



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

Date: June 10, 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 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) CONFERENCE WITH LEGAL COUNSEL -- EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)

Gloria G. Henderson v. Victor Valley Community College - Board of Trustees; Nick Halisky; Bettye Underhill, Case No. VCVVS 030263

- b) PUBLIC EMPLOYEE PERFORMANCE EVALUATION--Government Code section 54957

Superintendent/President (Board Policy #2435)

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**

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

PUBLIC COMMENTS RELATED TO AGENDA ITEMS

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

4. SUPERINTENDENT/PRESIDENT'S REPORT

- **Faculty Senate**

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 May 13, 2008 regular Board meeting
- 5.2 Revised – Child Development Parent Handbook
Approval of the Child Development Center Parent Handbook to include updates and revisions throughout the handbook. Fiscal Impact: None
- 5.3 Contract Education Services – Maricos Las Plebes
Ratification of the agreement between Victor Valley Community College District and Maricos Las Plebes to obtain a food handlers certification card. The period of this agreement is from May 9, 2008 through May 9, 2009. Fiscal Impact: \$90.00 to the District.
- 5.4 Contract Education Services – Albertos Mexican Food
Ratification of the agreement between Victor Valley Community College District and Albertos Mexican Food to obtain a food handlers certification card. The period of this agreement is from April 17, 2008 through April 17, 2009. Fiscal Impact: \$300.00 to the District.
- 5.5 Contract Education Services – Terry Rowen
Ratification of the agreement between Victor Valley Community College District and Terry Rowen to provide classes on medical insurance billing. The period of this agreement is from July 1, 2008 through December 31, 2008. Fiscal Impact: \$12,000.00 to the District.
- 5.6 Contract Education Services – Coast Traffic School
Ratification of the agreement between Victor Valley Community College District and Coast Traffic School to provide court referral students a course on concepts of traffic safety. The period of this agreement is from June 14, 2008 through December 13, 2008. Fiscal Impact: \$4,000.00 to the District.
- 5.7 Contract Education Services – Voices For All
Approval of the agreement between Victor Valley Community College District and Voices for All to provide an introduction course on becoming a professional voiceover artist. The period of this agreement is from August 25, 2008 through December 13, 2008. Fiscal Impact: \$600.00 to the District.

- 5.8 Contract Education Services – Cardenas Mexican Market
Ratification of the agreement between Victor Valley Community College District and Los Domingos Restaurant to obtain a food handlers certification card from April 29, 2008 through April 28, 2009. Fiscal Impact: \$300.00 to the District.
- 5.9 Contract Education Services – Notary Public Seminars
Approval of the agreement between Victor Valley Community College District and Notary Public Seminars for a Notary Public workshop, Certified Loan Signing Agent workshop, and Child Visitation Monitor workshop from July 1, 2008 through December 12, 2008. Fiscal Impact: \$8,000.00 to the District.
- 5.10 Agreement – Independent Contractor
Ratification of the independent contractor agreement between Victor Valley Community College District and Susan Quattrociocchi to provide presentations to middle school and Upwardbound students in career exploration April 26, 2008. Fiscal Impact: VTEA Fund, not to exceed \$3,500.00 including all related expenses.
- 5.11 Agreement – Medical Director for the Paramedic Academy
Ratification of an agreement between Dr. Stroh to serve as the Medical Director for the Victor Valley Community College District Paramedic Program from May 1, 2008 through June 30, 2009. May 1, 2008 through August 26, 2008 is an emergency appointment because the previous Medical Director, Dr. Roger Toop unexpectedly passed away. Fiscal Impact: Fiscal Year – 07/08 - \$1,500.00 Emergency Appointment – Budgeted
Fiscal Year 08/09 - \$5,000.00 budgeted annually
- 5.12 Agreement – Adele Turner McClain
Ratification of the independent contractor agreement between Victor Valley Community College District and Adele Turner McClain to provide high school site coordinator for the Bridge Program. Dates of service: June 2-June 10, 2008 Fiscal Impact: Title V Co-operative Grant, budgeted item not to exceed \$1,200.00.
- 5.13 Amendment to Previous Action: Change Order – Champion Electric – Speech/Drama Addition
Approval of the amendment to the change order with Champion Electric in the amount of \$4,000.00. Fiscal Impact: \$4,000.00 – budgeted item.
- 5.14 Amendment to Previous Action: Change Order – Dan Worley Plumbing – Speech/Drama Addition
Approval of the amendment to the change order with Dan Worley Plumbing in the amount of \$8,354.03. Fiscal Impact: \$8,354.03 – budgeted item.
- 5.15 Amendment to Previous Action: Change Order – Daart Engineering – Speech/Drama Addition
Approval of the amendment to the change order with Daart Engineering in the amount of \$509.32. Fiscal Impact: \$509.32 - budgeted item.
- 5.16 Notice of Completion – Speech/Drama Addition
Approval of the Notice of Completion for the Speech/Drama addition project. Fiscal Impact: None
- 5.17 Notices of Completion – Spencer/Hoskins Associates
Approval of the Notice of Completion for the Spencer/Hoskins Associates, the architects for the Advanced Technology Center and Speech/Drama Addition projects. Fiscal Impact: None

- 5.18 Notices of Completion – Cal K-12 Construction Management
Approval of the Notice of Completion Cal K-12, for the Advanced Technology Center and Speech/Drama Addition projects. Fiscal Impact: None
- 5.19 Agreement – Frick, Frick & Jette
Ratification of the agreement with Frick, Frick, and Jette to provide architectural services for preliminary planning of a One-Stop/Welcome Center. Fiscal Impact: \$10,590.00 – Fund 71.
- 5.20 Agreement – Galaxy Moving Company, LLC
Ratification of the agreement with Galaxy Moving Company, LLC to move the football lockers, office furniture and other various items stored in the Auxiliary Gymnasium to prepare it for demolition. Fiscal Impact: \$4,080.00 – Fund 71.
- 5.21 Agreement – Independent Contractor - Tayari Kuanda
Ratification of Independent Contractor Agreement with Tayari Kuanda to assist in the development and implementation of curriculum for the Career Pathways for 7th and 8th grade career development. Fiscal Impact: Career Pathways Grant, budgeted item, not to exceed \$1,500.00
- 5.22 Agreements – Independent Contractor – Robert Hampton
Ratification of the agreement with Robert Hampton to provide a motivational presentation to Upward Bound Participants during their orientation. Fiscal Impact: Upward Bound Program, budgeted item, not to exceed \$150.00.
- 5.23 Deletion of Management Positions
Approval to delete the positions of Coordinator, Administrative Services and Director of Computer Info Resources, effective July 1, 2008. Fiscal Impact: Savings of \$4,652 to \$5,938 per month for the Coordinator of Administrative Services.
- 5.24 New Classified Position and Job Description – Lead Systems Programmer/Analyst
Approval of the new job description and placement on the classified salary schedule. Fiscal Impact: \$5515/month
- 5.25 New Board Policy #3505, Campus Disaster Preparedness and Safety/Emergency Plan – Second Reading
Adoption of the Board Policy #3505 Campus Disaster Preparedness and Safety/Emergency Plan. Fiscal Impact: None
- 5.26 New Board Policy #3570 – District Smoking Policy – Second Reading
Adoption of the Board Policy #3570, District Smoking Policy. Fiscal Impact: None
- 5.27 Ratification of Academic Equivalency Requests – Child Development
Ratification of the academic equivalency request for Heidi Street, Child Development
Fiscal Impact: None
- 5.28 Board of Trustees Payments Report
Approval of Board of Trustees Payments Report. Fiscal Impact: None
- 5.29 Designation of Newspaper for 2008-09 District Budget Public Hearing
Approval to designate the Victor Valley *Daily Press* as the newspaper in which to publish the proposed budget inspection dates as September 2-8, 2008, and public hearing date as September 9, 2008. Fiscal Impact: None

- 5.30 Board of Trustees Budget Transfer Request Report
Approval of the Board of Trustees budget transfers. Fiscal Impact: None
- 5.31 Authorized Electronic Signature Key Users
Approval of Mary Pringle and Josanna Orta as authorized signature key users for the period of July 1, 2008 through June 30, 2009. Fiscal Impact: None
- 5.32 Authorized Signatories
Approval of the signatures of Robert M. Silverman, Mary Pringle and Allan Kurki to represent the board in the listed cases for fiscal year 2008-2009 per Education Code 72282.
- 5.33 Rescind – Board Delegated Authorized Signatory
Approval to rescind signature authority for Marianne Tortorici, Marion Boenheim and Lael Willingham, effective July 1, 2008.
- 5.34 Agreement – Addendum #1 – Best Net
Approval to addend the Best Net Consortium agreement #03/04-0201 which supports the collaborative efforts to house our live student system information on the Best Net systems as an off site, optional disaster recovery service for the district. Fiscal Impact: None
- 5.35 Agreement – Embee Technologies
Ratification of the agreement with Embee Technologies to upgrade the core switch and replace the voice gateway for the old call manager phone system, to facilitate bandwidth issues and future technological needs with the addition of the phone lines for the Advanced Technology Center. Fiscal Impact: \$12,712.87 – Redevelopment Fund 71
- 5.36 Agreement – gkkworks/CCS Group
Ratification of the agreement with gkkworks/CCS Group to prepare an Education and Facilities Master Plan Amendment to further incorporate future plans for a West-side Center. Fiscal Impact: \$63,000.00.
- 5.37 Foundation Donations
Acceptance of donations as college property from the Victor Valley District Foundation for a total amount of \$28,906.87.
- 5.38 New Management Position and Job Description – Director, Management Information Systems
Approval of the revised job description. Fiscal Impact: None

6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda.

10. ADMINISTRATIVE SERVICES

- 10.1 Approval Amended Educational Master Plan YES ___ NO ___
Approval of the amended updated Educational Master Plan. The amendment provides for the establishment of an East Side and a West Side Center, each providing programs indentified in the original Educational Master Plan as meeting demands for future employment opportunities. The proposed locations are more accessible to the people residing in the College's service areas wherein population growth has been explosive.

- 10.2 Approval of Five-Year Facilities Plan YES ___ NO ___
Approval of the Five-Year Facilities Plan. Fiscal Impact: None
- 10.3 Bid Award – Seismic Replacement Gymnasium YES ___ NO ___
Approval to award the bid for the Signal Systems Wiring package for the Seismic Replacement Gymnasium to Apple Valley Communications. Fiscal Impact: \$73,299.00 – Fund 71 expenditure (This project is partially state funded and a portion of this may be reimbursable through the state. Any portion not reimbursable has been previously budgeted.)
- 10.4 Increase Contract Amount – Cal K-12 Construction Management – Seismic Replacement Auxiliary Gymnasium YES ___ NO ___
Approval to increase the contract with Cal K-12 Construction Management in the amount of \$163,989.07. Fiscal Impact: \$163,898.07 – Fund 71. (This project is partially state funded and a portion of this may be reimbursable through the state. Any portion not reimbursable has been previously budgeted.)
- 10.5 Increase Contract Amount – Spencer/Hoskins Associates – Seismic Replacement Auxiliary Gymnasium YES ___ NO ___
Approval to increase the contract with Spencer/Hoskins Associates in the amount of \$182,721.04. Fiscal Impact: \$182,721.04 – Fund 71. (This project is partially state funded and a portion of this may be reimbursable through the state. Any portion not reimbursable has been previously budgeted.)
- 10.6 2008-09 Tentative Budget YES ___ NO ___
Approval of the 2008-2009 tentative General Operating Budget. Fiscal Impact: Revenues and expenditures are projected based on current information and will probably change by the time the final budget adoption in September. The philosophy of the budget development process includes input through the shared governance process, developing a balanced budget and meeting required unfunded liabilities.
- 10.7 Temporary Loan Request YES ___ NO ___
Approve a resolution of a temporary loan to provide cash flow to the district until the Governor's Budget is approved. Fiscal Impact: Possible loss of interest income. Any interest costs for the loan will be netted against interest income earned for the District in the County Treasury. Any funds will be paid back when April 2009 property taxes come in.
- 10.8 Memo of Understanding – Azusa Pacific University (APU) YES ___ NO ___
Approval of the Memo of Understanding – Azusa Pacific University to rent 11 modular units located in the Humanities Complex, Building 80. Contract period is from July 1 2008 – June 30, 2010. Fiscal Impact: Revenue to the district in the amount of \$171,072.00 per year for base rent and expected parking revenue of \$20,000.00 per year.
- 10.9 Agreement Renewal – Novell Inc. YES ___ NO ___
Approval of the renewal of the annual agreement with Novell Inc. for software maintenance and site licensing through June 30, 2009. Fiscal Impact: Budgeted item, not to exceed \$108,396.32.

- 10.10 Agreement/Resolution – Keenan & Associates: Futuris Public Entity Investment Trust Program YES ___ NO ___
Approval of the agreement and resolution with Keenan & Associates to assist the district with the establishment and maintenance of a trust of investment of funds to be used for the provision of retiree health welfare benefits. Fiscal Impact: None. Fees will be paid directly from the trust.

