....	\$40.00	\$No Change Per Each
C157	Drying Shrinkage (3 Bars – Four Readings, Up To 90 Days).....	\$250.00	\$No Change Per Each
C495	Lightweight Fill Concrete Density.....	\$35.00	\$No Change Per Each
C138	Unit Weight of Hardened Hardrock.....	\$30.00	\$No Change Per Each

MASONRY MATERIAL TESTING

BLOCK

A.S.T.M.

C140	Compression ≤8" x 8" x 16".....	\$45.00	\$No Change Per Each
C140	Compression >8" x 8" x 16".....	\$55.00	\$No Change Per Each
C140	Moisture Content and Absorption.....	\$50.00	\$No Change Per Each
C140	Measurements.....	\$30.00	\$No Change Per Each
C426	Linear Shrinkage (CMA Method).....	\$80.00	\$No Change Per Each
E447	Grouted Prisms Compression Test ≤8" x 8" x 16".....	\$110.00	\$No Change Per Each
E447	Grouted Prisms Compression Test >8" x 8" x 16".....	\$135.00	\$No Change Per Each
C42	Masonry Core – Compression.....	\$55.00	\$No Change Per Each
	Masonry Core – Shear.....	\$75.00	\$No Change Per Each

BRICK

A.S.T.M.			
C67	Compression	\$40.00	\$No Change Per Each
C67	Modulus of Rupture	\$50.00	\$No Change Per Each
C67	Absorption, Soak	\$30.00	\$No Change Per Each
C67	Absorption, Boil	\$30.00	\$No Change Per Each
C67	Absorption, Saturation Coefficient	\$40.00	\$No Change Per Each
C67	Initial Rate of Absorption	\$40.00	\$No Change Per Each
C67	Efflorescence	\$55.00	\$No Change Per Each
C67	Efflorescence with Mortar	\$65.00	\$No Change Per Each

STEEL

REINFORCING

A.S.T.M.			
A615	Tensile No. 8 Bar and Smaller	\$45.00	\$No Change Per Each
A615	Tensile No. 9 To 14 Bar	\$55.00	\$No Change Per Each
A615	Bend Test No. 8 Bar and Smaller	\$45.00	\$No Change Per Each
A615	Bend Test No. 9 To 14 Bar	\$55.00	\$No Change Per Each
A615	Bend / Tensile Test No. 18	\$90.00	\$No Change Per Each

STRUCTURAL STEEL

A.S.T.M.			
A370	Bolt Tensile Test	\$55.00	\$No Change Per Each
A370	Bolt Proof Test	\$45.00	\$No Change Per Each
A370	Nut Proof Test	\$45.00	\$No Change Per Each
A370	Nelson Stud Tensile Test	\$55.00	\$No Change Per Each

PRESTRESS

A.S.T.M.			
A416	Pre-stress Cable (Yield / Tensile)	\$135.00	\$No Change Per Each
A416	Pre-stress Wire (Yield / Tensile)	\$125.00	\$No Change Per Each

WELD PROCEDURE AND WELDER QUALIFICATIONS

Welding Procedure Specification Report	\$150.00	\$No Change Per Each
Welding Procedure Qualification Report	\$150.00	\$No Change Per Each
Welder Certification (AWS/CWI)	\$69.90	\$73.40 Per Hour
Weld Tensile Test	\$55.00	\$No Change Per Each
Weld Bend Test	\$55.00	\$No Change Per Each
Weld – Macro Etch	\$75.00	\$No Change Per Each

FIREPROOFING

UBC 43-8	Unit Weight	\$45.00	\$No Change Per Each
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ROOFING

UBC 32-12	Tiles (Breaking Strength / Absorption)	\$60.00	\$No Change Per Each
	Mineral Shake – Flexural	\$40.00	\$No Change Per Each
	Mineral Shake – Absorption	\$30.00	\$No Change Per Each
	Tagging, Material Id and Sampling Tiles	\$69.90	\$73.40 Per Hour
	Final Affidavit Tile Material Report	\$300.00	\$No Change Per Each

SOIL AND AGGREGATE

CLASSIFICATION & PHYSICAL CHARACTERISTICS

A.S.T.M.			
C138	Unit Weight	\$80.00	\$No Change Per Each
UBC 29-2	Expansion Index	\$125.00	\$No Change Per Each
C117	#200 Wash (Aggregate)	\$75.00	\$No Change Per Each
C136	Particle-Size Distribution ("Sieve" Analysis (< #4 Sieve, washed))	\$75.00	\$No Change Per Each
D1140	Particle-Size Distribution ("Sieve" Analysis (% passing #200 sieve))	\$85.00	\$No Change Per Each
D1140	Particle-Size Distribution ("Sieve" Analysis (Combined: fine & coarse fractions))	\$80.00	\$No Change Per Each
D422	Hydrometer	\$180.00	\$No Change Per Each
D422	Hydrometer with Particle-Size Distribution ("Sieve") Analysis	\$185.00	\$No Change Per Each
D4318	Liquid and Plastic Limit	\$185.00	\$No Change Per Each
D2419	Sand Equivalent Value of Soil and Fine Aggregate (Set of Three)	\$260.00	\$No Change Per Set

A.S.T.M.

CAL TM 217	Sand Equivalent (Set of Three)	\$260.00	\$No Change Per Each
C127	Specific Gravity and Absorption (Coarse Aggregate)	\$70.00	\$No Change Per Each
C128	Specific Gravity and Absorption (Fine Aggregate)	\$80.00	\$No Change Per Each
D854	Specific Gravity (Soil)	\$65.00	\$No Change Per Each
D2216	Moisture Content	\$10.00	\$No Change Per Each

D3080 Direct Shear Remolded or Undisturbed (3 Points) \$200.00 \$No Change Per Each

SUBGRADE SUPPORT QUALITY

A.S.T.M.

CAL TM 301 R-Value (3 Points) \$250.00 \$No Change Per Each

DENSITY CHARACTERISTICS

A.S.T.M.

C127 Specific Gravity and Absorption (Coarse Aggregate) \$90.00 \$No Change Per Each
 C128 Specific Gravity and Absorption (Fine Aggregate) \$100.00 \$No Change Per Each
 D2216 Moisture Content \$25.00 \$No Change Per Each
 D3080 Direct Shear Undisturbed (3 Points) \$200.00 \$No Change Per Each
 D3080 Direct Shear Remolded (3 Points) \$300.00 \$No Change Per Each
 D1557-A,B Maximum Density \$135.00 \$No Change Per Each

CHEMICAL PROPERTIES

CAL TMs

532/643 Resistivity \$75.00 \$No Change Per Each
 532/643 pH \$50.00 \$No Change Per Each
 417 Sulphate \$60.00 \$No Change Per Each
 422 Chloride \$60.00 \$No Change Per Each
 Corrosivity Series \$175.00 \$No Change Per Each

ASPHALT CONCRETE

A.S.T.M.

C192 Review of Existing Mix Design \$100.00 \$No Change Per Each
 D136 Gradation of Extracted Sample \$70.00 \$No Change Per Each
 D1188 Unit Weight – Molded Specimen or Cores \$45.00 \$No Change Per Each
 D1559 Compacted Maximum Density – MARSHALL \$135.00 \$No Change Per Each
 D1559 Field Mix – Marshall – Stability Per Point \$Quote \$No Change Per Each

MISCELLANEOUS

Specimen Pick-Up with Testing (Exception: Pick-ups on weekend and holidays will be charged two (2) hours at the applicable rate.)

Concrete/Mortar Cylinders and Grout Prism \$0.00 \$No Change Per Trip
 Flexural Beam \$0.00 \$No Change Per Trip
 Masonry Prism up to 8" x 8" x 16" \$0.00 \$No Change Per Trip
 Masonry Prism, Larger than 8" x 8" x 16" \$0.00 \$No Change Per Trip
 Guniting and Shotcrete Test Panels \$0.00 \$No Change Per Trip
 Fireproofing Samples \$0.00 \$No Change Per Trip
 Compression Test Molds \$0.00 \$No Change Per Trip

PROFESSIONAL SERVICES

Management & Reports

Senior Engineer \$150.00 \$No Change Per Hour
 Geologist \$110.00 \$No Change Per Hour
 Project Manager / Field Supervisor \$85.00 \$No Change Per Hour
 Word Processing \$45.00 \$No Change Per Hour
 Certified Payroll Process per Project Invoice \$75.00 \$No Change Per Each
 Final Materials Compliance Report \$500.00 \$No Change Per Each
 Final Compacted Fill Report \$Quote \$No Change Per Each
 Final Grading Report \$Quote \$No Change Per Each

Actual totals may vary. A more accurate estimate budget can be supplied once a detailed construction schedule is made available. Hours are based on a 40-hour a week, 8-hour a day, Monday thru Friday workweek, no weekends, no holidays, no overtime. This is NOT a "Not To Exceed" proposal. Koury Engineering & Testing, Inc. has no control over construction manpower or construction scheduling and shall not be held responsible or liable for any hours over those proposed herein.