11. HUMAN RESOURCES

- 11.1 Management Appointment – E. Paul Williams, Dean of Instruction, Humanities & Arts YES ___ NO ___
Approval of the management appointment for the Dean of Instruction, Humanities & Arts. Fiscal Impact: Range 20 on the Management Salary Schedule. \$9,479/month plus benefits

- 11.2 Agreement, Professional Personnel Leasing (PPL) YES ___ NO ___
Approval of the agreement with PPL to employ Dr. Allan Kurki as the interim Deputy Superintendent/President, Executive Vice President, Instruction, effective June 11, 2008 through June 30, 2009. Fiscal Impact: \$1,855/month

- 11.3 Management, Interim Appointment, Deputy Superintendent/Executive Vice President, Instruction YES ___ NO ___
Approval of the appointment of Allan Kurki for the position interim Deputy Superintendent/President, Executive Vice President, Instruction, effective June 11, 2008 through June 30, 2009. Fiscal Impact: Budgeted

12. INFORMATION/DISCUSSION

- 12.1 Monthly Financial Reports
Submitted as an informational item.
- 12.2 Distinguished Service – Patricia Barnett, Vira Embrey, and Mary Martin
Submitted as an informational item.
- 12.3 Emeritus Status – Duane Buckles, Juanita A. Chou, and Thomas Faro
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

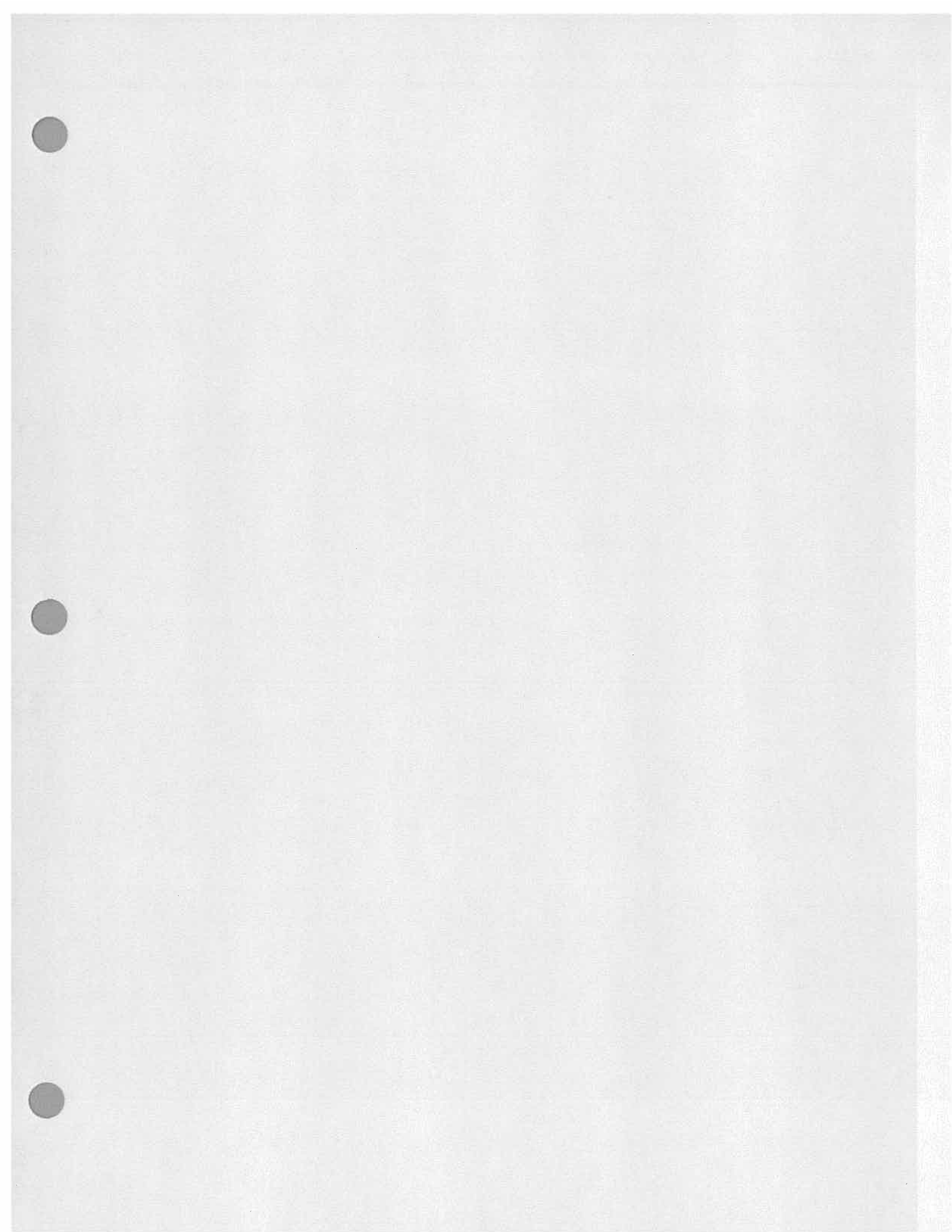
PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS

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 REGULAR MEETING OF THE BOARD OF TRUSTEES MINUTES

Date: May 13, 2008

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

CALL TO ORDER

6 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on May 13, 2008 in the Board Room of the Administration building. Mr. Range, Board President called the meeting to order at 6:05 p.m.

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

MANAGEMENT PRESENT: Dr. Robert Silverman, Superintendent/President, Marianne Tortorici, Deputy Superintendent/Executive Vice President, Instruction; and Annette McComas (Recorder)

PLEDGE OF ALLEGIANCE

Mary Pringle led the Pledge of Allegiance to the Flag.

Mr. Nelson announced that Item 10.4 is an informational and will not require an action. Representatives from Keenan & Associates are available for any questions that the board may have. Item 5.29, bid package 21 is pulled.

Mr. Nelson announced that the budget workshop has been postponed until firm financial data is received as the result of the May 15 revise. A special board meeting will be called in two weeks.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS: None

4. SUPERINTENDENT/PRESIDENT'S REPORT

Dr. Silverman provided an update on where we are in relation to the bond. A community survey has been completed and a representative from EMC Research is available to answer any questions. If the decision to go forward with a bond, a bond package will be necessary. We are currently working on a update of the facilities and educational master plan which will hopefully will be presented in June for your approval.

Molly O'Shaughnessy with EMC Research provided an overview on the community survey that they recently conducted. The support as tested was solid within the range of what they want to see for a successful bond measure.

As a second part of the Superintendent/President's report, Shaun Blaylock with gkkworks/CCS Group was available via telephone to provided a brief report on the development of the educational and facilities master plan for the district focusing on a Westside Center.

- **Faculty Senate**
No report

PUBLIC COMMENTS RELATED TO AGENDA ITEMS: Margaret Kagy

5. CONSENT AGENDA

It was MSC (Valles/Underhill, 5-0) to approve the consent items in one motion with item 5.26 pulled for separate discussion and item 5.29 Bid package #21 pulled.

5.1 Approval of the minutes of the April 8, 2008 regular Board meeting

5.2 Renewal – Library Online Database Subscriptions

Approval of the renewal of the online database subscription for the library to support academic research and student learning. Fiscal Impact: Budgeted item, not to exceed \$16,458.64

5.3 Renewal – License Agreement - Eureka

Approval of the license renewal with Eureka, a career exploration program to enable students to explore various occupations and view current labor market information. Fiscal Impact: Budgeted item, Matriculation funds, not to exceed \$3,700.00.

5.4 Agreement – Community Hospice of Victor Valley

Approval of an agreement between Community Hospice of Victor Valley 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 beginning July 1, 2008. Fiscal Impact: None

5.5 Agreement – Knolls West Convalescent Care

Approval of an agreement between Knolls West Convalescent Care of Victor Valley 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 beginning July 1, 2008. Fiscal Impact: None

5.6 Agreement – Apple Valley Care Center

Approval of an agreement between Apple Valley Care Center of Victor Valley 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 beginning July 1, 2008. Fiscal Impact: None

- 5.7 Agreement – Herb Brar, M.D.
Approval of an agreement between Herb Brar, M.D. Valley 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 beginning July 1, 2008. Fiscal Impact: None
- 5.8 Agreement – Ram Kamath, M.D.
Approval of an agreement between Ram Kamath, M.D. 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 beginning July 1, 2008. Fiscal Impact: None
- 5.9 Agreement – Visiting Nurses Association
Approval of an agreement between Visiting Nurses Association 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 beginning July 1, 2008. Fiscal Impact: None
- 5.10 Contract Education Services – Carniceria Market
Ratification of the agreement between Victor Valley Community College District and Carniceria Market to obtain a food handlers certification card from March 11, 2008 through March 11, 2009. Fiscal Impact: \$300.00 to the District.
- 5.11 Contract Education Services – Denny's Restaurant
Ratification of an agreement between Victor Valley Community College District and Denny's Restaurant to obtain a food handlers certification card from March 13, 2008 through March 13, 2009. Fiscal Impact: \$600.00 to the District.
- 5.12 Contract Education Services – Quigley's
Ratification of an agreement between Victor Valley Community College District and Quigley's Restaurant to obtain a food handlers certification card from March 13, 2008 through March 13, 2009. Fiscal Impact: \$600.00 to the District.
- 5.13 Contract Education Services – Apple Valley Kennel Club
Ratification of an agreement between Victor Valley Community College District and Apple Valley Kennel Club to provide beginning and intermediate dog training from July 10, 2008, 2008 through November 13, 2008. Fiscal Impact: \$5,000.00 to the District.
- 5.14 Contract Education Services – Mollie's Kountry Kitchen
Ratification of an agreement between Victor Valley Community College District and Mollie's Kountry Kitchen to obtain a food handlers certification card from April 4, 2008 through April 4, 2009. Fiscal Impact: \$300.00 to the District.
- 5.15 Agreement – Gerald Bryant, Bonavita Quinto McCallum, Jeanette Velasquez, and Michael Paul Wong
Ratification of an agreement with Gerald Bryant, Bonavita Quinto McCallum, Jeanette Velasquez, and Michael Paul Wong for the facilitation of culturally sensitive workshops, conduct follow-up of faculty attendees and provide assistance and guidance to participants who are incorporating culturally sensitive approaches in their classroom curriculum. Dates of service will be April 30, 2008 through June 30, 2008. Fiscal Impact: Title V Independent Grant, budgeted item, not to exceed \$5,000.00

- 5.16 Renewal Agreement – Redlands Community Hospital
Approval of the renewal agreement between Redlands Community Hospital Association and Victor Valley Community College District that was previously approved on April 1, 2005. This agreement is to provide clinical learning facilities that allow Health Sciences disciplines for student clinical rotations. Fiscal Impact: None
- 5.17 Curriculum Changes
Approval of the curriculum changes that have been recommended by the College Curriculum Committee. Fiscal Impact: None
- 5.18 Outside Contractor Fees
Approval of the payment of outside contractor fees for Liebert Cassidy & Whitmore. Fiscal Impact: \$2,110.00.
- 5.19 Renewal Agreement – People Admin, Inc.
Approval of the payment of the service fee to People Admin to continue using the applicant tracking system and position management module. PeopleAdmin provides an automated, internet-based system for accepting and processing employment applications. Fiscal Impact: \$31,200.00
- 5.20 Agreement – Medrano’s Paving
Ratification of the agreement with Medrano’s Paving to complete repairs to parking lot #14. Fiscal Impact: \$12,640.00 from Redevelopment Funds.
- 5.21 Agreement – A.J. Beinschroth, DBA Beinschroth Family Trust
Ratification of the agreement with A.J. Beinschroth, DBA Beinschroth Family Trust for the purchase of free production water. Fiscal Impact: Budgeted Item, \$39,000.00
- 5.22 Agreement – Michael D. Hanify, DBA White Bear Ranch
Ratification of the agreement with Michael D. Hanify, DBA White Bear Ranch for the purchase of free production water. Fiscal Impact: Budgeted Item, \$840.00
- 5.23 Donation of Surplus Property
Approval to declare desk units as surplus and allow the district to donate these desk units to Encore Junior & Senior High School for the Performing & Visual Arts. Fiscal Impact: None
- 5.24 Notice of Completion – Best Contracting Services, Inc.
Approval of the Notice of Completion for the work done by Best Contracting Services, Inc. to repair roofs of building 10A, 12B, and 12C. Fiscal Impact: None
- 5.25 Board of Trustees and Payments Report
Approval of the Board of Trustees and Payments Reports. Fiscal Impact: None
- 5.26 **PULLED FOR SEPRATE DISCUSSION** Foundation Donations
Acceptance of donations as college property from the Victor Valley District Foundation for a total amount of \$198,730.93.
- 5.27 Board of Trustees Budget Transfer Request Report
Approval of the budget transfers as submitted. Fiscal Impact: None

- 5.28 Notice of Completion – Advanced Technology Center
Approval of the Notices of Completion for the Advanced Technology Center. Fiscal Impact: None.
- 5.29 **Bid package #21 was pulled.** Notice of Completion – Speech/Drama Addition
Approval of the Notices of Completion for the Speech/Drama Addition. Fiscal Impact: None.
- 5.30 Notice of Completion – Free Standing Donor Wall
Approval of the Notices of Completion for the Free Standing Donor Wall. Fiscal Impact: None.
- 5.31 Scope of Work Addendum – RFP Planning and Development Services
Ratification of the scope of work addendum in the amount of \$19,500.00 with RGP Planning and Development Services. Fiscal Impact: \$19,500.00 - Fund 71 expenditure
- 5.32 Change Order – K.D. Acoustics – Speech/Drama Addition
Ratification of the change order with K.D. Acoustics for the Speech/Drama Addition project. Fiscal Impact: \$12,658.68 budgeted item.
- 5.33 Change Order – Champion Electric – Speech/Drama
Ratification of the change order with Champion Electric for the Speech/Drama Addition project. Fiscal Impact: \$42,982.68 budgeted item.
- 5.34 Change Order – Nibbellink Masonry Construction – Advanced Technology Center
Ratification of the change order with Nibbellink Masonry Construction – Advanced Technology Center. Fiscal Impact: \$6,886.97 budgeted item.
- 5.35 Change Order – Simmons & Wood – Speech/Drama Addition
Ratification of the change order with Simmons & Wood – Speech/Drama Addition Impact: \$6,480.68 budgeted item.
- 5.36 Change Order – RDM Electric - Advanced Technology Center Phase II
Ratification of the change order with RDM Electric Company Inc – Advanced Technology Center. Fiscal Impact: \$12,065.82 budgeted item.
- 5.37 Change Order – RDM Electric - Advanced Technology Center
Ratification of the change order with RDM Electric Company Inc – Advanced Technology Center. Fiscal Impact: \$32,501.88 budgeted item.
- 5.38 Change Order – Caston Plastering & Drywall – Speech/Drama Addition
Ratification of the change order with Caston Plastering & Drywall Inc. – Speech Drama Addition. Fiscal Impact: \$19,517.35 budgeted item.
- 5.39 Change Order – Daart Engineering – Speech/Drama Addition
Ratification of the change order with Daart Engineering – Speech/Drama Addition Fiscal Impact: \$9,342.68 budgeted item.
- 5.40 Change Order – AMT Systems – Speech/Drama Addition
Ratification of the change order with AMT Systems – Speech/Drama Addition Fiscal Impact: \$42,045.58, budgeted item.

- 5.41 Change Order – Air Ex Air Conditioning – Speech/Drama Addition
Ratification of the change order with Air Ex Air Conditioning – Speech/Drama Addition. Fiscal Impact: \$8,111.94 budgeted item.
- 5.42 Change Order – Columbia Steel – Speech/Drama Addition
Ratification of the change order with Columbia Steel – Speech/Drama Addition. Fiscal Impact: \$13,832.00 budgeted item.
- 5.43 Change Order – United Contractors – Advanced Technology Center
Ratification of the change order with United Contractors – Advanced Technology Center Fiscal Impact: \$30,545.00 budgeted item.
- 5.44 Change Order – T.B. Penick & Sons – Advanced Technology Center
Ratification of the change order with T.B. Penick & Sons – Advanced Technology Center Fiscal Impact: \$13,194.36 budgeted item.
- 5.45 Change Order (Credit) – Worthington Construction – Speech/Drama Addition
Ratification of the change order with Worthington Construction – Speech/Drama Addition. Fiscal Impact: (\$9,095.17) Credit to the District.
- 5.46 Change Order (Credit) – Inland Building Companies Div. Inland Acoustics – Speech/Drama Addition
Ratification of the change order with Inland Building Companies Div. Inland Acoustics – Speech/Drama Addition. Fiscal Impact: (\$4,493.00) Credit to the District.
- 5.47 Change Order (Credit) – EJ Enterprises – Speech/Drama Addition
Ratification of the change order with EJ Enterprises – Speech/Drama Addition Fiscal Impact: (\$31,714.16) Credit to the District.
- 5.48 Change Order (Credit) – Dan Worley – Speech/Drama Addition
Ratification of the change order with Dan Worley – Speech/Drama Addition. Fiscal Impact: (\$9,095.17) Credit to the District.
- 5.49 Change Order (Credit) – Simmons & Wood – Advanced Technology Center
Ratification of the change order with Simmons & Wood – Advanced Technology Center. Fiscal Impact: (\$4,896.00) Credit to the District.
- 5.50 Independent Contractor Agreement – Milt Rose Investigations
Ratification of the agreement between Victor Valley Community College District and Milt Rose Investigations to conduct an investigation regarding a complaint filed. The period of this agreement is from April 16, 2008 through May 30, 2008. Fiscal Impact: Not to exceed \$1,000.00

6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda.
- 5.26 Foundation Donations
Following discussion, It was MSC (Range/Underhill, 5-0) to accept the donations as college property from the Victor Valley District Foundation for a total amount of \$198,730.93.

8. INSTRUCTION

8.1 Grant Agreement – Office of Statewide Health Planning and Development

It was MSC (Henderson/Underhill, 5-0) to approve the grant between the Office of Statewide Health Planning and Development and Victor Valley Community College district to provide assistance to cover faculty cost for the Associate Degree Nursing Program. \$80,000 to the district (\$40,000 2008-2009 academic year and \$40,000 2009-10 academic year)

8.2 Department Chairpersons Pay for Spring 2008

It was MSC (Henderson/Valles, 5-0) to approve payment for department chairpersons for the spring term, 2007-08 academic year. Fiscal Impact: \$78,489.00 Budgeted item

9. STUDENT SERVICES

9.1 Honorary Degree – Victor Valley Community College

It was MSC (Underhill/Henderson, 5-0) to approve the recommendation that Pierre Barrera receive an honorary degree at the 2008 commencement ceremony. Fiscal Impact: None

10. ADMINISTRATIVE SERVICES

10.1 Award of Agreement – Asphalt Replacement – United Paving Co.

It was MSC (Henderson/Underhill, 5-0) to approve the award of the contract to United Paving Co. for the completion of the asphalt replacement project. Fiscal Impact: \$461,272.00 to be funded from a one time deferred maintenance block grant and redevelopment funds.

10.2 Change Order – ASR Constructors – Speech/Drama Addition

It was MSC (Underhill/Henderson, 5-0) to approve the change order with ASR Constructors for the Speech/Drama Addition. Fiscal Impact: \$99,230.68

10.3 Change Order – Bledsoe Masonry – Speech/Drama Addition

It was MSC (Henderson/Underhill, 5-0) to approve the change order with Bledsoe Masonry for the Speech/Drama Addition. Fiscal Impact: \$78,168.15

10.4 Informational Item Only Agreement/Resolution – Keenan & Associates: Futuris Public Entity Investment Trust Program

This item was pulled for information only. Approval of the agreement and resolution with Keenan & Associates to assist the district with the establishment and maintenance of a trust of investment of funds to be used for the provision of retiree health welfare benefits. Fiscal Impact: None. Fees will be paid directly from the trust.

A representative from Keenan provided an overview of the investment trust program.

10.5 Amend Agreement – MLS Technologies

It was MSC (Range/Underhill, 5-0) to approve the amendment to the agreement with MLS Technologies for consulting services to complete data warehousing and student tracking tasks before the contract ends June 30, 2008. Approximately 300 additional hours are needed to ensure tasks are completed effectively and in-house staff are trained properly. Fiscal Impact: Title V funds not to exceed \$32,000.00.

11. HUMAN RESOURCES

11.1 New Management Position and Job Description - Executive Dean, Curriculum Development and Learning Resources

It was MSC (Range/Underhill, 5-0) to approve the new job description and placement on the administrative, management, and confidential salary schedule. Fiscal Impact: \$8,587-\$10,977/month

11.2 New Management Position and Job Description – Dean, Health Sciences and Public Safety

It was MSC (Range/Underhill, 5-0) to approve the new job description and placement on the administrative, management, and confidential salary schedule. Fiscal Impact: \$8,587-\$10,977/month

11.3 CSEA Agreement, Article 19

It was MSC (Henderson/Valles, 5-0) to approve Article 19, Classification: details classification of positions and advancement in class. Fiscal Impact: None

12. INFORMATION/DISCUSSION

12.1 Monthly Financial Reports

Submitted as an informational item.

12.2 First Reading - New Board Policy #3570 – District Smoking Policy

Submitted as an informational item.

12.3 First Reading - New Board Policy #3505 – Campus Disaster Preparedness and Safety/Emergency Plan

Submitted as an informational item.

12.4 CTA Agreement, Article 9, First Reading

Submitted as an informational item.

12.5 CSEA Agreement, Article 9, First Reading

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

Ginger Ontiveros

13.2 Employee Groups

- a) CTA
No report
- b) CSEA
Jim Murray
- c) AFT Part-Time Faculty United
No report

14. TRUSTEE COMMENTS

On behalf of the Board of Trustees and Administration of Justice department, Ms. Valles presented Jack Thomas with a plaque and a shadow box recognizing him for his years of service and loyalty to Victor Valley College.

Mr. Range requested an update of the accreditation at the June meeting.

Mr. Nelson requested an update on the SLOs at the June meeting.

15. Public Comments Related to Non-Agenda Items: Christina Lopez, Angela Perdomo, Venus Harris, David Chip

16. Adjournment

It was MSC Range/Underhill, 5-0) to adjourn the meeting at 8 p.m. The motion carried unanimously.

Dennis Henderson, Clerk

Date Approved



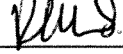
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: REVISED – CHILD DEVELOPMENT PARENT HANDBOOK

SUBMITTED BY: Kelley Johnson, Child Development Center

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to approve the Child Development Center Parent Handbook to include revisions throughout the Handbook pertinent to the recent transitions at the CDC.

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

Need:

The California Department of Education and State of California Community Care Licensing requires approval of changes made to the Parent Handbook.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees approve the Child Development Center Parent Handbook to include updates and revisions throughout the Parent Handbook.

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 – MARICOS LAS PLEBES

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici *Marianne Tortorici*

APPROVED BY: Robert Silverman *RS*

Description/Background:

The district desires to ratify an agreement between Maricos Las Plebes and Victor Valley Community College District. The period of this agreement is May 9, 2008 through May 9, 2009.

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

Need:

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class.

Fiscal Impact: \$90.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Maricos Las Plebes and Victor Valley Community College District. The period of this agreement is May 9, 2008 through May 9, 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 – ALBERTOS MEXICAN FOOD

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 Albertos Mexican Food and Victor Valley Community College District. The period of this agreement is April 17, 2008 through April 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.

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 Albertos Mexican Food and Victor Valley Community College District. The period of this agreement is April 17, 2008 through April 17, 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 – TERRY ROWEN

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to approve an agreement between Terry Rowen and Victor Valley Community College District. The period of this agreement is July 1, 2008 through December 31, 2008.

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

Need:

How to Start Your Own Medical Insurance Billing Service From Your Home, Beginning Medical Insurance Billing I, and Beginning Medical Insurance Billing II classes are to provide the knowledge to start a home based business.

Fiscal Impact: \$12,000 to the District

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees approve an agreement between Terry Rowen and Victor Valley Community College District. The period of this agreement is July 1, 2008 through December 31, 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 X BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: CONTRACT EDUCATION SERVICES – COAST TRAFFIC SCHOOL

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 Coast Traffic School and Victor Valley Community College District. The period of this agreement is June 14, 2008 through December 13, 2008.

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

Need:

Coast Traffic School will provide court referral students a course on concepts of traffic safety.

Fiscal Impact: \$4,000.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Coast Traffic School and Victor Valley Community College District. The period of this agreement is June 14, 2008 through December 13, 2008.

Legal Review: YES NOT APPLICABLE X

Reference for Agenda: YES NO X




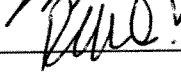
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: CONTRACT EDUCATION SERVICES – VOICES FOR ALL

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to approve an agreement between Voices for All and Victor Valley Community College District. The period of this agreement is August 25, 2008 through December 13, 2008.

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

Need:

This course will provide an introduction how to become a professional Voiceover Artist.

Fiscal Impact: \$600.00 to the District.

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees approve an agreement between Voices for All and Victor Valley Community College District. The period of this agreement is August 25, 2008 through December 13, 2008.

Legal Review: YES ___ NOT APPLICABLE X___

Reference for Agenda: YES ___ NO X___

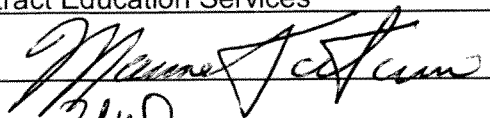



**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: CONTRACT EDUCATION SERVICES – CARDENAS MEXICAN MARKET

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 Cardenas Mexican Market and Victor Valley Community College District. The period of this agreement is April 29, 2008 through April 29, 2009.

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

Need:

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class.

Fiscal Impact: \$300.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Cardenas Mexican Market and Victor Valley Community College District. The period of this agreement is April 29, 2008 through April 29, 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 – NOTARY PUBLIC SEMINARS

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to approve an agreement between Notary Public Seminars and Victor Valley Community College District. The period of this agreement is July 1, 2008 through December 12, 2008.

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

Need:

The Notary Public Workshop will provide new or previously commissioned Notary Publics 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. Building a Successful Notary Business Workshop is a motivational and interactive seminar that provides the basics of becoming a successful Notary Public and Loan Signing Agent. Become a Child Visitation Monitor Workshop teaches the basic principals and practice of supervised visitation.

Fiscal Impact: \$8,000.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees approve an agreement between Notary Public Seminars and Victor Valley Community College District. The period of this agreement is July 1, 2008 through December 12, 2008.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO



Contract Education Services
18422 Bear Valley Rd.
Victorville, CA 92395
(760) 245 4271 ext. 2471

**LETTER OF AGREEMENT BETWEEN NOTARY PUBLIC SEMINARS
AND VICTOR VALLEY COLLEGE DISTRICT**

This agreement is made and entered into on April 23, 2008 between VICTOR VALLEY COMMUNITY COLLEGE DISTRICT (hereinafter referred to as "VVCD"), and Notary Public Seminars, hereinafter referred to as "CONTRACTOR", at 12120 Herbert Street, Los Angeles, CA, 90066.

Whereas, VVCD desires to secure the instructional services of CONTRACTOR for the class(es) or event(s) identified herein;

Now, therefore VVCD and CONTRACTOR, agree as follows:

1. The period of this agreement shall be during the period of July 1, 2008 and December 12, 2008.
2. Name and description of class(es) or event(s) to be instructed by CONTRACTOR:

Notary Public Workshop

Start your own business, become a more valuable employee, provide customer service for your business or organization, earn additional income and get recommissioned. This intensive one-day seminar is designed to equip you with everything you need to know to become an effective Notary. You will find out about new legislation as well as how to pass the "new" test (must be taken every 4 years), identify document signers, keep a journal, fill out certificates and avoid lawsuits. The class includes a practice Notary Public Exam. Cooperative Personnel Services will register you for the exam from 4:15pm to 5:00 pm. The exam will be from 5:00 pm -6:00 pm. For the exam, you will need the following: PLEASE NOTE: Arrive early. Due to State regulations, no one will be admitted to the classroom after 8:30 a.m. be on time when coming back to classroom from a break. *(Sponsored by Notary Pubic Seminars)*

3. Date(s) and time(s) of classes to be instructed by CONTRACTOR:
Saturday, July 19; October 18 and December 13, 2008 from 8a to 6p.