KOURY ENGINEERING'S TERMS AND CONDITIONS

1. All materials inspections are based on a minimum of four (4) hours. Over four hours shall be on a minimum of eight (8)hours. If an inspector or technician is called to a project and no work is performed, a two (2) hour charge will be applied. All soils technician visits will be billed hourly, after the 2-hour minimum and will include travel time and mileage at \$0.50 per mile from our Gardena facility. No travel time cost for materials inspectors, unless the project is over 50 miles from Koury's closest office. After 50 miles, inspectors receive drive time at the regular billing rate.
2. Overtime hours are after eight hours per day and Saturday at 1.5 times the hourly rate. Premium time hours are after 12 hours per day, Sundays and holidays at 2.0 times the hourly rate.
3. Proposed prices and conditions indicated are valid for 30 days from proposal date.
4. Regular and overtime charges shall be in one-hour increments.
5. Inspection charges proposed above do not include material sample testing (see above).
6. Two hour show up charge for cancellation if inspection is not canceled by 4:00PM the preceding day.
7. A 24-hour notice is required when scheduling an inspection. Inspection requests on the same day or after 4:00 pm the Preceding day will be charged an expedite fee of \$75.00 per inspector.
8. Accounts shall be invoiced monthly.
9. Accounts unpaid shall bear interest 30 days after invoice date, at legal prevailing rate.
10. Workweek is Monday through Friday.
11. Certified Payroll will have a processing fee applied to each project, billed monthly on every invoice in the amount of \$75.00.
12. The hourly rates proposed are Prevailing Wage. This project requires Prevailing Wage, our hourly rates will increase every July 1 in accordance with Operating Engineers Local 12 documented annual increases.
13. Unforeseen geotechnical circumstances may require additional engineering, geology or laboratory testing time, and will be billed in accordance with our current Master Fee Schedule rates.
14. Projects involving soil preliminary investigation and/or soil monitoring requires a 7-day minimum notice prior to soil technician's first job site visit.
15. Koury understands VCC's Campus Master Plan is proposed to start April 1, 2006 and continue through December 31, 2009. The stated unit rates will remained unchanged through June 31, 2008. There may be changes due to Local 12 requirements, reference note 11 above. Koury reserves the right to evaluate the Master Fee Schedule of Rates every year in January.

This CONTRACT AGREEMENT shall be governed by the laws of the State of California.

Terms and Conditions agreed upon and accepted by:

Client's Signature Title Date:

Please type or print signature

 Company

Project Title: _____

Project Address: _____

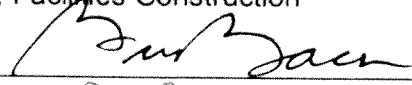

Signature Date

Richard D. Koury President/CEO

Koury Engineering & Testing, Inc.
 14280 Euclid Avenue, Chino, CA 91710

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: CHANGE ORDER – EMBEE TECHNOLOGIES
SUBMITTED BY: Steve Garcia, Facilities Construction
RECOMMENDED BY: Bruce Baron 
APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to submit for approval Change Order #1 for Embee Technologies for additional infrastructure to support computer equipment and audio visual systems not in the original scope of work for the Speech/Drama Addition project. Enhanced audiovisual technology and computing technology upgrades were required to maintain appropriate standards of instruction. The original building design did not include this modern technology

Need:

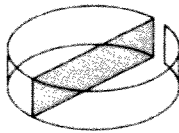
The above item is needed to complete the Speech/Drama Addition project.

Fiscal Impact: \$17,933.82 – Fund 71 expenditure.

Recommended Action: This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the change order with Embee Technologies in the amount of \$17,933.82.

Legal Review: YES X NOT APPLICABLE

Reference for Agenda: YES X NO



embee technologies

January 14, 2008

Proposal # 8005-V06

**Victor Valley Community College
18422 Bear Valley Road
Victorville, CA 92392-5849**

Re: **Speech/Drama Building** Systemax Cable Installation, Additions (48-data & 7-coax)

Dear Mr. Jon Booth,

Embee Technologies is pleased to provide you with the following price per the customer provided drawing cabling installation. Cabling has been designed with an "Intelligent Patch System". Pricing is valid for 30-days.

Materials	Tax	Labor	Sub-Total
\$ 9,443.14	\$ 731.84	\$ 7,069.08	\$ 17,244.06

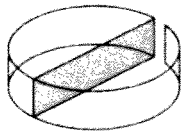
Bid Bond Cost: (optional) \$ 689.76

Grand Total: \$ 17,933.82

Scope of Work: Cabling.

Outlet configuration: Total of (14) outlet with various configurations. There are a total of 48 data cables and 7 coax cables to be installed. See below for outlet quantities and configuration.

- 5data Floor Box Outlet:** Consisting of (5) category 6E Plenum which will be terminated on a faceplate with a RJ45 category 6 jacks at the station end. In the MDF the cable will be terminated on a 48-port ipatch panel. Floor box provided and installed by others. **Quantity (6).** Open area in Rm213.
- 4data Wall Outlet:** Consisting of (4) category 6E Plenum cables that terminate on with RJ45 category 6 jacks installed in a 4-port wall faceplate at the outlet end. In the IDF/MDF location the cables will be terminated on a 48-port ipatch panel. **Quantity (1).** Outside Rm214.
- 2data/1coax Wall Outlet:** Consisting of (2) category 6E Plenum cables and (1) coax RG-6 Plenum cable. The cat6 will terminate with RJ45 category 6 jacks installed in a 4-port wall faceplate with blank inserts for the un-used faceplate ports at the outlet end. The coax will terminate with "F" connectors at each end. In the IDF/MDF location the cables will be terminated on a 48-port ipatch panel. **Quantity (1).** Outside Rm214.



embee *by the way*

4. **2data/1coax Ceiling Outlet (Projector/AP Locations):** Consisting of (2) category 6E Plenum cables and (1) coax RG-6 Plenum cable. The cat6 will terminate with RJ45 category 6 jacks installed in a 2-port surface box in the ceiling, at the outlet end. The coax will terminate with "F" connectors at each end. In the IDF/MDF location the cables will be terminated on a 48-port ipatch panel. **Quantity (6)**. Within Rooms, 208, 209, 210, 212, 120, and 122.
5. **IDF/MDF Location:** Within the Telecom Room (115A), Embee will install (1) new 48-port ipatch panel for the new cables. Embee will also install (1) new 48-port ipatch panel with new extension cables terminating on the back and plugging into the customer provided network switch.

Note 1: Embee has included a total of **(48)** 7' and **(48)** 15' category 6 patch cords.

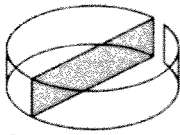
Note 2: All Wiremold to be provided and installed by others.

Note 3: Embee has included testing and certification in conjunction with the ipatch system.

Note 5: Embee has included the necessary project management services to complete the project.

Note 6: All cable ends and patch panel ports will be labeled per VVCC's labeling scheme and the cables will be tested per specification.

Note 7: All Coax Drops will home-run to the IDF/MDF (115A).



embee *technologies*

The SYSTIMAX iPatch – Design & Overview **Real Time Infrastructure Management System**

The SYSTIMAX iPatch System secures the information flow that underpins business efficiency and the ability to meet commitments to customers, partners and regulatory bodies. It moves control of vital communications channels to a higher level in the organization. With the iPatch System, management can ensure it has access to the information it needs to run the business and comply with regulations. The system gives corporate officers the confidence they need that their network infrastructure is a reliable, secure means to access that information in all parts of the organization.

The iPatch System offers data center managers interactive, real time control over both copper and fiber connections. The results are more responsive network administration and better security. The system also cuts running costs by automating routine management tasks and assisting technicians in the completion work orders and service provisioning. As a result, productivity is increased and managers achieve more efficient use of resources and cost control.

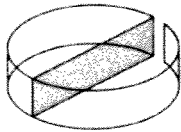
- Simple, scalable and standards-compliant - hardware and architecture that make the system easy to design, configure, administer and expand.
- Lower Mean-Time-To-Recovery (MTTR) - real time monitoring of physical connectivity and device discovery for faster resolution of network problems.
- Higher security - real time intrusion detection, real time alerts and advanced switch port utilization control help managers address security issues before they develop.
- Improved manageability - fast, accurate electronic administration of moves, adds and changes combined with advanced guidance and connectivity tracing.
- Accurate connectivity documentation - automatic updating of network circuits status ensures up-to-the-minute information and no manual input errors.
- Remote administration - either via System Manager Client or Web client.
- Disaster recovery - quick and accurate replication of patch connection restores connectivity faster.
- Industry-leading reliability for copper connections - reliable, high performance data transmission with SYSTIMAX GigaSPEED Solutions.

The iPatch System provides an integrated real time infrastructure management solution comprised of intelligent copper and fiber patch panels, a Rack Manager Plus unit for managing and monitoring the panels in a rack or cabinet and System Manager Software.

Pricing does not include Fiber iPatch system.

End of Scope of Work

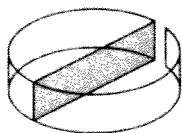
See attach Bill of Materials for quantities.



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Assumptions

1. This Proposal is based on information and drawings provided by Victor Valley Community College. Any deviation from the original work or new requests will be performed on an addendum work order.
2. **If Applicable:** Pricing is valid on installation only if conduits have sufficient space for new cabling. In the event that Embee Technologies cannot pull or has difficulties pulling cables thru conduit due to excessive fill ratio, this will result in a change order for the extra time spent to install.
3. Embee Technologies at an additional cost can provide a CAD drawing (.dwg) of the buildings showing all new workstation cable outlets. Copies of plotted drawings will be provided and mounted on the walls. Pricing is based on the size of the facility or on the quantities of locations. Pricing will be based upon receiving the original building layout with furniture in a digital format (.dwg).
4. Cabling shall be suspended in the ceiling above the air conditioning ducts, sprinkler piping, and electrical conduit where elevations allow. Cable hanger wires and/or beam clamps shall be installed, to mounted J-hooks, through which cables shall be routed. In no case shall ceiling grid, electrical conduit, or sprinkler pipes be used to secure communications cabling. Cable bundles will run down main corridors wherever practical.
5. Embee Technologies will, while on-site, take all necessary precautions in introducing and maintaining safety measures against all hazards related to the work Embee Technologies will be performing in this agreement.
6. In addition to the manufacturer warranty, all of Embee Technologies' cabling systems installations are guaranteed to be free of defects in materials and workmanship for a period of five (5) years from the completion date. This guarantee covers all parts and labor.



embee *Technologies*

This Proposal Will Not Include The Following.

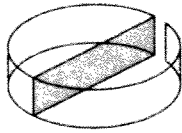
Electrical work, conduit, surface mount raceway and coring.
Wiremold products depicted on drawings.
Plywood backboards.
Floor boxes and or floor monuments.
Ground Bus Bar.
Wireless equipment installation.
Cabinets and associated materials.
Backbone cabling, copper and fiber.
Paging Design/ installation.
Power poles for modular furniture, floor boxes, monuments and Pop up table modules.
Seismic Bracing.
Electronics.
Demo of any kind or removal of abandoned cable/equipment.
Patch and painting of existing surface.
Permits and associated fees.
Over time, Weekend and Holidays
Down time due to Embee Technologies inability to perform work. Down time will be billed at \$55.00 per man hour on an addendum work order.

Quality Control Program

Embee Technologies project manager will perform quality control functions to include:

- Quality control inspection of the horizontal/ riser cable installation.
- Spot verification of cable labeling scheme and documentation.
- Review all cable test records and acceptance prior to client delivery.
- Visual inspection of cable dressing within the communication closets.
- Visual inspection of all fire stopping.
- Participation in final client walk-through at the completion of the project.
- End of each day inspection and cleanup at the job site by Embee Technologies technicians.

At the end of each week, Embee's project manager will write a brief project report to summarize the amount of work completed and the quality control inspections conducted over the prior five business days. This information will be distributed to the appropriate management individuals within Embee and those individuals representing the organization.



embee technologies

Additional Request, Return Visits, and Change Orders

After acceptance and execution of this proposal, all additional requests must be delivered in writing to Embee Technologies. Customer agrees to pay Embee Technologies per hour, per technician plus material costs to perform this work unless other terms and pricing are agreed upon in writing. After completion and testing of the installation, Customer agrees to pay Embee Technologies for service calls resulting from unrelated or none guaranteed items.

Payment

Upon acceptance and signing on this contract proposal, a deposit will be required before work will commence. A progress payment may apply; this will be determined by the installation schedule set forth by the customer/construction.

Upon final completion of the installation, an invoice will be generated with the final price. Final payment is due upon receipt.

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the fixed price mentioned in this contract. Any changes or revisions to the agreement between the parties shall be in writing.

Authorized Signature: Rob Clement Director of Structured Cable and Wireless.

(Embee Technologies Representative)

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

Acceptance of Proposal 8005-V06 Speech and Drama Building. 1/08/08

The above listed prices, specifications and conditions are satisfactory and are hereby accepted. Embee Technologies is authorized to proceed and perform the work as specified in this document. Payment will be made as outlined above.

Date Accepted 1/17/08 Signature [Handwritten Signature]

PO# 88278 Print Name Robert Silverman

Materials	Tax	Labor	Sub-Total
\$ 9,443.14	\$ 731.84	\$ 7,069.08	\$ 17,244.06

Bid Bond Cost: (optional) \$ 689.76

Grand Total: \$ 17,933.82


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

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

TOPIC: CHANGE ORDER – VANCE CORPORATION – ADVANCED TECHNOLOGY CENTER

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to submit for approval Change Order No. 01-02 from Vance Corporation. The District requested that a new handicap ramp be installed on the south side of the Jacaranda bus stop.

Need:

To comply with access codes.

Fiscal Impact: \$3,706.80 – Fund 71 expenditure.

Recommended Action:

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the change order with Vance Corporation in the amount of \$3,706.80.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

Change Order

Spencer/Hoskins Associates
2245 North Lake Ave
Altadena, CA 91001

Owner
Architect
CM
Project Inspector
Contractor

PROJECT: Advanced Technology Building

DSA Application No. 04-104366

18422 Bear Valley Rd.
Victor Valley, Ca. 92392

Date: 12/11/2007

To Contractor:
Vance Corporation
2271 N. Locust Ave.
Rialto, CA 92377-4113

Architect's Project No:
Contract Date: 3/15/2007
Contract Number: B.P. 001

The Contract is hereby revised by the following items:

Change Order No. 01-02

Item	Description	Amount
CCD 082	Install new handicap ramp on the south side of Jacaranda bus stop. Per District request	\$3,706.80

Additional back up attached.
Not valid until signed by the Owner and Architect
Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract/Agreement

The original Contract Value was.....	\$644,929.00
Sum of changes by prior Prime Contract Change Orders.....	\$5,443.74
The Contract Value prior to this Prime Contract Change Order was.....	\$650,372.74
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$3,706.80
The new Contract Value including this Prime Contract Change Order will be.....	\$654,079.54
The Contract duration will be changed by.....	0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....	

YOU ARE HEREBY INSTRUCTED TO MAKE THE ABOVE CHANGES TO THE PLANS AND SPECIFICATION OF THE ABOVE CONTRACT, SUBJECT TO ALL THE TERMS AND CONDITIONS OF THE CONTRACT DOCUMENTS.

Spencer/Hoskins Associates

Vance Corporation

Victor Valley College District

ARCHITECT

2245 North Lake Ave
Altadena, CA 91001
Address

By JAMES E. SPENCER
SIGNATURE

DATE 10/29/07

CONTRACTOR

2271 N. Locust Ave.
Rialto, CA 92377-4113
Address

By MARK HICKMAN
SIGNATURE

DATE 1-8-08

OWNER

18422 Bear Valley Rd.
Victorville, CA 92395
Address

By [Signature]
SIGNATURE


DATE _____


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: Agreement - Connie Slone

SUBMITTED BY: Victoria Hindes, Student Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to ratify an Independent Contractor Agreement with Connie Slone for the facilitation of career development workshops and assessment from November 1, 2007 through December 20, 2007.

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

Need:

The above ratified agreement was necessary as Connie Slone served as a liaison for all the middle schools under the Career Pathways Grant.

Fiscal Impact: Career Pathways Grant budgeted item. Not to exceed \$816.00.

Recommended Action: This item has been approved by the Superintendent/President and it is recommended that the Board of Trustees ratify the agreement with Connie Slone in the amount of \$816.00.

Legal Review: YES ___ NOT APPLICABLE X


Reference for Agenda: YES ___ NO X


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: Agreement - Merline Reid-Yancy

SUBMITTED BY: Victoria Hindes, Student Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an Independent Contractor Agreement with Merline Reid-Yancy for providing culturally sensitive workshops to assist student achieve personal/academic success from March 17, 2008 through June 30, 2008.

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

Need:

The above agreement is necessary as the workshops will assist students achieve personal/academic success.

Fiscal Impact: Career Pathways Grant budgeted item. Not to exceed \$816.00.

Recommended Action: This item has been approved by the Superintendent/President and it is recommended that the Board of Trustees approve the Independent Contractor Agreement with Merline Reid-Yancy in the amount of \$816.00.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: Agreements- Philip Wallace, Allisonne Crawford Airitam and Kelly Marostica - Smith

SUBMITTED BY: Victoria Hinds, Student Services

RECOMMENDED BY: Marianne Tortorici

APPROVED BY: Robert Silverman

Description/Background:

The district wishes to ratify agreements with Philip Wallace, Allisonne Crawford Airitam and Kelly Marostica-Smith for the facilitation of career development workshops and assessment from January 2, 2008 through June 30, 2008.

Copies of the original contracts are available for review in the Superintendent/President's Office.

Need:

The above ratified agreements were necessary as Philip Wallace, Allisonne Crawford Airitam and Kelly Marostica-Smith served as liaisons for all the middle schools under the Career Pathways Grant.

Fiscal Impact: Career Pathways Grant budgeted items. Not to exceed \$7344.00.

Recommended Action: These items have been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify these agreements in the amount of \$7344.00.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES ___ NO X


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

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

TOPIC: RATIFICATION OF ACADEMIC EQUIVALENCY REQUESTS

SUBMITTED BY: Equivalency Committee—Debra Blanchard, Chairperson

RECOMMENDED BY: Marion Boenheim 

APPROVED BY: Robert Silverman 

Description/Background:

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

BARRY J. CHERNEY—Aviation (Over 50 years of work experience)

RICK LA FON—Automotive (Over 50 years of work experience)

EQUIVALENCY: Meets requirements under work experience, Victor Valley equivalency policy. A minimum of fifteen (15) years of work experience in the field is required.

Henceforth, the equivalency will apply to each candidate for the discipline listed.

Need: The district wishes to employ the individuals listed above who have been determined to have the equivalency for the positions listed.

Fiscal Impact: None

Recommended Action:

It is recommended that the board ratify the equivalencies as listed.