Certified Loan Signing Agent

Prerequisite: *No need to be a commissioned notary, or even have received the results of your exam. You must have taken a Notary class.* California's real estate industry is in need of notaries and others that would like to become loan document specialists. Find out how to contact the most profitable businesses and who your primary contact should be; get signed up with successful Signing Services/Agencies and build your own business. We take you through a practice loan package where you'll learn how to

8. CONTRACTOR'S agreement with VVCD is to apply the registration fee of \$75 per student for Notary Public Workshop estimated at (\$2,000) and \$99 per student for Certified Loan Signing Agent estimated at (\$2,000); \$99 per student for Building A Successful Notary Business estimated at (\$2,000); \$199 per student for Become A Child Visitor Monitor estimated at (\$2,000) during the duration of this agreement.
9. VVCD shall pay the CONTRACTOR for instructional services as follows: 50% (fifty percent) of enrollment fees collected per student; CONTRACTOR will receive 100% of material fees per student payable to instructor the day of class. Student walk-ins permitted at your discretion, and all fees must be paid in cash or money order only and submitted with registration form, which is to be turned into Contract Education Services prior to billing invoice. There are no guaranties of any compensation under this contract.
10. VVCD agrees to pay CONTRACTOR 50% (fifty percent) of collected fees for "no shows."
11. VVCD agrees to provide services and pay for interpreters in classroom. Upon Instructor's cancellation of classes, it is the responsibility of the CONTRACTOR to consume the total cost for such services and reimburse VVCD.
12. CONTRACTOR understands and agrees that he/she and all of his/her employees are not employees of VVCD and are not entitled to benefits of any kind or nature normally provided employees of the VVCD and /or to which VVCD employees are normally entitled, including, but not limited to State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility of payment of all federal, state and local taxes or contributions including Unemployment Insurance, Social Security and Income Taxes with respect to CONTRACTOR'S employees.
13. CONTRACTOR agrees that if any workshops are altered in anyway from what is currently listed in the schedule, causing a decrease in registration, VVCD may cancel this agreement and will provide CONTRACTOR with a 30 day written notice.
14. This agreement may be terminated by VVCD no less than five (5) business days before start of program if there is not a minimum of 10 paid participants (exceptions can apply). No fees will be paid on canceled workshops. Continues cancelled workshops might not be considered for the next upcoming term depending on VVCD discretion.
15. Neither party shall assign this Agreement or any other part thereof without the written consent of the other party.
16. CONTRACTOR shall not discriminate in the selection of any manager or employee to receive instruction, pursuant to this Agreement, because of race, creed, color, national origin, ancestry, disability, sex, age or service as a veteran.
17. Entire Agreement. This Agreement supersedes any and all other agreements, either oral or written, between the parties with respect to use of aforesaid facilities

properly notarize loan packages, negotiate your fee and advertise yourself in your market, get called back and brand yourself as a professional. **Bonus:** Free listing of 50 loan signing companies. *(Sponsored by Notary Public Seminars)*

4. Date(s) and time(s) of classes to be instructed by CONTRACTOR:
Saturday, August 17, October 19 and December 14, 2008 from 9a to 4p.

Building a successful Notary Business

You've got your Notary Commission, now what? Find out what it really takes to become a successful Notary Public and Loan Signing Agent. This is a motivational and interactive seminar that provides the basics of being SUCCESSFUL. We discuss what it really means to be successful and how to gain the confidence and know-how to become more successful. Beginning with the importance of designing your own business plan designed specifically for Notary Public's. How to get inspired and stayed inspired as a business owner. The day-to-day details required for being a successful Notary Public and how to grow your business. Find out what is the most economical and effective means of growing your business. Also, how to market and brand yourself and your business through a variety of means and Working with Loan Signing Agencies, tips and how-to's. Join us for a day - Walk away with an effective plan that will put you on the path to your full earning potential.

5. Date(s) and time(s) of classes to be instructed by CONTRACTOR:
Saturday, August 3 and November 9, 2008 from 9a to 4p.

Become a Child Visitation Monitor

Make a difference in a child's life! If you are interested in child advocacy work, consider a career as a professional Child Visitation Monitor. The courts often require scheduled monitored visits between a child and a non-custodial parent. As a child Visitation Monitor, you will monitor the visit to provide a measure of safety to the child.

In our workshop, you'll learn the basic principles and practice of supervised visitation including: your defined and neutral role as a monitor, proper and effective parent intake and preparation of the parent and child for the visit, focusing on the child's best interest and safety, how to observe objectively and comprehensively document child and adult contact, proper intervention to prevent physical and emotional harm, how to handle separation and termination of the visit.

You will also gain a basic understanding of the stages of child development, different forms of violence and reflective listening, and maintaining neutrality. You will also receive information on how to effectively market yourself as a Child Visitation Monitor.

Must be 21 years of age or older and able to provide a clean Live Scan background check if you decide to get into the field. A minimum of 13 hours required. (Provided by Notary Public Seminars, Inc.)

6. Date(s) and time(s) of classes to be instructed by CONTRACTOR:
Saturday & Sunday, November 1 & 2, 2008 from 9a to 4p.
7. The location of classes will be at Victor Valley Community College, 18422 Bear Valley Road, Victorville, CA 92395

or instruction and contains all covenants and agreements between the parties with respect thereto. Each party acknowledges that no representation, inducement, promises or agreements, oral or otherwise have been made by any party, or by anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement or promise not contained herein shall be valid or binding. Any modification shall be effective only if it is in writing and signed by the party to be charged in the form of an amendment to this Agreement.

In witness whereof, this Agreement is entered into on the date and year indicated by the authorized agent thereof.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT/Victorville, CA

Recommended by Deborah Potts Date 4-28-08
Deborah Potts, Coordinator of Community/Contract Education

By Marianne Tortorici Date 4-29-08
Dr. Marianne Tortorici, Deputy Superintendent/Executive V.P., Instruction

CONTRACTOR

By Carrie Christensen Date 4/23/08
(Print Name)

By C. Christensen Date 4/23/08
(Signature)



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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT - INDEPENDENT CONTRACTOR

SUBMITTED BY: Nick Parisi, Vocational Education

RECOMMENDED BY: Marianne Tortorici

APPROVED BY: Robert Silverman

Description/Background:

The district desires to ratify an Independent Contractor Agreement between Victor Valley Community College District and Susan Quattrociocchi from April 26, 2008 through April 26, 2008.

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

Need:

This agreement is for two-forty five minute presentations. The first presentation was for parents and students from middle schools regarding high school, college, and careers. The second presentation was to Upward Bound students and parents covering an overview of career exploration.

Fiscal Impact: VTEA Fund: Not to exceed \$3,500.00 including all related expenses.

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an Independent Contractor Agreement between Victor Valley Community College District and Susan Quattrociocchi from April 26, 2008 through April 26, 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: AGREEMENT – MEDICAL DIRECTOR FOR THE
PARAMEDIC ACADEMY

SUBMITTED BY: Scott Jones, Allied Health

RECOMMENDED BY: Marianne Tortorici

APPROVED BY: Robert Silverman

Description/Background:

The district desires to ratify the agreement for Dr. John J. Stroh to serve as the Medical Director for the Victor Valley Community College District Paramedic Academy Program from May 01, 2008 through June 30, 2009. May 1, 2008 through August 26, 2008 is an emergency appointment because the previous Medical Director, Dr. Roger Toop unexpectedly passed away.

The Medical Director of the Victor Valley Community College District Paramedic Program will fulfill the role of Medical Director described by CA Title 22, Section 100148 and will be responsible for maintaining the program in accordance with the current CoAEMSP (Committee on Accreditation of Emergency Medical Service Programs) standards.

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

Need:

The Medical Director oversees portions of the Paramedic Program as they relate in the hospital setting and act as a liaison. The Medical Director's authorized prescription number allows the program to obtain medical supplies and equipment necessary for the functioning of the program.

Fiscal Impact: Fiscal Year – 07/08 - \$1,500.00 Emergency Appointment - Budgeted
Fiscal Year – 08/09 - \$5,000.00 Budgeted Annually

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify the agreement for Dr. John J. Stroh to serve as the Medical Director for the Victor Valley Community College District Paramedic Academy Program from May 01, 2008 through June 30, 2009. May 1, 2008 through August 26, 2008 is an emergency appointment because the previous Medical Director, Dr. Roger Toop unexpectedly passed away.

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 - Adele Turner McClain

SUBMITTED BY: Patricia Bejarano-Vera, Student Services

RECOMMENDED BY: Marianne Tortorici *Marianne Tortorici*

APPROVED BY: Robert Silverman *Robert Silverman*

Description/Background:

The district wishes to ratify an Independent Contractor Agreement with Adele Turner McClain. Dates of service: June 2, 2008-June 10, 2008.

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

Need:

The above ratified agreement was necessary to provide high school site coordination for the Bridge Program.

Fiscal Impact: Title V Co-operative Grant budgeted item not to exceed \$1200.00

Recommended Action: This item has been approved by the Superintendent/President and it is recommended that the Board of Trustees ratify the agreement with Adele Turner McClain.

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: AMENDMENT TO PREVIOUS ACTION: CHANGE ORDER – CHAMPION ELECTRIC – SPEECH/DRAMA ADDITION

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Steve Garcia Stephen R Garcia

APPROVED BY: Robert Silverman RS

Description/Background:

The change order information below was submitted and approved at the May 13, 2008 board meeting. An error was made in the total amount of the change order. The district wishes to resubmit this amended change order to reflect the removal of the credit.

The district wishes to submit for approval Change Order No. 09-03 from Champion Electric. During the course of construction various changes may be made which can both increase or decrease the cost of the project. The below list is a compilation of the adjustments made and represents both direct and indirect costs of the contractor in performing or providing the work covered.

1.	Light poles originally specified will not fit in locations on drawing due to unforeseen site conditions, so wall mounted lights were installed instead.	\$2,720.00
2.	The district requested that air conditioning units be revised to utilize the chilled water from the Central Plant, so electrical power had to be revised to support this change.	\$1,022.00
3.	The ceiling in room 222 was lowered and light fixtures were deleted.	\$(417.00)
4.	Miscellaneous electrical work associated with the extension of the lobby including lighting, power power, card reader and fire alarm. Also includes installation of owner furnished speaker cans with associated conduit.	\$23,096.00
5.	Provide 240 volt electrical power to door #135C. Architectural error.	\$541.00
6.	A change in the specified lighting was required to keep consistent with existing conditions.	\$601.00
7.	Credit to district for trash removal on site.	\$(509.32)
8.	The district decided to delete white boards in original scope and replace with electronic white boards, thus deleting the need for the lighting specified for original white boards.	\$(3,692.00)
9.	Omit all low voltage equipment, conduit and wiring except for the fire alarm system. Work to be done by the district.	\$(32,423.00)
10.	J-Box connections to the rolling sound door were furnished and installed. Not indicated in original drawings.	\$1,259.00
11.	Complete conduit, cable tray and back boxes for the Audio/Visual at existing theater. Cable tray is being used to minimize large conduit runs.	\$54,785.00
Total:		\$42,982.68
Total:		\$46,982.68

Need: The above items are needed to complete the Speech/Drama Addition project.

Fiscal Impact: ~~\$42,982.68~~ – Budgeted Item: \$4,000.00 – Budgeted Item.

Recommended Action: It is recommended that the board approve the amendment to the change order with Champion Electric in the amount of \$4,000.00.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___

Change Order

Spencer/Hoskins Associates
2245 N. Lake Avenue
Altadena, CA 91001

Owner
Architect
CM
Project Inspector
Contractor

PROJECT: Speech Drama Addition

DSA Application No. 04-106730

18422 Bear Valley Road
Victorville, CA 92385

Date: 4/8/2008

To Contractor:
Champion Electric
3950 Garner Rd.
Riverside, CA 92501

Architect's Project No: 03083
Contract Date: 6/12/2006
Contract Number: B.P. No 009

The Contract is hereby revised by the following items:

Change Order No. 09-03

Item	Description	Amount
CCD 088	Install Type H light fixtures in lieu of Type L fixtures originally shown due to unknown existing field conditions.	\$2,720.00
CCD 081	Revise electrical power as required to roof well air conditioning units. District requested change to utilize the chilled water supplied from the central plan.	\$1,022.00
CCD 062	Delete light fixtures in Room 222. Not enough room to install.	\$(417.00)
CCD 076R	Install required lighting, power, card reader & fire alarm required in Owner requested lobby extension. Install owner furnished speaker cans with associated conduit.	\$23,096.00
CCD 122	Provide 240 volt electrical power to door #135C as noted on the shop drawing submittal. Architectural error.	\$541.00
CCD 124	Replace recessed canned lights specified with Day Brite surface mounted wraparound in toilet room. Change to keep consistent with existing conditions.	\$601.00
CCD 106	Remove all trash and non related construction material from the interior and around the perimeter of the building. Cal K-12 addressed this issue through the use from Labor Ready and Burtec Waste over the period of December 11, 12, 13 2007.	\$(509.32)
CCD 097	Delete maker board lights in Rm's 120, 122, 208, 209, 210, 211, and 212. District decided to install Electronic Smart Boards.	\$(3,692.00)
CCD 084R	Omit all low voltage equipment, conduit & wiring from the SDA project except for the fire alarm system & provide credit amount for review & approval. Work will be done by the District.	\$(32,423.00)
CCD 100	Furnish & install J-Box connection to Rolling Sound Door #135B. Not indicated on drawings.	\$1,259.00
CCD 099	Complete conduit, cable tray & back boxes for the Audio/Visual at the existing theatre. Cable tray is being used to minimize large conduit runs. Conduit is still included to get from back boxes to cable tray. Conduit is EMT, cable is "snake tray".	\$54,785.00

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.....	\$1,280,000.00
Sum of changes by prior Prime Contract Change Orders.....	\$77,858.00
The Contract Value prior to this Prime Contract Change Order was.....	\$1,337,858.00
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$46,982.68
The new Contract Value including this Prime Contract Change Order will be.....	\$1,384,838.68
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.