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES ___ NO X

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

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

TOPIC: BID AWARDS – SEISMIC REPLACEMENT GYMNASIUM

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron *Bruce Baron*

APPROVED BY: Robert Silverman *RS*

Description/Background:

Bids for the construction of the Seismic Replacement Gymnasium were opened February 21, 2008. This State funded project was bid utilizing multiple prime as its delivery method vs. general contractor. This allows the District to better control pricing, time schedules, and overall construction resulting in a better finished product. This multi prime contract was broken into 20 separate construction bid packages in order to complete the project.

The bids have been thoroughly reviewed by the Director of Facilities Construction & Contracts and Cal K-12 the Districts Construction Manager. All recommended contractors listed on the attachment have completed the bidding process, reference checks, and post bid interviews. All are licensed in California and their bonding company is authorized to do business in California

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

Need:

Bids must be awarded to the lowest responsible bidder per public contract code §20111 in order to proceed with the construction of the Seismic Replacement Gymnasium.

Fiscal Impact: \$4,998,214.00 – Fund 71 expenditure (This work is tied to the Auxiliary Gymnasium Replacement project which is a State Funded project and is partially reimbursable by the State).

Recommended Action: It is recommended that the Board of Trustees award the bids to the designated company's / contractors as listed on the attachment.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES X NO ___



CONSTRUCTION, INC.

Friday, February 29, 2008

Mr. Steve Garcia,
Director, Facilities Construction & Contracts
Victor Valley Community College
18422 Bear Valley Road
Victorville, CA
92392-5849

**RE: Victor Valley Community College
Seismic Replacement Gymnasium Recommendations**

Dear Mr. Garcia:

We recommend awarding contracts to the following contractors at the March 11, 2008 Board Meeting:

	<u>Bid Package</u>	<u>Contractor</u>	<u>Amount</u>
01	General Construction	ASR Constructors, Inc	\$1,092,000.00
02	Landscaping	Sierra Landscape	\$99,900.00
03	Structural Steel	ASR Constructors, Inc.	\$133,000.00
04	Doors, Frames and Door Hardware	Inland Building Companies, Inc	\$159,900.00
05	Painting	Saunders & McMillin, Inc.	\$43,500.00
06	Specialties	Inland Building Companies, Inc.	\$118,900.00
07	HVAC	West Tech Mechanical, Inc.	\$380,000.00
08	Plumbing	Dan Worley Plumbing, Inc.	\$410,000.00
09	Electrical	Nekota Power, Inc.	\$525,000.00
10	Glazing	E&R Glass Contractors	\$147,024.00
11	Flooring	Donald M. Hoover Flooring Co.	\$163,845.00
12	Sheet Metal	United Contractors	\$197,274.00
13	Plaster & Gypsum Board Systems	Caston Plastering & Drywall, Inc.	\$349,985.00
14	Ceramic Tile	Inland Pacific Tile	\$114,500.00
15	Roofing	Bell Roof Co.	\$50,869.00

16	Acoustical Ceilings and Insulation	South Coast Acoustical Interiors	\$54,540.00
17	Casework	K & Z Cabinet Co, Inc.	\$39,477.00
18	Fire Sprinklers	United Automatic Sprinklers	\$49,500.00
19	Rough Carpentry	Hanes & Associates	\$540,000.00
20	Existing Gym Demolition	GC Builders	\$329,000.00

These recommendations are based on verification of Bid Documents, Bid Bond, and Licensing information. Agreements and Contract Documents, including Bonds and Insurance are pending.

Respectfully,



Gabrielle M. Vallesillo, Sr. Project Administrator
Cal K-12 Construction Management, Inc.

Seismic Replacement Gymnasium

Preliminary Bid Results

These are the raw bid results - bids have not been qualified

Bid Package No. 001 **General Construction**

ASR Constructors, Inc.	\$1,092,000.00
Oakview Constructors, Inc.	\$1,108,000.00
HCH Constructors-Managers Inc.	\$1,189,000.00
Jergensen Construction	\$1,199,000.00
Hanan Construction Co, Inc.	\$1,250,000.00
T.B. Penick & Sons, Inc.	\$1,695,000.00

Bid Package No. 002 **Landscaping**

Sierra Landscape	\$99,900.00
Worthington Construction, Inc.	\$102,500.00
FYR Landscape/dba: Pierre Sprinkler & Landscape	\$103,400.00
ASR Constructors, Inc.	\$112,000.00
Tony's Multi-Service Firm	\$179,607.00

Bid Package No. 003 **Structural Steel**

ASR Constructors, Inc.	\$133,000.00
Mik-Ron Steel	\$143,000.00
Blazing Industrial Steel, Inc.	\$161,950.00
RND Contractors Inc.	\$208,000.00
KCB Towers	\$211,720.00
Columbia Steel, Inc.	\$216,400.00

Bid Package No. 003 Structural Steel

Bid Package No. 004 Doors, Frames, and Door Hardware

Inland Building Construction Companies, Inc.	\$159,900.00
Montgomery Hardware Co	\$165,740.00
Whitehead Construction, Inc.	\$167,200.00
HCH Constructors-Managers Inc.	\$189,000.00
Roy E. Whitehead, Inc.	\$198,544.00

Bid Package No. 005 Painting

Saunders & McMillin, Inc.	\$43,500.00
Triumph Painting	\$48,800.00
Painting and Decor LTD.	\$56,300.00
Simmons & Wood, Inc	\$60,000.00
C & TR Development, Inc.	\$75,000.00
C.T. Georgiou Painting Co	\$80,000.00
Prime Painting Contractor's Inc.	\$144,000.00

Bid Package No. 006 Specialities

Inland Building Construction Companies, Inc.	\$118,900.00
RVH Constructors	\$124,127.00
Inland Empire Architectural Specialties, Inc.	\$142,900.00
Jergensen Construction	\$184,000.00

Bid Package No. 007 HVAC

West-Tech Mechanical, Inc.	\$380,000.00
Cool Air Supply, Inc.	\$383,750.00

Bid Package No. 007	HVAC	
	Air-Ex Air Conditioning, Inc.	\$399,397.00
	ACH Mechanical Contractors, Inc.	\$433,000.00
	Arrowhead Mechanical	\$457,500.00
	Los Angeles Air Conditioning	\$559,500.00

Bid Package No. 008	Plumbing	
	Dan Worley Plumbing, Inc.	\$410,000.00
	Pro-Craft Plumbing	\$429,999.00
	ASR/Duke Constructors	\$443,000.00
	JPI Development Group, Inc.	\$472,000.00
	MRL Commercial Plumbing	\$485,780.00
	Temecula Mechanical, Inc.	\$509,000.00
	Ahrens Corporation	\$517,000.00
	Kincaid Industries	\$520,000.00
	Fischer, Inc.	\$527,292.00
	PK Mechanical Systems, Inc.	\$547,000.00
	Munson Plumbing, Inc.	\$548,000.00
	Empyrean Plumbing, Inc.	\$584,485.00
	Continental Plumbing, Inc.	\$654,649.00
	Verne's Plumbing, Inc.	\$701,000.00
	Stillson Company, Inc.	\$760,000.00

Bid Package No. 009	Electrical	
	Nekota Power, Inc.	\$525,000.00
	Mike Cox Electric, Inc.	\$618,069.00
	Barkley Andross Corp	\$632,827.00
	Daniel's Electric	\$656,000.00

Bid Package No. 009	Electrical	
RDM Electric Co		\$725,000.00
Champion Electric		\$758,000.00
BEC Electric, Inc.		\$965,000.00

Bid Package No. 010	Glazing	
E & R Glass Contractors		\$147,024.00
Padua Glass Enterprises, Inc.		\$147,700.00
Queen City Glass Co.		\$148,716.00

Bid Package No. 011	Flooring	
Hoover Flooring Co.		\$163,845.00
ProSpectra Contract Flooring		\$181,998.00
Riccardi Floor Covering		\$185,000.00
Progressive Floor Coverings		\$299,900.00
New Image Commercial Flooring	<i>Withdrawn</i>	\$87,000.00
Mike's Custom Flooring	<i>Withdrawn</i>	\$88,900.00

Bid Package No. 012	Sheet Metal	
United Contractors		\$197,274.00
Crowner Sheet Metal		\$243,398.00
Western Bay Sheet Metal, Inc.		\$255,900.00
EMS Construction, Inc.		\$313,000.00
RB Sheet Metal, Inc.		\$342,000.00
Best Contracting Services, Inc.		\$396,248.00

Bid Package No. 013	Plaster and Gypsum Board System	
Caston Plastering & Drywall, Inc.		\$349,985.00

Bid Package No. 013	Plaster and Gypsum Board System	
	Sierra Lathing Co., Inc.	\$390,000.00
	A. Lopez & Sons, Inc.	\$407,576.00

Bid Package No. 014	Ceramic Tile	
	Inland Pacific Tile	\$114,500.00
	Premier Tile & Marble	\$145,500.00

Bid Package No. 015	Roofing	
	Bell Roof	\$50,869.00
	Stone Roofing Co., Inc.	\$59,750.00
	Letner Roofing	\$76,000.00
	Best Contracting Services, Inc.	\$77,632.00
	Vance & Associates Roofing, Inc.	\$79,200.00
	Watson Roofing	\$79,771.00
	Coast Roof Co., Inc.	\$103,573.00
	Exbon Development Inc.	\$118,900.00

Bid Package No. 016	Acoustical Ceilings and Insulation	
	Southcoast Acoustical Interiors	\$54,540.00
	Preferred Ceilings, Inc.	\$59,250.00
	KD Acoustics	\$61,378.00
	Inland Building Construction Companies, Inc.	\$62,000.00
	Elljay Acoustics, Inc.	\$63,117.00
	Cochran Interiors, Inc.	\$78,487.00

Bid Package No. 017	Casework	
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Bid Package No. 017	Casework	
	K&Z Cabinet Co., Inc	\$39,477.00
	Lozano Caseworks, Inc.	\$74,800.00

Bid Package No. 018	Fire Sprinklers	
	United Automatic Sprinklers	\$49,500.00
	Summit Fire Protection, Inc.	\$59,500.00
	Daart Engineering Co., Inc.	\$59,930.00
	Fischer, Inc.	\$86,553.00
	J.G. Tate Fire Protection Systems, Inc.	\$88,111.00

Bid Package No. 019	Rough Carpentry	
	Hanes & Associates	\$540,000.00
	Infinity Structures	\$540,200.00
	Hanan Construction Co, Inc.	\$666,000.00
	Golden State Framers	\$697,560.00
	D.W.McCasland, Inc	\$725,000.00
	Chris L. Van Dyke Construction	\$774,500.00
	Abdellatif Enterprises, Inc.	\$815,000.00

Bid Package No. 020	Existing Gym Demolition	
	GC Builders	\$329,000.00
	ATE Environmental	\$349,000.00
	Oakview Constructors, Inc.	<i>Withdrawn</i> \$156,000.00


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

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

TOPIC: Acceptance of Proposed Budget Assumptions for Fiscal Year 2008-2009

SUBMITTED BY: Bruce Baron, Vice President, Administrative Services

RECOMMENDED BY: Robert Silverman 

APPROVED BY: Robert Silverman 

Description/Background:

The first step in building a college budget is refinement and adoption of assumptions for the next fiscal year. These assumptions are predicated on the five year plan approved by the VVCCD governing board at its September 2007 meeting, and updated pursuant to the governor's budget proposals for the State of California as of January 15, 2008. The adjustments made in response to the governor's proposals will provide the basis upon which the 2008-2009 college budget will be developed for governing board final approval in September 2008. These budget assumptions reflect accreditation standards and System Office guidelines, and will guide the work of the Finance/Budget & Planning Committee and the College Council as they plan and support our progress on college-wide goals adopted as Board Policy 12000.

Need:

Fiscal Impact: To be determined

Recommended Action: Acceptance of these Budget Assumptions is needed as we begin the budget development process. However, there are issues that will impact the budget which we cannot anticipate at this moment there, please consider these assumptions a beginning point. As we develop the budget, we will be refining the assumptions in response to state funding changes and our own program review process.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES ___ NO ___

***Budget Assumptions
For Fiscal Year 2008-2009***

The first step in building a college budget is refinement and adoption of assumptions for the next fiscal year. These assumptions are predicted on the five year plan approved by the VVCCD governing board at its September 2007 meeting, and updated pursuant to the governor's budget proposals for the State of California as of January 15, 2008. The adjustments made in response to the governor's proposals will provide the basis, upon which the 2008-2009 college budget will be developed for governing board final approval in September, 2008. These budget assumptions reflect accreditation standards and System Office guidelines, and will guide the work of the Finance/Budget & Planning Committee and the College Council as they plan and support our progress on college-wide goals adopted as Board Policy 1200.

The following assumptions are proposed by the college administration to the VVCCD governing board for their consideration and comment.

1. To maintain services to students, the college will strive to avoid layoffs and reductions in the General and Restricted Funds. In addition, The College will strive to hire contract faculty and classified staff as prioritized and planned.
2. The college will maintain all contractual commitments including the 2% portion of the agreed upon salary increases.
3. Targeted enrollment growth for 2008-2009 will be 3%, with 1% to be state-funded and 2% not state-funded.
4. The college will develop a balanced budget and strive for a minimum 5% ending fund balance (reserve).
5. The college will receive approximately \$5 million less in unrestricted general apportionment (10% reduction) than originally expected due to the governor's proposals.
6. College expenditures will be reduced to meet the anticipated shortfall.
7. The program review and budget allocation process will guide the allocation of resources in both budget growth and decrease of scenarios.
8. The college will receive base restoration and up to 6% growth funding for its enrollments in 2007-2008.
9. Program development will continue that is consistent with college-wide goals and priorities (Board Policy 1200 and Administrative Procedure 1202), and the 2007 Educational Master Plan: Allied Heal/Emergency Services; Logistics; Aviation; Environmental Technology/Sustainability Studies; Teacher Preparation; and Manufacturing.
10. Reliance upon the reserve to balance the operating budget will be reduced from the original five year plan.
11. Salaries and fringe benefits will remain at 82% of total expenditures.
12. The college will maintain legal compliance of the 50% law.
13. A general college endowment will be established utilizing reserve funds and will be dedicated to the college mission as determined by the governing board.
14. The college will continue its contributions in compliance with GASB 45 (Government Accounting Standards Board) for post-retirement benefits.

Note: It is assumed that the college, in developing the budget for 2008-2009, will strive to identify new revenue sources in order to reduce our reliance on state apportionment funding.

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

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

TOPIC: CTA AGREEMENT

SUBMITTED BY: Faculty Association

RECOMMENDED BY: Marion Boenheim Marion Boenheim

APPROVED BY: Robert Silverman Robert Silverman

Description/Background:

The district and the faculty association have met and reached agreement concerning revision on the following issues:

- Appendix G-2, Formative Administrative Performance Summary of Department Chair (Article 21H): provides a form for the summary evaluation of department chairs by deans

The agreement listed above has been ratified by the association and is presented to the board for approval.

Need: Board approval of the appendix is necessary to amend the contract with CTA.

Fiscal Impact: None

Recommended Action: The district requests that the Board of Trustees approve the appendix G-2 as presented.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___

FORMATIVE ADMINISTRATIVE PERFORMANCE SUMMARY OF DEPARTMENT CHAIR

Department chair _____ Date _____

Evaluator _____

Summary of department chair’s performance (includes summary of results of *Formative Evaluation of Department Chair*, ability to meet deadlines, accuracy of information provided to the dean, etc.):

Commendations/Areas To Improve:

Overall Assessment: [] Satisfactory [] Unsatisfactory*

Dean’s signature

Date

Department chair’s signature

Date

Department chair’s signature indicates receipt and consultation of the Dean’s Performance Summary of Department Chair, but not necessarily agreement with the performance summary.

* If unsatisfactory, the supervisor must provide recommendations for improvement.
See Article 21 H 2 d.

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

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

TOPIC: APPROVAL OF CONTRACTS OF EMPLOYMENT OF ACADEMIC ADMINISTRATORS

SUBMITTED BY: Marion Boenheim, Vice President of Human Resources

RECOMMENDED BY: Marion Boenheim 

APPROVED BY: Robert Silverman 

Description/Background:

The board will consider approval of contracts of employment of academic administrators:

Project Activity Director—Title V Grants

Dean, Student Services

Dean, Academic Programs

Director, TRIO Programs

Director, Nursing

Executive Dean of Institutional Effectiveness

Director, EOPS/CARE

Need:

Fiscal Impact: Budgeted

Recommended Action: It is recommended that the Board of Trustees consider approval of contract of employment of academic administrators listed.

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES ___ NO ___

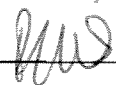
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: AFT AGREEMENT

SUBMITTED BY: AFT/Part-Time Faculty United

RECOMMENDED BY: Marion Boenheim 

APPROVED BY: Robert Silverman 

Description/Background:

The district and AFT have met and reached agreement concerning revision on the following issues:

- Article 13, Faculty Assignments: revises procedures for offering assignments.
- Article 4.10, Union Rights: revises compensation for designated bargaining unit members to accomplish union business
- Article 8.6, Catastrophic Leave: defines procedure for catastrophic leave.
- Definition of Parity (Appendix)

The agreements listed above have been ratified by the AFT Executive Committee on behalf of the association and are presented to the board for approval.

Need: Board approval of the agreements listed above is necessary to amend the contract with AFT.

Fiscal Impact: \$1,275 annually

Recommended Action: The district requests that the Board of Trustees approve the agreements as presented.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___

ARTICLE 13: Faculty Assignments

13.1 Section 87482.9 of the Education Code states that reemployment rights shall be a subject of negotiations between the District and the Bargaining Agent.

13.2 The District and AFT Part-Time Faculty United recognize that students benefit when well-qualified, effective faculty members continue to serve as instructors, librarians, and counselors at Victor Valley College. Toward that end, the following procedure is established to encourage and facilitate the retention of successful faculty members. The procedures in Sections 13.3 through 13.5 shall not apply for vacant positions that occur within twenty (20) calendar days preceding the first duty day for that assignment. All rights to assignments under this Article 13 shall be subject to and contingent upon the District's obligations with respect to full-time faculty load.