Speech Drama Addition

Change Order No. 09-03

Spencer/Hoskins Associates

Champion Electric

Victor Valley College District

ARCHITECT

2245 N. Lake Avenue
Altadena, CA 91001

Address

By

SIGNATURE

DATE

[Handwritten signature]
4/8/08

CONTRACTOR

3950 Garner Rd.
Riverside, CA 92501

Address

By

SIGNATURE

DATE

Randall C Robison
[Handwritten signature]
4-15-08

OWNER

18422 Bear Valley Rd.
Victorville, CA 92395

Address

By

SIGNATURE

DATE

[Handwritten signature]
4/23/09



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

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

TOPIC: AMENDMENT TO PREVIOUS ACTION: CHANGE ORDER – DAN WORLEY PLUMBING – SPEECH/DRAMA ADDITION

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Steve Garcia 

APPROVED BY: Robert Silverman 

Description/Background:

The change order information below was submitted and approved at the May 13, 2008 board meeting. An error was made on the cover sheet regarding the fiscal impact. The district wishes to resubmit this amended change order to reflect the removal of the credit.

The district wishes to submit for approval Change Order No. 08-02 from Dan Worley Plumbing. During the course of construction various changes may be made which can both increase or decrease the cost of the project. The below list is a compilation of the adjustments made and represents both direct and indirect costs of the contractor in performing or providing the work covered.

1.	The district requested that an additional 8" storm drain be installed between the rock creek outlet and the lake to avoid clogs and flooding during heavy storms.	\$1,469.00
2.	Contractor required to core and chip tie CMU wall to accommodate for required ADA compliant restroom stalls. Dimensional error on original plans.	\$557.00
3.	Revisions were required to the storm drains due to unforeseen field conditions.	\$2,336.00
4.	Repair 2" copper damaged roof drain pipe due to unforeseen field conditions.	\$236.00
5.	Credit to the district for trash removal on site.	\$(509.32)
6.	Unforeseen field conditions required additional trenching to identify existing underground utilities.	\$2,530.35
7.	Extension of lobby required the relocation and replacement of the roof drain on the west wall.	\$1,735.00
Total:		\$8,354.03

Need: The above items are needed to complete the Speech/Drama Addition project.

Fiscal Impact: ~~\$(9,095.17)~~ Credit to the District \$8,354.03 – Budgeted Item.

Recommended Action: It is recommended that the board approve the amendment to the Change Order with Dan Worley Plumbing in the amount of \$8,354.03.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___

Change Order

5.11

Spencer/Hoskins Associates

2245 N. Lake Avenue
Altadena, CA 91001

- Owner
- Architect
- CM
- Project Inspector
- Contractor

PROJECT: Speech Drama Addition

DSA Application No. 04-106730

18422 Bear Valley Road
Victorville, CA 92395

Date: 4/8/2008

To Contractor:
Dan Worley Plumbing
12160 Pawnee Road
Apple Valley, CA 92308

Architect's Project No: 03083
Contract Date: 6/12/2006
Contract Number: B.P. No 008

The Contract is hereby revised by the following items:

Change Order No. 08-02

Item	Description	Amount
CCD 036	Extend an additional 8' storm drain between rock creek outlet & existing lake per District Request.	\$1,469.00
CCD 047	Core and chip tie CMU wall for (2) handicap toilets in Restrooms #204 & 207. Changes required due to a dimensional erro in original plans.	\$557.00
CCD 072	Work required for new and existing roof drains due to unforeseen field conditions.	\$2,336.00
CCD 114	Repair 2" copper damaged roof drain pipe due to unforeseen field conditions.	\$236.00
CCD 108	Remove all trash and non related construction material from the interior and around the perimeter of the building. Cal K-12 addressed this issue through the use from Labor Ready and Burrec Waste over the period of December 11, 12, 13 2007.	\$(509.32)
CCD 128	Provide additional trenching as required to identify existing underground utilities. Unforeseen Field Conditions.	\$2,530.35
CCD 075	Lobby extension, including but not limited to: demolition of existing items per SK-37A arch demo plan, new structural work per SK-37A, B, C & new architectural SK-B, C, D, E, F. New mechanical per SK-37-M1, M2 & electrical per SK-37-E1 thru E5.	\$1,735.00

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.....	\$521,991.34
Sum of changes by prior Prime Contract Change Orders.....	\$38,173.00
The Contract Value prior to this Prime Contract Change Order was.....	\$560,164.34
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$8,354.03
The new Contract Value including this Prime Contract Change Order will be.....	\$668,518.37
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	Dan Worley Plumbing	Victor Valley College District
ARCHITECT	CONTRACTOR	OWNER
2245 N. Lake Avenue	12160 Pawnee Road	18422 Bear Valley Rd.
Altadena, CA 91001	Apple Valley, CA 92308	Victorville, CA 92395
Address	Address	Address

Speech Drama Addition

Change Order No. 08-02

By _____
SIGNATURE *[Handwritten Signature]*
DATE 4/5/08

By ANNETTE WORLEY
SIGNATURE *[Handwritten Signature]*
DATE 4-16-08

By _____
SIGNATURE *[Handwritten Signature]*
DATE 4/23/08



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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AMENDMENT TO PREVIOUS ACTION: CHANGE ORDER – DAART ENGINEERING – SPEECH/DRAMA ADDITION

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Steve Garcia Stephen R Garcia

APPROVED BY: Robert Silverman RS

Description/Background:

The change order information below was submitted and approved at the May 13, 2008 board meeting. An error was made in giving the district a credit in the amount of \$509.32. The district wishes to resubmit this amended change order to reflect the removal of the credit.

The district wishes to submit for approval Change Order No. 20-02 from Daart Engineering. During the course of construction various changes may be made which can both increase or decrease the cost of the project. The below list is a compilation of the adjustments made and represents both direct and indirect costs of the contractor in performing or providing the work covered.

1.	Installation of an additional fire hose valve at the stage as directed by DSA.	\$3,460.00
2.	Credit to district for removal of trash on site.	\$(509.32)
3.	Fire sprinkler modifications required for code compliance at the new lobby extension.	\$6,392.00
Total:		\$9,852.00

Need:

The above items are needed to complete the Speech/Drama Addition project.

Fiscal Impact: \$9,852.00 – Budgeted Item.

Recommended Action:

It is recommended that the board approve the amendment to the Change Order from Daart Engineering in the amount of \$509.32.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

Change Order

Spencer/Hoskins Associates
 2245 N. Lake Avenue
 Altadena, CA 91001

- Owner
- Architect
- CM
- Project Inspector
- Contractor

PROJECT: Speech Drama Addition

DSA Application No, 106730

18422 Bear Valley Road
 Victorville, CA 92395

Date: 4/8/2008
To Contractor:
 Daart Engineering
 1598 North "H" Street
 San Bernardino, CA 92405

Architect's Project No: 03083
Contract Date: 6/12/2007
Contract Number: B.P. No 020R

The Contract is hereby revised by the following items:

Change Order 020R-02

Item	Description	Amount
CCD 096	Furnish & install 2 1/2" fire hose valve at the stage as directed by DSA.	\$3,460.00
CCD 095	Modify fire sprinkler system to accommodate the expansion of the existing lobby per the District's request.	\$6,392.00

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.....	\$228,643.00
Sum of changes by prior Prime Contract Change Orders.....	\$12,607.00
The Contract Value prior to this Prime Contract Change Order was.....	\$241,250.00
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$9,852.00
The new Contract Value including this Prime Contract Change Order will be.....	\$261,102.00
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.

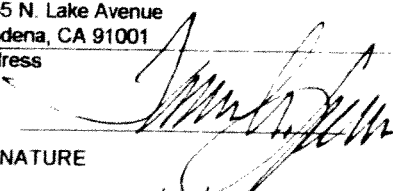
Spencer/Hoskins Associates

Daart Engineering

Victor Valley College District

ARCHITECT

2245 N. Lake Avenue
 Altadena, CA 91001
 Address

By 
 SIGNATURE

DATE 4/8/08

CONTRACTOR

1598 North "H" Street
 San Bernardino, CA 92405
 Address

By 
 SIGNATURE

DATE 4.15.08

OWNER

18422 Bear Valley Rd.
 Victorville, CA 92395
 Address

By 
 SIGNATURE

DATE 4/23/08

Speech Drama Addition

Change Order 020R-02



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

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

TOPIC: NOTICE OF COMPLETION – SPEECH/DRAMA ADDITION

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Steve Garcia Stephen R. Jacobs

APPROVED BY: Robert Silverman RS

Description/Background:

The district wishes to submit for approval a Notice of Completion for the following contractor for the Speech/Drama Addition project.

Bid Package

Contractor

21 – Audio Visual Equipment (Phase II)

AMT Systems

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

Need:

A Notice of Completion must be filed with the office of the county recorder for each contractor within 10 days of acceptance by the Board.

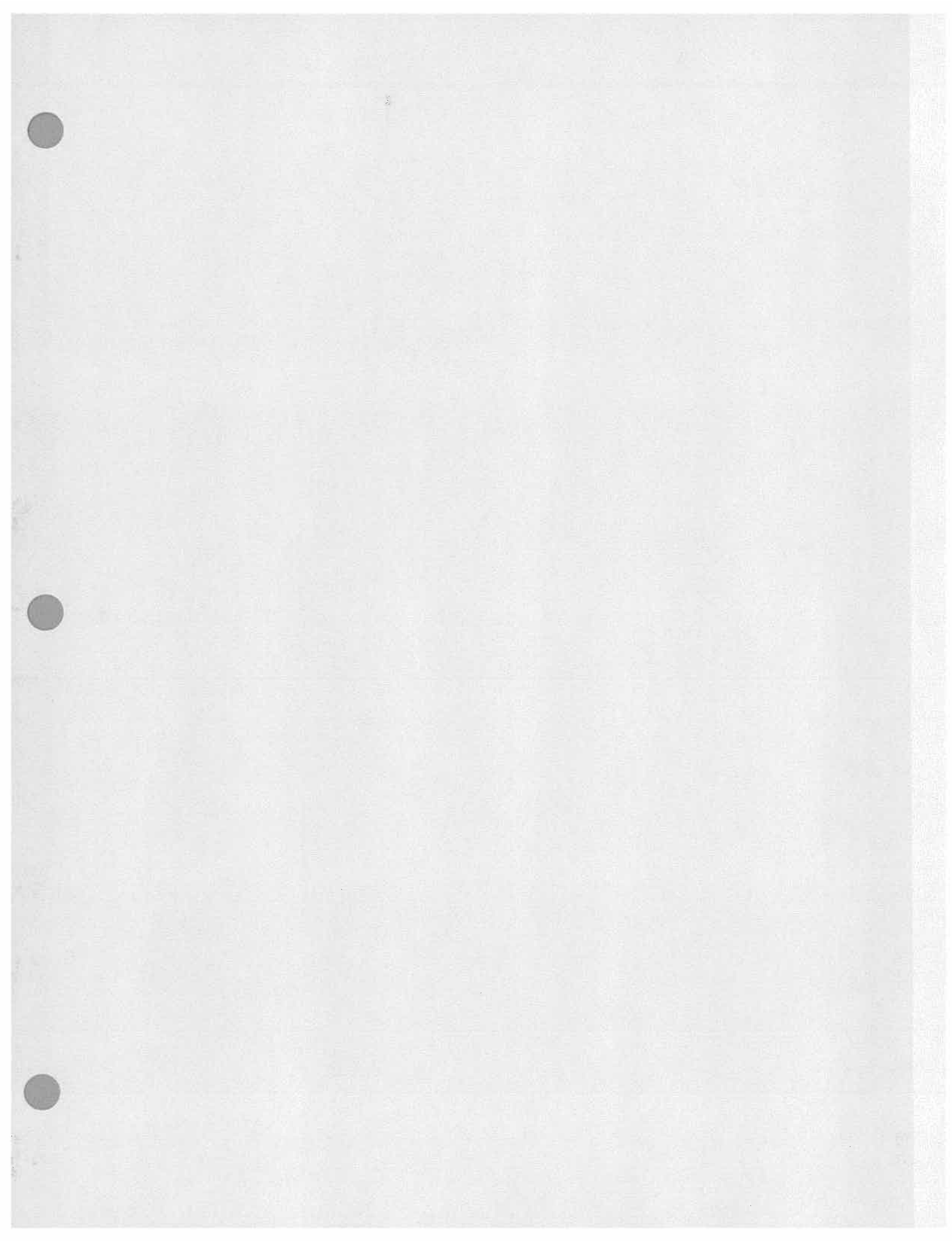
Fiscal Impact: No fiscal impact.

Recommended Action:

It is recommended that the Board of Trustees approve the Notice of Completion as submitted.