13.3 Eligibility for Priority Assignment

For each discipline, the Chief Instructional Officer or designee shall establish a Priority List of continuing part-time faculty members. To qualify for reemployment under the provisions of this Article, Unit Members shall meet all of the following requirements:

13.3.1 The Unit Member shall be qualified for the specific assignment in question.

13.3.2 The Unit Member shall have actively taught for Victor Valley Community College District for three (3) years and shall have taught for at least three (3) of the six (6) semesters within the three (3) academic years preceding the semester assignment in question. One of those semesters shall have been at least one of the two (2) semesters immediately preceding the semester assignment in question. The Unit Member shall have received two (2) consecutive overall evaluations completed either by the manager or a 75% rating by students with peer evaluations to be steadily instituted in compliance with Article 6) of "Satisfactory" or higher conducted by the Chief Instructional Officer or designee during the preceding three (3) academic years. If fewer than two (2) evaluations have been completed for the Unit Member during the three (3) years immediately preceding the semester in question, satisfactory or better student evaluations may be substituted for each faculty evaluation that was not performed in those years.

13.3.3 The Unit Member shall NOT have received any overall evaluation less than "Satisfactory" subsequent to the otherwise qualifying consecutive evaluations of "Satisfactory."

13.3.4 Within the preceding four (4) years, the Unit Member shall NOT, without good and sufficient cause, have failed to complete her or his acceptance agreement as per Section 13.5.

13.3.5 The Chief Human Resource Officer or designee shall send an updated adjunct priority hire list to the Chief Instructional Officer or designee by the end of the fall semester to be implemented the following academic year.

13.4 Discipline Priority Lists

13.4.1 The Chief Instructional Officer or designee shall establish for each discipline a Priority List of part-time faculty members who meet the requirements in 13.3.1 through 13.3.4 above and have satisfactory or higher consecutive evaluations for the previous three (3) academic years. Each discipline will have a Priority List and individuals may be listed on several Priority Lists. Each year, that Priority

List shall be updated no later than thirty (30) days following the close of the spring semester.

13.4.2 An individual adjunct faculty member's priority for assignment shall be determined by her/his total accumulated FTEF within a specific discipline. In cases where ties in priority of assignment need to be broken, the second criterion to be applied will be the adjunct faculty member's start date as a continuous adjunct faculty, an adjunct who had no assignment due to circumstances beyond his/her control for 18 months (see section 13.5.2), and an adjunct who received approval by the Chief Instructional Officer to decline all offered assignments for a period of twelve (12) months (see section 13.5.3) at the District. In case a tie for priority of assignment still exists among adjunct faculty after the above two (2) criteria have been applied, the tie shall be broken by lot.

13.4.2.1 When used in this Article, FTEF means Full Time Equivalent Faculty. One FTEF equals 1.00 or 100% per semester and may consist of lecture only, laboratory only, individualized instruction, or combination thereof. The following represents FTEF calculations rounded to the nearest thousandth:

- a. The FTEF for lecture is calculated by dividing the maximum total number of hours of the class for the semester as defined in the approved course outline by 270. For example, a course approved for 3 hours per week will have a maximum of 54 hours. The workload is 0.20 or $54/270 = 0.20$.
- b. The FTEF for individualized instruction is calculated by dividing the total number of hours of the class for the semester as defined in the approved course outline by 324. For example, a course approved for 3 hours per week will have a maximum of 54 hours. The workload is 0.20 or $54/324 = 0.167$.
- c. The FTEF for laboratory is calculated by dividing the total number of hours of the class for the semester as defined in the approved course outline by 378. For example, a course approved for 3 hours per week will have a maximum of 54 hours. The workload is 0.143 or $54/378 = 0.143$.
- d. The following is an example of calculation of workload for combined lecture and laboratory:

CHEM 202 (54 hours lecture, 108 hours lab). The workload is
 $\text{CHEM 202} = 0.486$ or $(\text{lec } 54/270 = 0.020) + (\text{lab } 108/378 = 0.286) = 0.486$.

- e. Non-credit FTEF is calculated by dividing the total number of hours of the class for the semester as defined in the approved course outline by 378.
- f. Non-instructional adjuncts (counselors, librarians, etc.): one FTEF equals 35 hours/week for a primary term semester (16 weeks).

FTEF credit will accumulate for any assignment the adjunct faculty member held at census.

13.4.2.2 Where an adjunct has been or is currently employed by the District in a capacity other than part-time teaching, only the time during which the adjunct was actively teaching part-time shall be counted in

determining accumulated FTEF. Full-time teaching units shall not count toward accumulated FTEF for purposes of this article, except an adjunct on a temporary full-time teaching assignment of no more than one year shall have 60% of such full-time teaching load counted in his/her accumulated FTEF.

13.4.3 Once the Priority Lists have been established as provided in 13.4.2 above, those part-time faculty members making such lists shall remain on the lists without having to re-qualify; except that a part-time faculty member may be removed as provided in 13.5.4, 13.5.5, and 13.5.6 below.

13.4.4 Within one week after contract faculty assignments have been made, the Chief Instructional Officer or designee shall provide via email a list of all available assignments to the adjuncts on the priority hire list. The adjuncts shall respond via email or written documentation within six working days, indicating their preference for assignments (up to the legal percentage limit of a full-time load). The CIO or designee shall respond within six working days, confirming the adjuncts' assignments.

13.4.5 Adjuncts shall proceed in the following order: (a) those on the Priority List, and (b) those on the Priority List in order of their accumulated FTEFs

13.5 Offers of Assignments

13.5.1 In the event the percentage of FTEF assignment of an adjunct faculty member who has qualified for priority of assignment rights must be reduced due to circumstances beyond his/her control (cancellation of a class(es), hiring of contract faculty, etc.) the affected faculty member shall have the right to maintain her/his current percentage of FTEF assignment. If the cancellation is made prior to the start of classes, adjunct faculty who had a reduction in assignment will be contacted by the appropriate manager and advised of the assignments from their approved list which are either available or being held by an adjunct faculty member with less or no priority of assignment status. The affected adjunct faculty member may then select an assignment within her/his approved list of assignments. The intended result of this selection shall be to displace the faculty member with the least priority of assignment or no priority of assignment. In the event the above reduction must be made after the first day of instruction, the affected adjunct member shall not displace other adjunct faculty members until the subsequent semester. The amount of FTEF the faculty is assigned shall be within the guidelines of the District and the California Education Code.

13.5.2 Adjunct faculty who are not given any assignment for circumstances beyond their control (course cancellations, hiring of contract faculty, etc.) will retain their accumulated FTEF for a period of eighteen (18) months. Adjunct faculty shall remain in contact with the appropriate manager during this time period so that they may be called back if conditions warrant.

- 13.5.3 Adjunct faculty who decline all offered assignments will retain their accumulated FTEF for a period of twelve (12) months, provided the reason for the declination of assignments was approved by the Chief Instructional Officer.
- 13.5.4 Adjunct faculty who voluntarily decline all offered assignments within a discipline, without approval of the Chief Instructional Officer, shall lose all priority of assignment rights.
- 13.5.5 Adjunct faculty members who have qualified for priority of assignment rights within a specific discipline may have their assignment terminated at any time as a result of reasons which are delineated in the California Statutes, and District Policies and Procedures. The reason(s) shall be provided in writing. Termination per this Section of the Article shall comply with the provisions of Article 18.
- 13.5.6 Adjunct faculty members who have qualified for priority of assignment rights within a specific discipline and who after such qualification receive an overall unsatisfactory evaluation will be removed from the priority hire list and shall be encouraged to improve in the area(s) of unsatisfactory rating. Should a unit member be removed from the list because of overall unsatisfactory evaluations, she/he may be reinstated after she/he has received two consecutive overall evaluations of satisfactory or above.
- 13.5.7 The vice president of Instruction or designee shall retain the right to assign Unit Members not on the Priority List or prospective Unit Members to meet new and/or emerging instructional or programmatic needs for the assignments(s). For the purposes of this section, "new and/or emerging instructional or programmatic needs" shall mean:
- 13.5.7.1 An assignment or course which has not previously been offered at Victor Valley College and for which no Priority List exists or for which no individuals possess the Chancellor's Office minimum qualifications;
 - 13.5.7.2 An assignment or course for which there are emerging trends or required specialized knowledge in subject matter or methodology and no Unit Member on the Priority List possesses the Chancellor's Office minimum qualifications.
- 13.5.8 Adjunct faculty members who have not qualified for priority of assignment rights within a specific discipline shall have no re-employment rights within that discipline.

13.6 Equal Access to Assignments

Unit Members who are qualified for an assignment shall not be denied that assignment based upon their status as a part-time faculty member, subject to the District's obligations with respect to full-time faculty load.

13.7 Schedule of Classes

When feasible, the Unit Member's name shall be published in the Schedule of Classes for all of the Unit Member's teaching assignments. If an assignment is made after the

Schedule of Classes is published, the Unit Member's name will be added to the Schedule of Classes on the college Website as each periodic update is made.

13.8 Unit Members may apply and shall be considered for any new or vacant full-time faculty position in accordance with established District hiring policies and procedures.

13.8.1 A bargaining unit member's application packet for an advertised full-time Academic position will be forwarded to the screening committee provided he or she meets the following requirements:

13.8.1.1 The advertised minimum qualifications for the position.

13.8.1.2 Completion of all the required application procedures

13.8.1 For each advertised full-time Academic position, the District will provide Part-time Faculty United, upon completion of the hiring process, with the number of applicants meeting the minimum qualifications, the number of bargaining unit members who applied and the number of bargaining unit members interviewed by the Screening Committee, providing members of the part-time faculty identify themselves.

13.8.2 Vacant full-time positions will be posted on the District website. Part-Time Faculty United, will be notified in writing, or by email, of all full-time vacancies within fifteen (15) days of the decision to open a position for hire.