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: NOTICE OF COMPLETION – SPENCER/HOSKINS ASSOCIATES

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Steve Garcia Stephen R Garcia

APPROVED BY: Robert Silverman RS

Description/Background:

The district wishes to submit for approval Notices of Completion for Spencer/Hoskins and Associates, the architects for the Advanced Technology Center and the Speech/Drama Addition projects.

Copies of the Notices of Completion are available for review in the Superintendent/President's office.

Need:

A Notice of Completion must be filed with the office of the county recorder for each project within 10 days of acceptance by the Board.

Fiscal Impact: No fiscal impact.

Recommended Action:

It is recommended that the Board of Trustees approve the Notices of Completion for Spencer/Hoskins Associates as submitted.

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: NOTICE OF COMPLETION – CAL K-12 CONSTRUCTION
MANAGEMENT

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Steve Garcia Steve R Garcia

APPROVED BY: Robert Silverman RS

Description/Background:

The district wishes to submit for approval Notices of Completion for Cal K-12 Construction Management for the Advanced Technology Center and the Speech/Drama Addition projects.

Copies of the Notices of Completion are available for review in the Superintendent/President's office.

Need:

A Notice of Completion must be filed with the office of the county recorder for each project within 10 days of acceptance by the Board.

Fiscal Impact: No fiscal impact.

Recommended Action:

It is recommended that the Board of Trustees approve the Notices of Completion for Cal K-12 Construction Management as submitted.

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 – FRICK, FRICK & JETTE
SUBMITTED BY: Steve Garcia, Facilities Construction
RECOMMENDED BY: Steve Garcia Steve R Garcia
APPROVED BY: Robert Silverman RS

Description/Background:

The district wishes to enter into an agreement with Frick, Frick & Jette to provide architectural services for preliminary planning of a One Stop/Welcome Center.

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

Need:

A one-stop welcome center will help Victor Valley College to more efficiently serve first time students.

Fiscal Impact: \$10,590.00 – Paid from District Fund 71.

Recommended Action:

This item has been approved by the Superintendent/President; it is recommended that the Board of Trustees ratify the agreement with Frick, Frick, and Jette in the amount of \$10,590.00.

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: AGREEMENT – GALAXY MOVING COMPANY, LLC.

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Steve Garcia *Stephen R Garcia*

APPROVED BY: Robert Silverman *RS*

Description/Background:

The district wishes to enter into a service agreement with Galaxy Moving Company, LLC to move the football lockers, office furniture and other various items stored in the Auxiliary Gymnasium to prepare it for demolition.

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 located in the Auxiliary Gymnasium before it is demolished over the summer session.

Fiscal Impact: \$4,080.00 – 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 of \$4,080.00.

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 - Tayari Kuanda

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 Tayari Kuanda for assisting in the development and implementation of curriculum for the Career Pathways for 7th and 8th grade career development.

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

Need:

The above agreement is necessary in the development of the summer program component of the Career Pathways grant requirements.

Fiscal Impact: Career Pathways Grant budgeted item. Not to exceed \$1500

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 Tayari Kuanda.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

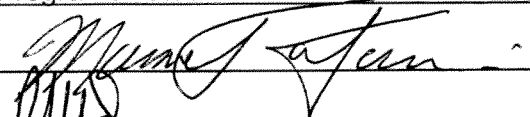


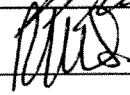
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: Agreements- Robert Hampton

SUBMITTED BY: Janet Long, TRIO Programs--Student Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to ratify an agreement with Robert Hampton for providing a motivational presentation to Upward Bound Participants during their orientation. Dates of service: 5/3/08.

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

Need: The above ratified agreement was necessary in order to meet the Upward Bound Program objectives for academic success.

Fiscal Impact: Upward Bound Program budgeted item. Not to exceed \$150.00

Recommended Action: This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify this agreement in the amount of \$150.

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: DELETION OF MANAGEMENT POSITIONS

SUBMITTED BY: Rocio Chavez Rocio Chavez

RECOMMENDED BY: Rocio Chavez Rocio Chavez

APPROVED BY: Robert Silverman RSilverman

Description/Background:

Due to financial exigencies and with the departure of the Vice President of Administrative Services, the position of Coordinator of Administrative Services is no longer needed, effective July 1, 2008.

Since the departure of the Director of Computer Info Resources, the position's title has been revised to Director of Management Information Systems (MIS). Thus, the management position of Director of Computer Info Resources is no longer needed effective July 1, 2008, as it will be replaced by the aforementioned position.

Need:

The positions of coordinator of Administrative Services and Director of Computer Info Resources should no longer be included in the current salary schedule and should be deleted.

Fiscal Impact: Savings of \$4652 to \$5938 per month for the Coordinator of Administrative Services

Recommended Action: It is recommended that the Board of Trustees delete the position of Coordinator of Administrative Services and Director of Computer Info Resources, effective July 1, 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 X BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: NEW CLASSIFIED POSITION AND JOB DESCRIPTION—LEAD SYSTEMS PROGRAMMER/ANALYST

SUBMITTED BY: Virginia Moran 

RECOMMENDED BY: Rocio Chavez 

APPROVED BY: Robert Silverman 

Description/Background:

The college has been using a consultant for Datatel questions, and the contract is expiring June 30, 2008. Rather than renew the contract, the district is creating a position that will enable the college to accomplish this work.

The recommended salary placement is Level 16 of the current classified salary schedule.

Need: A current job description containing the duties that are being performed is needed.

Fiscal Impact: \$5515/month plus benefits

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

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES X NO

VICTOR VALLEY COMMUNITY COLLEGE

CLASS TITLE: LEAD SYSTEMS PROGRAMMER/ANALYST

FLSA STATUS: NONEXEMPT

BASIC FUNCTIONS:

Under general supervision of area administrator, perform the programming, design, and development of District's student and other information systems, as needed; provide analysis and develop complex programming criteria; work closely with users to provide highly complex technical expertise; provide work direction to staff as assigned.

DISTINGUISHING CHARACTERISTICS:

The Lead Programmer/Analyst classification is distinguished from the Senior Systems Analyst and Senior Programmer/Software Developer classifications by its responsibility for complex system studies and coordinating the programming function. Incumbents in the Lead Programmer/Analyst classification are experts in sophisticated systems analysis techniques, including quantitative analysis in Datatel's Colleague, WebAdvisor and/or related systems.

REPRESENTATIVE DUTIES:

Act as lead programmer analyst for District's student information systems, including but not limited to Datatel's Colleague and all its modules. *E*

Develop complex technical solutions that include the design, development, coding, testing, and ongoing support of programs to serve a variety of data management purposes. *E*

Coordinate projects by organizing resources and monitoring progress to completion. *E*

Analyze and correct problems with programs written by vendors or other programmers; contacts vendors for support as needed; monitors patches. *E*

Maintain accuracy and integrity of data for meeting mandated reporting requirements, including but not limited to State MIS and CCFS 320; document applicable procedures and collaborate with others to ensure any problems are diagnosed and corrected. *E*

Research and evaluate information and procedures; perform feasibility studies and determine cost of applications. *E*

Design, modify, debug and document new or existing systems used by District users; define input/output data relationships and operations. *E*

Provide direction and support in the development of computer operation procedures for new or revised computer applications, and assure proper implementation. *E*

Query District's various databases to assist users and provide information, as requested. *E*

Lead Systems Programmer/Analyst (*Continued*)

Make recommendations to area administrator for assigning work to MIS staff. *E*

Assist with and monitor budgets in coordination with supervisor; collect and compile statistical and financial data and other information for special and periodical reports, as required. *E*

Participate in planning for implementation of new and existing systems, including developing specifications for writing new programs, training staff, and guiding the development of such programs. *E*

Stay abreast of advances in technology and keep current on relevant technology changes. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Datatel's Colleague and WebAdvisor or similar systems, including but not limited to their development and administration and Envision CASE Toolkit.

Structured programming skills, including program testing and debugging techniques.

Analysis of business processes, as they relate to the use of software.

Principles and practices of training.

At least three of the following: SQL, XML, HTML, C++, PERL, UNIX scripts, Java and C Sharp.

Principles and methods of system analysis and program design.

Methods of analyzing cost effectiveness and work flow.

AIX operating system or related system.

Microsoft Office products, including Microsoft Office Suite and Windows operating systems.

ABILITY TO:

Provide technical direction and assistance to users.

Guide a software design project from inception to implementation, including the design of the system and providing leadership and guidance to MIS staff.

Study, identify, and resolve complex operational problems; develop and revise computer systems applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with students, faculty, staff, external agencies and the general public, including those from diverse academic, socioeconomic cultural, ethnic and disability backgrounds.

Serve effectively and in a collegial manner on various teams or committees.

Substantiate computer literacy and working knowledge of Datatel or similar system, with experience in the R18 release of Colleague or similar resource planning solution.

Demonstrate the development and support of multiple projects that involve systems analysis, design, implementation, testing, documentation, and training.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree from an accredited institution in business information science, computer science or related field, and five years experience with Datatel's Colleague or similar systems, including two years experience as a Programmer/Analyst working with database structure, Unidata, Unibasic, Uniquery, Java/C#, Datatel's Colleague Envision toolkit.

Programming certifications preferred.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard and to verbally communicate to exchange information; to see in the normal visual range with or without correction, sufficient to read computer screens and printed documents; to hear in the normal audio range with or without correction.

Availability during weekends, evening and non-operational hours for maintenance, troubleshooting and repairs may be necessary.



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

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

TOPIC: NEW BOARD POLICY 3505, GENERAL INSTITUTION
CAMPUS DISASTER PREPAREDNESS and SAFETY/EMERGENCY
PLAN—SECOND READING

SUBMITTED BY: Lael Willingham

RECOMMENDED BY: Rocio Chavez *Rocio Chavez*

APPROVED BY: Robert Silverman *RS*

Description/Background:

District wishes to submit for first reading the new Board Policy 3505 Campus Disaster Preparedness and Safety/Emergency Plan. Administrative Procedures, including the written disaster preparedness plan, will follow the second reading and approval of this policy.

The College Council, which includes representatives from all campus constituent groups, reviewed and approved the new policy on April 17, 2008.

Need:

The new Board Policy 3505, Campus Disaster Preparedness and Safety/Emergency Plan, is necessary to meet state and federal mandates regarding disaster preparedness and assist in the protection of our students, staff, campus, and community during and after an emergency. The board resolution approved by the Board of Trustees at its regular meeting in April of 2008 was the first step toward implementation of an approved written disaster plan for the district. This policy is the second step towards that end.

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees adopt Board Policy 3505, Campus Disaster Preparedness and Safety/Emergency Plan.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

GENERAL INSTITUTION

Chapter 3

**CAMPUS DISASTER PREPAREDNESS and
SAFETY/EMERGENCY PLAN**

3505

The Victor Valley Community College District Board is committed to a safe and secure work and learning environment. The first concern of the College in establishing disaster preparedness plans and operating under emergency procedures shall be the welfare of the College students and personnel under its jurisdiction.

During an emergency situation all employees are declared civil defense workers subject to activities assigned to them in accordance with Government Code Sections 3100-3101 of the State of California.

To that end, the district Superintendent/President shall establish a campus disaster preparedness and safety/emergency plan and ensure that it is posted or otherwise made available to faculty, staff and students. This plan shall be reviewed annually and revised as necessary to include information and procedures in compliance with the tenets of the National Incident Management System (NIMS) and the state Standardized Emergency Management System (SEMS).

Reference:

Education Code 67380(a)(4); Government Code 3100-3101



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

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

TOPIC: NEW BOARD POLICY 3570, DISTRICT SMOKING POLICY—SECOND READING

SUBMITTED BY: College Council

RECOMMENDED BY: Lael Willingham *Lael C Willingham*

APPROVED BY: Robert Silverman *RMS*

Description/Background:

The College Council, with representatives from all campus constituent groups, reviewed and approved the new policy on April 9, 2008. The policy is based on the recommendations of the Environmental Health & Safety Committee which conducted a campus wide staff and student survey, researched policies and conducted interviews at other California community college campuses, and considered current applicable state laws.

Need:

The new Board Policy 3570 District Smoking Policy is intended to protect the health of students and staff, the rights of smokers and non-smokers, and the environmental health of the campus.

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees adopt Board Policy 3570, District Smoking Policy, as listed.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

GENERAL INSTITUTION

Chapter 3

DISTRICT SMOKING POLICY

3570

The Victor Valley Community College District designates all district property (including district owned vehicles) as non-smoking, with the exception of those areas designated and clearly marked as SMOKING PERMITTED.



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: RATIFICATION OF ACADEMIC EQUIVALENCY REQUESTS

SUBMITTED BY: Equivalency Committee—Debra Blanchard, Chairperson

RECOMMENDED BY: Rocio Chavez *Rocio Chavez*

APPROVED BY: Robert Silverman *RS*

Description/Background:

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

HEIDI STREET—Child Development

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 individual listed above who has been determined to have the equivalency for the position listed.