13.8.3_When a position is being filled on an interim basis to allow for full and open recruitment, a Unit Member may be appointed to fill the position on a temporary basis [Title 5, Sec. 53021(b)(1)]. "Where in-house or promotional only recruitment is permitted, the district shall comply with its established hiring procedures and all district employees shall be afforded the opportunity to apply and demonstrate that they are qualified." [Title 5, Sec. 53021(b)(3)].

13.9 A parallel process for Article 13 will exist within Student Services for employing part-time faculty.

TENTATIVE AGREEMENT

- 4.10 In satisfaction of the requirements of Chapter 10.7 of Division 4 of Title 1 of the Government Code, during the regular semesters, the District shall provide a cumulative total of 475 hours of compensation for the spring and fall 2008 semesters and 500 hours of compensation for the spring and fall 2009 semesters and subsequent semesters to such Unit Members as may be designated by the Union for purposes of meeting and negotiation and the processing of grievances. Such Unit Members shall be compensated at their appropriate hourly rate on the part-time faculty schedule. Such compensation shall be considered as payment for professional ancillary activities and shall not be used for purposes of calculating eligibility for contract or regular status under the "sixty percent law." (Education Code Sec. 87482.5(c).) Not later than the first day of each semester, AFT Part-Time Faculty United will provide the Office of Human Resources with a list of such designated Unit Members and the number of hours of compensation awarded to each pursuant to this section. AFT Part-Time Faculty United shall promptly notify the District should subsequent changes be necessary. No reassigned time shall be granted. If an AFT Part-Time Faculty United designated representative must miss a class due to union business, the representative shall contact the appropriate dean so that every effort can be made to avoid a class cancellation.

8.6 Catastrophic Leave

This program allows a part-time faculty member to donate accrued sick leave to support a colleague who has exhausted his or her paid leave due to a catastrophic illness.

8.6.1 Definitions

- 8.6.1.1 Catastrophic illness: A serious illness or injury that is expected to incapacitate the employee for an extended period of time or that incapacitates a member of the employee's family and is substantiated by a health care provider.
- 8.6.1.2 Eligible Family Member: An employee's spouse, registered domestic partner, parent, child, sibling, grandparent or grandchild; in-laws and step-relatives in these relationships; or any other person in the employee's household for whom there is a personal obligation.

8.6.2 Policy

- 8.6.2.1 Catastrophic Leave Bank – Establishment: A Catastrophic Leave Bank is hereby established and is to be maintained by the District.
- 8.6.2.2 Eligibility – General: Any part-time faculty member who accrues sick leave may act as a donor or a recipient during the regular term (fall or spring), providing no categorical fund sources are utilized.
- 8.6.2.3 Eligibility – Recipients: The recipient must be on an approved leave without pay for the period to be covered by the donations which will not exceed the end of the current contract, i.e., fall or spring term for which employed. The recipient must exhaust all paid sick leave before using donations and must request donations in writing on a form approved by the District and the Union and submitted to Human Resources.
- 8.6.2.4 Approvals: A request for catastrophic leave requires the approval of Human Resources.
- 8.6.2.5 Making Donations. Providing that part-time faculty members have accrued at least 13 hours of sick leave, they may volunteer to donate sick leave. The donation may be for deposit into the Catastrophic Leave Bank. The donation must be four (+) hours or more, in whole hour increments, and 9 hours of sick leave must be retained in the donor's leave account. The donor may not revoke the donation. Leave donated and not used by the requesting member will be banked for future unit members.

- 8.6.2.6 Receiving Donations. Sick leave is transferred hour for hour, regardless of differing pay scales. For each pay period, the recipient uses his or her own accruals from the prior pay period, and then the number of donated hours needed to equal his or her pre-leave percent of time. No one person may use more than one-half of the leave available in the Catastrophic Leave Bank.

- 8.6.2.7 Confidentiality. Information about the nature of the illness may be communicated to potential donors to the extent authorized by the employee. Information about a donor shall not be disclosed except by the donor.

TENTATIVE AGREEMENT
January 31, 2008

Parity Definition

The full-time salary schedule shall be the basis of calculating parity for the adjunct faculty. The agreed percentage for parity is 75% and includes class meeting hours, class preparation hours, and assessment hours.

Calculating parity:

Parity is calculated by taking the annual rate of the average of the first four columns of Step Five of the fulltime faculty schedule, and dividing it by 525 and multiplying by 75% to find the hourly rate of the adjunct faculty member.

Parity Goal

The parties agree that our goal is to achieve parity from the date of ratification of this article so that 75% will be calculated according to the average of the first four columns of Step Five of the full-time salary schedule.

Should the state parity monies increase and the District budget is fiscally sound, the additional funds will be used to increase part-time faculty salaries beyond what is already stipulated in the current adjunct faculty contract.

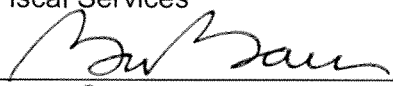
Should the District receive additional funding through initiatives such as Proposition 92, a significant portion of those funds shall be applied to achieve parity for part-time faculty members.


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

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

TOPIC: MONTHLY FINANCIAL REPORTS

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

Financial reports are being presented for the period ending January 31, 2008 for the General Fund (01), Debt Service Payment Fund (29), Capital Outlay Projects Fund (71), Child Development Center Fund (72), Student Center Fee Fund (73), Insurance Trust Fund (75), Health Trust Fund (78), ASB, Auxiliary Services, Bookstore and Federal Grant Funds.

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

Need: N/A

Fiscal Impact: N/A

Recommended Action:

This is an information only item.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
GENERAL FUND - FUND 01
As of 1/31/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 3,812,886			
Revenues				
Federal	\$ 4,364,613	\$ 673,353	\$ 3,691,260	84.57%
State	\$ 40,267,229	\$ 27,587,369	\$ 12,679,860	31.49%
Local	\$ 12,245,842	\$ 7,936,833	\$ 4,309,009	35.19%
Transfers In	\$ 4,800,000	\$ -	\$ 4,800,000	0.00%
Total Revenues	<u>\$ 61,677,684</u>	<u>\$ 36,197,555</u>	<u>\$ 25,480,129</u>	41.31%
Expenditures				
Academic Salaries	\$ 25,209,164	\$ 11,294,047	\$ 13,915,117	55.20%
Classified Salaries	\$ 13,914,742	\$ 7,740,310	\$ 6,174,432	44.37%
Benefits	\$ 8,784,949	\$ 4,632,360	\$ 4,152,589	47.27%
Supplies	\$ 2,026,404	\$ 703,858	\$ 1,322,546	65.27%
Operating Expenses	\$ 7,780,680	\$ 3,732,906	\$ 4,047,774	52.02%
Capital Outlay	\$ 2,202,518	\$ 1,065,762	\$ 1,136,756	51.61%
Transfers, Grants, Contingency	\$ 839,239	\$ 281,335	\$ 557,904	66.48%
Debt Service Retirement/Interest	\$ 2,900,000	\$ 1,396,963	\$ 1,503,037	
Total Expenditures	<u>\$ 63,657,696</u>	<u>\$ 30,847,541</u>	<u>\$ 32,810,155</u>	51.54%
 Excess Revenues/(Expenditures)	 \$ (1,980,012)	 \$ 5,350,014		
 Month Ending Fund Balance 1/31/08		 \$ 9,162,900		
 Projected Ending Fund Balance	 \$ 1,832,874			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
DEBT SERVICE PAYMENT - FUND 29
As of 1/31/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 40,660,929			
<u>Revenues</u>				
Local Revenues	\$ 1,017,040	\$ 1,525,626	\$ (508,586)	-50.01%
Transfers In		\$ -	\$ -	
<u>Total Revenues</u>	<u>\$ 1,017,040</u>	<u>\$ 1,525,626</u>	<u>\$ (508,586)</u>	-50.01%
<u>Expenditures</u>				
Debt Service Payments	\$ 10,800,000	\$ 3,169,081	\$ 7,630,919	70.66%
<u>Total Expenditures</u>	<u>\$ 10,800,000</u>	<u>\$ 3,169,081</u>	<u>\$ 7,630,919</u>	
Net Change in Fund Balance	\$ (9,782,960)	\$ (1,643,455)		
Month Ending Fund Balance 1/31/08		\$ 39,017,474		
Projected Ending Fund Balance	\$ 30,877,969			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
CAPITAL OUTLAY PROJECTS - FUND 71
As of 1/31/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 2,391,958			
<u>Revenues</u>				
State	\$ 14,434,814	\$ 3,163,387	\$ 11,271,427	78.09%
Interest Income	\$ 25,000	\$ 58,544	\$ (33,544)	-134.18%
Redevelopment	\$ 916,000	\$ 1,247,968	\$ (331,968)	-36.24%
Miscellaneous Income	\$ -	\$ 234,714	\$ (234,714)	
Transfers In	\$ 6,000,000	\$ 3,500,000	\$ 2,500,000	41.67%
<u>Total Revenues</u>	\$ 21,375,814	\$ 8,204,613	\$ 13,171,201	61.62%
<u>Expenditures</u>				
Contracts	\$ 58,000	\$ 6,995	\$ 51,005	
Sites	\$ -	\$ -	\$ -	0.00%
Buildings-New & Remodel	\$ 21,229,314	\$ 10,286,765	\$ 10,942,549	51.54%
Equipment	\$ 32,000	\$ 9,610	\$ 22,390	
Transfers/Grants/Contingency	\$ 56,500	\$ 56,494	\$ 6	0.00%
<u>Total Expenditures</u>	\$ 21,319,314	\$ 10,303,370	\$ 11,015,944	51.67%
 Net Change in Fund Balance	 \$ 56,500	 \$ (2,155,251)		
Month Ending Fund Balance 1/31/08		\$ 236,707		
Projected Ending Funding Balance	\$ 2,448,458			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
CHILD DEVELOPMENT CENTER - FUND 72
As of 1/31/08

	Annual Budget	YTD Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 353,863			
Revenues				
Federal	\$ 244,216	\$ 89,759	\$ 154,457	63.25%
State	\$ 811,066	\$ 373,278	\$ 437,788	53.98%
Local	\$ 110,015	\$ 31,467	\$ 78,548	71.40%
Transfers In	\$ -	\$ -	\$ -	
Total Revenues	\$ 1,165,297	\$ 494,504	\$ 670,793	57.56%
Expenditures				
Academic Salaries	\$ 662,481	\$ 276,034	\$ 386,447	58.33%
Classified Salaries	\$ 346,398	\$ 133,644	\$ 212,754	61.42%
Benefits	\$ 231,532	\$ 128,771	\$ 102,761	44.38%
Instructional Supplies	\$ 49,200	\$ 17,335	\$ 31,865	64.77%
Operating Expenses	\$ 87,210	\$ 68,732	\$ 18,478	21.19%
Equipment	\$ 22,800	\$ 22,785	\$ 15	0.07%
Reserve/Contingencies	\$ -	\$ -	\$ -	0.00%
Total Expenditures	\$ 1,399,621	\$ 647,301	\$ 752,320	53.75%
 Net Change in Fund Balance	 \$ (234,324)	 \$ (152,797)		
Month Ending Fund Balance 1/31/08		\$ 201,066		

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
STUDENT CENTER FEE - FUND 73
As of 1/31/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 8,170			
<u>Revenues</u>	\$ 101,000	\$ 41,906	\$ 59,094	58.51%
<u>Expenditures</u>				
Transfers Out	\$ 101,000	\$ 34,201	\$ 66,799	66.14%
Net Change in Fund Balance	\$ -	\$ 7,705		
Month Ending Fund Balance 1/31/08		\$ 15,875		

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
HEALTH TRUST FUND - FUND 75
As of 1/31/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 19,313			
<u>Revenues</u>				
Interest Income	\$ 200	\$ 431	\$ (231)	-115.50%
Transfers In	\$ 15,800	\$ 440	\$ 15,360	0.00%
<u>Total Revenues</u>	<u>\$ 16,000</u>	<u>\$ 871</u>	<u>\$ 15,129</u>	94.56%
<u>Expenditures</u>				
Reserve For Contingencies	\$ 16,000	\$ -	\$ 16,000	100.00%
<u>Total Expenditures</u>	<u>\$ 16,000</u>	<u>\$ -</u>	<u>\$ 16,000</u>	
Net Change in Fund Balance	\$ -	\$ 871		
Month Ending Fund Balance 1/31/08		\$ 20,184		
Projected Ending Fund Balance	\$ 19,313			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
SELF INSURANCE TRUST - FUND 78
As of 1/31/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 205,497			
<u>Revenues</u>				
Interest Income	\$ 6,900	\$ 7,206	\$ (306)	-4.43%
Miscellaneous Income	\$ -	\$ -	\$ -	
Transfers In	\$ -	\$ -	\$ -	
Total Revenues	\$ 6,900	\$ 7,206	\$ (306)	81.91%
<u>Expenditures</u>				
Supplies	\$ -	\$ -	\$ -	
Travel	\$ -	\$ 4,027	\$ (4,027)	
Contracted Services	\$ 80,000	\$ 14,469	\$ 65,531	81.91%
New Equipment	\$ -	\$ -	\$ -	0.00%
Reserve for Contingencies	\$ -	\$ -	\$ -	
Total Expenditures	\$ 80,000	\$ 18,496	\$ 61,504	76.88%
 Net Change in Fund Balance	 \$ (73,100)	 \$ (11,290)		
Month Ending Fund Balance 1/31/08		\$ 194,207		
Projected Ending Fund Balance	\$ 132,397			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
RAMS BOOKSTORE
As of 1/31/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 957,874			
<u>Revenues</u>	\$ 3,819,000	\$ 2,479,467	\$ 1,339,533	35.08%
Less: Cost of Goods Sold	\$ 2,940,000	\$ 1,938,412	\$ 1,001,588	
Gross Margin from Local Revenues	\$ 879,000	\$ 541,055		
Total Other Income		\$ 7,773		
<u>Total Revenues</u>		\$ 548,828		
<u>Expenditures</u>	\$ 879,000	\$ 477,484		
Estimated labor to be invoiced		\$ 51,500		
<u>Total Expenditures</u>	\$ 787,000	\$ 528,984	\$ 258,016	32.78%
Revenues/(Expenditures)	\$92,000	\$ 19,844		
Month Ending Fund Balance 1/31/08		\$ 977,718		
Projected Ending Fund Balance	\$ 1,049,874			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
AUXILIARY SERVICES
As of 1/31/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 166,492			
<u>Revenues</u>	\$ 481,000	\$ 239,874	\$ 216,554	45.02%
Estimated "Due From" District		\$ 24,572		
<u>Total Revenues</u>		<u>\$ 264,446</u>		
<u>Expenditures</u>				
Estimated Labor to be invoiced "Due To" District	\$ 481,000	\$ 202,149	\$ 250,851	52.15%
<u>Total Expenditures</u>		<u>\$ 28,000</u>		
		\$ 230,149		
Revenues/(Expenditures)	\$ -	\$ 34,297		
Month Ending Fund Balance 1/31/08		\$ 200,789		
Projected Ending Fund Balance	\$ 166,492			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
ASB FUND
As of 1/31/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 118,908			
<u>Revenues</u>	\$160,000	\$68,691	\$91,309	57.07%
Estimated amount "Due From" District		<u>\$31,159</u>		
<u>Total Revenues</u>		\$99,850		
<u>Expenditures</u>	\$160,000	\$79,071	\$80,929	50.58%
<u>Total Expenditures</u>		\$0	\$20,779	
Revenues/(Expenditures)	\$ -	\$ 20,779		
Month Ending Fund Balance 1/31/08		\$ 139,687		
Projected Ending Fund Balance	\$ 118,908			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
FEDERAL/STATE GRANT FUNDS
As of 1/31/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 65,911			
<u>Revenues</u>				
PELL	\$ 10,035,212	\$ 4,044,069	\$ 5,991,143	0.00%
SEOG	310,138	126,687	183,451	7.40%
Direct Loan	423,417	1,999,853	-1,576,436	0.00%
Cal Grant	742,062	866,058	-123,996	0.00%
CARE	103,595	123,000	-19,405	0.00%
TRIO	30,000	0	30,000	87.21%
EOPS	8,800	0	8,800	0.00%
ACG	0	24,100	-24,100	
<u>Total Revenues</u>	\$ 11,653,224	\$ 7,183,767	\$ 4,469,457	0.20%
<u>Expenditures</u>				
PELL	\$ 10,035,212	\$ 4,042,019	\$ 5,993,193	0.00%
SEOG	310,138	126,521	183,617	8.11%
Direct Loan	423,417	1,999,853	-1,576,436	0.00%
Cal Grant	742,062	438,059	304,003	1.02%
CARE	103,595	57,750	45,845	21.76%
TRIO	30,000	0	30,000	100.00%
EOPS	8,800	0	8,800	100.00%
ACG	0	26,150	-26,150	
Bank Charges	0	0	0	
Origination Fee	0	0	0	
<u>Total Expenditures</u>	\$ 11,653,224	\$ 6,690,352	\$ 4,962,872	0.81%
 Net Change in Fund Balance	 \$ -	 \$ 493,415		
Month Ending Fund Balance 1/31/08		\$ 559,326		
Projected Ending Fund Balance	\$ 65,911			

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

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

TOPIC: EMERITUS STATUS

SUBMITTED BY: Marion Boenheim, Vice President of Human Resources

RECOMMENDED BY: Marion Boenheim [Signature]

APPROVED BY: Robert Silverman [Signature]

Description/Background:

Emeritus status has been requested and approved for the following academic retiree and the appropriate departments have been notified to take the necessary actions to provide the emeritus status benefits.

Louis Shahin

Need:

Fiscal Impact:

Recommended Action: Emeritus status is presented as an informational item; no board action is necessary.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES ___ NO X

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

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

TOPIC: ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES (ACCJC) PROGRESS REPORT

SUBMITTED BY: College Council

RECOMMENDED BY: Virginia Moran 

APPROVED BY: Robert Silverman 

Description/Background:

The attached report due to the commission March 15, 2008, provides an update to progress made on ACCJC recommendations and additional Commission concerns specified.

1. Environment for Empowerment
2. Governance Structures
3. Improving Institutional Effectiveness
4. Financial Resources
5. Purpose/Function of Campus Committees
6. Campus Climate
7. Evaluation of Leadership Roles

Need:

Compliance with mandated requirements of ACCJC accreditation.

Fiscal Impact: None

Recommended Action:

This item is provided for board information.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X ___ NO ___