Fiscal Impact: None

Recommended Action:

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

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: BOARD OF TRUSTEES PAYMENTS REPORT

SUBMITTED BY: Renee Garcia, Fiscal Services

RECOMMENDED BY: Mary Pringle

Mary Pringle

APPROVED BY: Robert Silverman

RS

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, JUNE 10, 2008**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BACH 861	\$ 7,404.63					
BATCH 862			\$ 154.00			
BATCH 863	\$ 10,703.98					
BATCH 864	\$ 13,311.05					
BATCH 865	\$ 5,100.59					
BATCH 866	\$ 9,431.79					
BATCH 867	\$ 5,610.56					
BATCH 867A	\$ 6,270.56					
BATCH 868	\$ 394.50					
BATCH 869			\$ 947.84			
BATCH 870	\$ 62,055.21					
BATCH 871				\$ 1,549.41		
BATCH 872	\$ 1,072.00					
BATCH 873 VOIDED						
BATCH 873A	\$ 2,606.91					
BATCH 874	\$ 1,308.53					
BATCH 875	\$ 300.00					
BATCH 876	\$ 550.00					
BATCH 877 VOIDED						
BATCH 877A	\$ 1,530.00					
BATCH 878	\$ 362.00					
BATCH 879 VOIDED						
BATCH 879A	\$ 52,597.22					
BATCH 880	\$ 1,215.34					
BATCH 881	\$ 1,880.00					
BATCH 882	\$ 935.49					
BATCH 883			\$ 404.58			
BATCH 884	\$ 17,146.75					
BATCH 885	\$ 15,218.97					
BATCH 885A	\$ 21,421.75					
BATCH 886	\$ 2,751.70					
BATCH 886A	\$ 7,493.80					
BATCH 887	\$ 8,441.93					
BATCH 888		\$ 3,937.98				
BATCH 889	\$ 1,047.55					

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING, JUNE 10, 2008**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 890	\$ 17,310.45					
BATCH 890A	\$ 39,707.96					
BATCH 891 - 892 VOIDED						
BATCH 892A			\$ 33,260.00			
BATCH 893	\$ 2,393.00					
BATCH 894	\$ 4,043.53					
BATCH 895	\$ 18,598.45					
BATCH 895A	\$ 9,026.44					
BATCH 896	\$ 2,350.28					
BATCH 897	\$ 7,513.83					
BATCH 898	\$ 38,040.20					
BATCH 898A	\$ 6,025.00					
BATCH 899	\$ 5,920.36					
BATCH 899A	\$ 4,235.77					
BATCH 900	\$ 3,959.36			\$ 533.20		
BATCH 901						
BATCH 902	\$ 5,181.37					
BATCH 903	\$ 275.00					
BATCH 904	\$ 5,610.00					
BATCH 905	\$ 21,056.09					
BATCH 905A	\$ 51,720.00					
BATCH 906 VOIDED						
BATCH 906A	\$ 50,000.00					
BATCH 907						
BATCH 908	\$ 27,767.49			\$ 159.10		
BATCH 908A	\$ 6,938.78					
BATCH 909						
BATCH 910 VOIDED						
BATCH 910A			\$ 963.30			
BATCH 911			\$ 3,759.70			
BATCH 911A	\$ 32,108.19					
BATCH 912 VOIDED						
BATCH 912A		\$ 1,500.00				
BATCH 913						
BATCH 914	\$ 609.32		\$ 30,620.74			
BATCH 915	\$ 893.87					
BATCH 916		\$ 539.09				

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING, JUNE 30, 2008**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 917	\$ 226,041.71					
BATCH 918	\$ 2,680.00					
BATCH 919 VOIDED						
BATCH 919A			\$ 213,926.43			
BATCH 920 VOIDED						
BATCH 920A	\$ 30,000.00	\$ 10.72				
BATCH 921						
BATCH 922						
BATCH 922A			\$ 482.58			
BATCH 923	\$ 886.80		\$ 121,838.11			
BATCH 924 VOIDED						
BATCH 924A						
BATCH 925	\$ 3,286.82		\$ 26,112.75			
BATCH 926	\$ 7,659.52					
BATCH 926A	\$ 3,896.94					
BATCH 927	\$ 2,700.85					
BATCH 928						
BATCH 929 VOIDED						
BATCH 929A		\$ 6,757.54	\$ 4,043.50			
BATCH 930	\$ 334.00					
BATCH 931	\$ 12,281.60					
BATCH 932 VOIDED						
BATCH 932A		\$ 1,500.00				
BATCH 933			\$ 892.71			
BATCH 934	\$ 1,078.18					
BATCH 935	\$ 16,999.07					
BATCH 936	\$ 9,720.87					
BATCH 937	\$ 2,268.00					
BATCH 938	\$ 10,982.89					
BATCH 939 VOIDED						
BACH 939A	\$ 2,403.89					
BATCH 940	\$ 1,541.44					
BATCH 941		\$ 1,077.50				
BATCH 942			\$ 970.00			
BATCH 943 VOIDED						
BATCH 943A	\$ 500,000.00					
BATCH 944	\$ 6,300.59					
BATCH 945	\$ 3,324.92					

**BOARD REPORTS
BOARD OF TRUSTEES MEETING, JUNE 10, 2008**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 946	\$ 7,239.51					
BATCH 946A	\$ 2,986.02					
BATCH 947						
BATCH 948	\$ 14,506.67			1,024.87		
BATCH 948A	\$ 1,964.17					
BATCH 949						
BATCH 950	\$ 986.26			353.36		
BATCH 951	\$ 1,682.54					
BATCH 952	\$ 1,931.05					
BATCH 953						
BATCH 953A			\$ 8,773.23			
BATCH 954	\$ 9,248.25		\$ 1,650.00			
BATCH 955	\$ 1,220.00					
BATCH 956	\$ 3,054.60					
BATCH 956A	\$ 1,688.00					
BATCH 957	\$ 1,298.37					
BATCH 958 VOIDED						
BATCH 958A	\$ 2,482.79					
BATCH 959	\$ 806.29					
BATCH 960						
BATCH 961	\$ 11,393.99		\$ 3,433.55			
BATCH 962						
BATCH 962A			\$ 22,359.05			
BATCH 963 VOIDED			\$ 209,946.14			
BATCH 963A						
BATCH 964						
BATCH 964A				1,225.00		
BATCH 965	\$ 1,757.47		\$ 6,038.66			
BATCH 966	\$ 46,749.35		\$ 4,625.00			
BATCH 967	\$ 13,713.58					
BATCH 968	\$ 12,299.42					
BATCH 969	\$ 13,148.70					
BATCH 970 CONTAINS NO BATCH						
BATCH 971	\$ 3,811.53					
BATCH 972	\$ 7,433.40					
BATCH 973	\$ 5,196.00					
BATCH 974	\$ 4,252.39					
BATCH 974A	\$ 34,599.18					

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING, JUNE 10, 2008**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 975 CONTAINS NO BATCH						
BATCH 975A						
BATCH 976	\$ 6,215.78		\$ 17,325.12			
BATCH 976A	\$ 2,765.00					
BATCH 977				\$ 2,703.57		
BATCH 978	\$ 10,540.02		\$ 21,605.00			
BATCH 979	\$ 1,986.48					
BATCH 979A	\$ 3,932.69					
BATCH 980						
TOTAL	\$ 1,715,329.04	\$ 15,322.83	\$ 734,131.99	\$ 7,548.51	\$ -	\$ -



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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: DESIGNATION OF NEWSPAPER FOR 2008-09
DISTRICT BUDGET PUBLIC HEARING

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Mary Pringle Mary Pringle

APPROVED BY: Robert Silverman RS

Description/Background:

In accordance with the Education Code, the County Superintendent is required to publish notice of public hearings on school and community college district budgets. This code section specifically mandates the notice of "...the public hearing on the proposed budget shall be published by the County Superintendent of Schools in a newspaper of general circulation in the district, or if there is no such newspaper, then in any newspaper of general circulation in the county, at least three days prior to the availability of the proposed budget for public inspection."

The 2008-09 district budget calendar sets September 2 through 8, 2008, as the period the proposed budget will be available for public inspection, and September 9, 2008, as the Proposed Budget Public Hearing date. In 1987, the Board of Trustees established that all newspapers in the district should publish the notice of public hearing.

Need: N/A

Fiscal Impact: None

Recommended Action:

It is recommended the Board of Trustees designate the Victor Valley Daily Press as the newspaper in which to publish the proposed budget inspection dates as September 2 through 8, 2008, and public hearing date as September 9, 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: BOARD OF TRUSTEES BUDGET TRANSFER REQUEST REPORT

SUBMITTED BY: Deedee Orta, Administrative Services

RECOMMENDED BY: Mary Pringle Mary Pringle

APPROVED BY: Robert Silverman RS

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

Reference for Agenda: YES NO

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 04/15/08 to 05/09/08

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
737	F01	6830-Community Svcs-Perf Arts (Contract Expenses)	6830-Community Svcs-Perf Arts 6830-Community Svcs-Perf Arts	4500-Other Supplies 5840-Contracted Services 5640-Contracts-Repairs	1,265 520	1,785
738	F01	6350-Student Support Svcs-Title IV (Bus Svc)	6350-Student Support Svcs-Title IV	4500-Other Supplies 5840-Contracted Services	2,400	2,400
739	F01	6595-Redevelopment Passthrough (To cover Supply and Contracted Svc.)	6595-Redevelopment Passthrough 6595-Redevelopment Passthrough	6200-Buildings-New & Remodel 4500-Other Supplies 5840-Contracted Services	2,000 10,000	12,000
740	F01	6040-Dean-Academic Programs 6455-Dean of Student Services 4934-Basic Skills (Scantron)	6040-Dean-Academic Programs 6455-Dean of Student Services 6455-Dean of Student Services 4934-Basic Skills 4934-Basic Skills	4300-Instructional Supplies 7620-Other Services-Students 4300-Instructional Supplies 5805-License Fees 5840-Contracted Services 5805-License Fees 6400-New Equipment 5805-License Fees	4,570 3,000 3,000 3,740 3,000	4,570 6,000 6,740
741	F01	6210-Cr Matriculation (Reyes-Sub)	6210-Cr Matriculation	4500-Other Supplies 2394-Class-Subs NI	900	900
741	F01	6455-Dean of Student Services (HACU Membership)	6455-Dean of Student Services	4500-Other Supplies 5300-Dues & Memberships	1,000	1,000
741	F01	6210-Cr Matriculation (Pilot Study Tests)	6210-Cr Matriculation	4500-Other Supplies 5815-Plaques/Awards & Engraving	1,200	1,200
741	F01	6210-Cr Matriculation (SARS Grid Support)	6210-Cr Matriculation	4500-Other Supplies 5650-Contracts-Maint Agreements	1,500	1,500
741	F01	1900-Physical Sciences (For Instructional Supplies)	1900-Physical Sciences	6400-New Equipment 4300-Instructional Supplies	290	290
743	F71	0068-Advanced Technology Building (Election Costs)	6720-Fiscal Operations	6200-Buildings-New & Remodel 5700-Audit, Legal & Election	120,069	120,069
743	F01	0068-Advanced Technology Building 0025-Speech/Drama (To cover Salaries)	4900-Interdisciplinary Studies	6200-Buildings-New & Remodel 6200-Buildings-New & Remodel 1306-Teachers Salaries-Unit of Pay	779,931	279,931 500,000
745	F01	1207-Respiratory Therapy (For Aviation)	0950-Aviation Technology	6400-New Equipment 2480-Class-I/NR-Students	600	600
745	F01	6060-Dean-Vocational Programs (VATEA Transfers)	0953-Computer Integ Design 0953-Computer Integ Design 0948-Automotive Technology	4300-Instructional Supplies 6400-New Equipment 2480-Class-I/NR-Students 5200-Travel/Conference-Instructional	6,000 2,000 225	8,225

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 04/15/08 to 05/09/08

Batch No.	Fund	Program		Account	Amount		
		From:	To:		Increase	Decrease	
745	F01	0952-Construction Craft Tech		4310-Instructional Software		1,700	
		0952-Construction Craft Tech		5650-Contracts-Maint Agreements		345	
		0952-Construction Craft Tech		4310-Instructional Software		122	
			0952-Construction Craft Tech	6405-Computers	1,700		
			0952-Construction Craft Tech	4300-Instructional Supplies	467		
		(Wet/Dry Vac)					
746	F01	6200-Admission & Registration		5202-Travel/Conference-Admin		400	
			6200-Admission & Registration	4500-Other Supplies	400		
		(For Supplies)					
753	F01	2133-Fire Control Tech		5840-Contracted Services		9,000	
			2133-Fire Control Tech	4300-Instructional Supplies	9,000		
		(For Instructional Supplies)					
753	F01	0109-Agriculture		4300-Instructional Supplies		12,610	
		0514-Business Ed Tech		4300-Instructional Supplies		72	
		6060-Dean-Vocational Programs		4300-Instructional Supplies		317	
		0700-Computer & Info Science		5810-Advertising-Public Relations		3,000	
		0952-Construction Craft Tech		5840-Contracted Services		3,478	
		0952-Construction Craft Tech		6400-New Equipment		2	
		6060-Dean-Vocational Programs		4300-Instructional Supplies		709	
		0953-Computer Integ Design Graphics		2480-Class-I/NR-Students		20	
		1207-Respiratory Therapy		6400-New Equipment		79	
		1305-Child Development		5900-Other Expense		2,010	
		3002-Restaurant/Food Svc Mgmt		4300-Instructional Supplies		13	
		6060-Dean-Vocational Programs		2480-Class-I/NR-Students		1,584	
			0109-Agriculture	Benefits	610		
			0109-Agriculture	5805-License Fees	2,000		
			6060-Dean-Vocational Programs	4300-Instructional Supplies	10,000		
			0514-Business Ed Tech	2480-Class-I/NR-Students	269		
			0514-Business Ed Tech	Benefits	120		
			0700-Computer & Info Science	2480-Class-I/NR-Students	2,980		
			0700-Computer & Info Science	Benefits	20		
			0952-Construction Craft Tech	4300-Instructional Supplies	120		
			0952-Construction Craft Tech	5805-License Fees	3,395		
			0953-Computer Integ Design Graphics	Benefits	20		
			0956-Indus-Tech-Welding	4300-Instructional Supplies	562		
			0956-Indus-Tech-Welding	6400-New Equipment	8		
			1207-Respiratory Therapy	Benefits	79		
			1250-Paramedics	Benefits	104		
			1305-Child Development	Salaries	2,000		
			1305-Child Development	Benefits	10		
			3002-Restaurant/Food Svc Mgmt	Benefits	13		
			6060-Dean-Vocational Programs	5810-Advertising-Public Relations	1,000		
			6060-Dean-Vocational Programs	5200-Travel/Conference-Instructional	584		
		(To Cover Negative Balances)					
760	F01	6670-VP Administrative Services		5691-Prior Year Rollovers		62	
			6510-Maintenance/Operations	4500-Other Supplies	62		
		(Archive Storage)					
761	F01	6460-Financial Aid Admin		4500-Other Supplies		1,161	
			6460-Financial Aid Admin	5810-Advertising-Public Relations	1,161		
		(To Cover Advertising)					
764	F01	6455-Dean of Student Services		6405-Computers		12,882	
			6785-Datatel	5840-Contracted Services	12,882		
		(MLS Tech)					
766	F01	2207-Political Science		5200-Travel/Conference-Instructional		767	
			2207-Political Science	4300-Instructional Supplies	767		
		(To Cover Negative Balance)					

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 04/15/08 to 05/09/08

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
767	F01	6680-Facilities Construction (Notary Services)	6680-Facilities Construction	4500-Other Supplies 5900-Other Expense		150
770	F01	6470-TANF Grant (To Cover Travel Exp.)	6470-TANF Grant	4300-Instructional Supplies 5200-Travel/Conference-Instructional	2,588	2,588
771	F01	6470-TANF Grant (To cover Supplies & Other Exp)	6470-TANF Grant 6470-TANF Grant	5805-License Fees 4300-Instructional Supplies 5900-Other Expense	1,000 2,722	3,722
772	F01	6430-EOPS (To cover Advertising Exp)	6430-EOPS	7610-Student Book Service 5810-Advertising-Public Relations	3,300	3,300
773	F01	0400-Biological Sciences (For Travel Exp)	0400-Biological Sciences	4300-Instructional Supplies 5200-Travel/Conference-Instructional	104	104
774	F01	6430-EOPS (For Other Supplies Exp)	6430-EOPS	7620-Other Services-Students 4500-Other Supplies	2,600	2,600
775	F01	0400-Biological Sciences (For Instructional Supplies)	0400-Biological Sciences	Benefits 4300-Instructional Supplies	508	508
776	F01	6730-VP-Human Resources (For Contracted Svcs)	6730-VP-Human Resources	4500-Other Supplies 5130-Contracted Svcs-Doctors	80	80
783	F01	1203-RN Program 1203-RN Program (For Salaries)	1203-RN Program	Salaries Benefits Salaries	5,350	5,310 40
786	F01	6071-Speech/Drama Re-Opening (For Supplies Exp)	6071-Speech/Drama Re-Opening	5630-Contracts-Rents & Leases 4500-Other Supplies	500	500
789	F01	0952-Construction Craft Tech (For Instructional Supplies)	0952-Construction Craft Tech	5840-Contracted Services 4300-Instructional Supplies	31	31
790	F01	6350-Student Support Svcs-Title IV (For Travel Exp)	6350-Student Support Svcs-Title IV	4300-Instructional Supplies 5200-Travel/Conference-Instructional	125	125
791	F01	0000-District-Wide Holding Program (For ATC Building)	0068-Advanced Technology Bldg.	9790-Undesignated Fund Balance 6200-Buildings-New & Remodel	1,191,100	1,191,100
792	F01	6130-Media (For Media Materials)	6130-Media	5650-Contracts-Maint Agreements 4410-Media Materials-Trans	1,746	1,746
793	F01	6680-Facilities Construction (To Cover Negative Balances)	6680-Facilities Construction 6680-Facilities Construction	4500-Other Supplies 5202-Travel/Conference Admin 5300-Dues & Memberships	500 75	575

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 04/15/08 to 05/09/08

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
794	F01	1900-Physical Sciences (For Instructional Supplies)	1900-Physical Sciences	6400-New Equipment 4300-Instructional Supplies	910	910
795	F01	1207-Respiratory Therapy (For Dues & Memberships)	1207-Respiratory Therapy	4300-Instructional Supplies 5300-Dues & Memberships	200	200
797	F01	6450-VP Student Services (Barbish)	6450-VP Student Services	4502-Graduation 5840-Contracted Services	3,000	3,000
798	F01	6920-Child Development Center 6920-Child Development Center (For Travel & To Cover Negative Bal)	6920-Child Development Center 6920-Child Development Center 6920-Child Development Center	Salaries 4300-Instructional Supplies Benefits 5200-Travel/Conference-Instructional 5900-Other Expense	5,327 801 2,953	8,280 801
799	F01	6120-Library (To Cover Instructional Supplies Exp)	6120-Library 6120-Library 6120-Library	5640-Contracts-Repairs 4300-Instructional Supplies 5200-Travel/Conference-Instructional 5650-Contracts-Maint Agreements	131 86 108	325
804	F01	5990-Undistributed Accounts (Reverse 20% Budget Decrease)	4934-Basic Skills:All Disciplines	3900-Fringe Benefits-Budget Only 4300-Instructional Supplies	3,303	3,303
805	F71	0068-Advanced Technology Bldg. (Budget Update)	0068-Advanced Technology Bldg.	8653-Facility Construction Act 6200-Buildings-New & Remodel	2,376,733 2,376,733	
805	F71	0025-Speech / Drama (Budget Update)	0025-Speech / Drama	8653-Facility Construction Act 6200-Buildings-New & Remodel	3,165,663 3,165,663	
805	F71	0038-Adaptive P.E. (Budget Update)	0109-Agriculture	8653-Facility Construction Act 6200-Buildings-New & Remodel	249,040 249,040	
806	F01	1305-Child Development (For Other Expenses)	1305-Child Development	4300-Instructional Supplies 5900-Other Expense	2,010	2,010
807	F01	6130-Media (For Instructional Supplies)	6130-Media	6430-Replacement Equipment 4300-Instructional Supplies	3,793	3,793
809	F01	6130-Media (For Media Supplies)	6130-Media	6430-Replacement Equipment 4420-Media Supplies	974	974

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 04/15/08 to 05/09/08

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
818	F01	6615-Public Information Office		5202-Travel/Conference-Admin		517
		6615-Public Information Office		5300-Dues & Memberships		280
		5990-Undistributed Accounts		3900-Fringe Benefits-Budget Only		28,601
		6615-Public Information Office		5212-Mileage-Administration		440
		6615-Public Information Office		5640-Contracts-Repairs		100
		6615-Public Information Office		5813-Contract Svcs-Publications		2,048
			6615-Public Information Office	4500-Other Supplies	4,830	
			6615-Public Information Office	5810-Advertising-Public Relations	24,317	
			6615-Public Information Office	6405-Computers	2,155	
			6615-Public Information Office	5630-Contracts-Rents & Leases	184	
			6615-Public Information Office	5840-Contracted Services	500	
(PIO Advertising)						
819	F01	1207-Respiratory Therapy		6400-New Equipment		9,721
			1207-Respiratory Therapy	4300-Instructional Supplies	9,721	
(Correct BT 80478)						
822	F01	6615-Public Information Office		5275-Admin/Faculty Stipends		2,800
			6615-Public Information Office	2175-Class-NI/Admin Stipends	2,800	
(For Stipends)						
828	F01	6615-Public Information Office		Benefits		1,100
			6615-Public Information Office	5815-Plaques/Awards w/Engraving	1,100	
(To Cover Negative Balance)						
829	F01	6350-Student Support Svcs-Title IV		4500-Other Supplies		2,630
			6350-Student Support Svcs-Title IV	5650-Contracts-Maint Agreements	2,630	
(For Contracts)						
492	F01	6455-Dean of Student Services		Salaries & Benefits		6,168
			4970-Teaching-Learning Center	Salaries & Benefits	6,168	
(To Cover Negative Balances)						
492	F01	6060-Dean-Vocational Programs		5840-Contracted Services		5,542
			6060-Dean-Vocational Programs	Salaries & Benefits	5,542	
(To Cover Negative Balances)						
492	F01	6350-Student Support Svcs-Title IV		7610-Student Book Service		822
		6350-Student Support Svcs-Title IV		Benefits		6,241
			6350-Student Support Svcs-Title IV	Benefits	6,663	
			6350-Student Support Svcs-Title IV	5840-Contracted Services	300	
			6350-Student Support Svcs-Title IV	7620-Other Services-Students	100	
(To Cover Negative Balances)						
552	F01	6682-Accreditation		5202-Travel/Conference-Admin		837
		6682-Accreditation		5840-Contracted Services		800
		6682-Accreditation		5900-Other Expense		1,544
			6682-Accreditation	Salaries & Benefits	3,181	
(To Cover Negative Balance)						
733	F01	5990-Undistributed Accounts		2180-Classified-NI/Reg		30,889
			1900-Physical Sciences	Salaries & Benefits	30,889	
(Lab Tech)						
755	F01	6430-EOPS		7620-Other Services-Students		13,378
			6430-EOPS	5810-Advertising-Public Relations	3,300	
			6430-EOPS	Salaries & Benefits	10,078	
(To Cover Negative Balance)						

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 04/15/08 to 05/09/08

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
834	F01	4934-Basic Skills: All Disciplines		Salaries		13,333
		4934-Basic Skills: All Disciplines		7500-Grants		1,000
		4934-Basic Skills: All Disciplines		7620-Other Services-Students		2,740
			4934-Basic Skills: All Disciplines	Salaries & Benefits	13,333	
			4934-Basic Skills: All Disciplines	6400-New Equipment	3,740	
(Budget Update)						
835	F01	0000-District-Wide Holding Program		8615-Basic Skills		8,333
			4934-Basic Skills: All Disciplines	3900-Other Expense	30,889	8,333
(Budget Decrease)						
836	F01	5990-Undistributed Accounts		6200-Buildings-New & Remodel		346,300
			4900-Interdisciplinary Studies	Salaries	346,300	
(For Salaries)						
837	F01	6520-District Recycling		4500-Other Supplies		1,131
			6520-District Recycling	Travel-Contracts, etc.	1,131	
(For Driver Training & Cover Neg Bal)						
838	F01	0000-District-Wide Holding Program		8621-Handicapped Student Allowance	20,269	
			6420-DSPS	5840-Contracted Services	20,269	
(Mid-Year Reallocation)						



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

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

TOPIC: AUTHORIZED ELECTRONIC SIGNATURE KEY USERS

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Mary Pringle Mary Pringle

APPROVED BY: Robert Silverman [Signature]

Description/Background:

In accordance with Education Code Section 81655, we are requesting authorization of electronic signature key use for Mary Pringle and Josanna Orta, from July 1, 2008, through June 30, 2009.

Need:

The electronic signature keys are used to release accounts payable batches.

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees approve Mary Pringle and Josanna Orta as authorized signature key users for the period of July 1, 2008, through June 30, 2009.

Legal Review: YES ___ NOT APPLICABLE X

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: AUTHORIZED SIGNATORIES
SUBMITTED BY: Mary Pringle, Fiscal Services
RECOMMENDED BY: Mary Pringle Mary Pringle
APPROVED BY: Robert Silverman RS

Description/Background:

For the 2008-2009 fiscal year, Robert M. Silverman, Allan Kurki, and Mary Pringle should be acknowledged as authorized representatives of the Board of Trustees to execute:

- | | | |
|------------------------------|-----------------------------|-----------------------------|
| Contracts and Agreements | Batch Payments | Employee Expense Claims |
| Resolutions and Applications | Budget Transfers | Payroll Prelists |
| Receipts and Disbursements | Certify/Attest Board Action | Purchase Orders |
| County Treasurer Reports | Revolving Cash Fund | Payroll Revolving Cash Fund |
| Notices of Employment | Workers Compensation Claims | |

Need:

In order to conduct college business, it is necessary to have authorized signatories of the district to sign various documents.

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees approve the signatures of Robert M. Silverman, Allan Kurki, and Mary Pringle to represent the board in the above-named cases for fiscal year 2008-2009 per Education Code 72282.

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: RESCIND - BOARD DELEGATED AUTHORIZED SIGNATORY

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Mary Pringle Mary Pringle

APPROVED BY: Robert Silverman RS

Description/Background:

Signatory authority is granted by the board, based on an individual's position of service within the district. Per Education Code Section 72282, in order to terminate signatory authority granted by the board for legal documentation, the board must specifically act to rescind that action. The district wishes to terminate the signatory authority previously granted to the employee(s) listed below:

- Marion Boenheim
- Marianne Tortorici
- Lael Willingham

Need:

This action is necessary due to the resignation of the above referenced employees from Victor Valley College effective July 1, 2008.

Fiscal Impact: None

Recommended Action:

It is recommended the Board of Trustees rescind all signatory authority for the employee(s) listed above, effective July 1, 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 X BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT ADDENDUM #1 – BEST NET

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Mary Pringle Mary Pringle

APPROVED BY: Robert Silverman [Signature]

Description/Background:

The district wishes to addend the Best Net Consortium agreement #03/04-0201 between San Bernardino County Superintendent of Schools and the District, which supports the collaborative efforts to house our live student system information on the Best Net systems as an off site, optional disaster recovery service for the district.

Need:

The district must maintain the integrity of student data, and SBCSS will maintain a secure back-up data file for the purposes of safeguarding the database.

Fiscal Impact:

None

Recommended Action:

It is recommended that the Board of Trustees addend the Best Net Consortium agreement #03/04-0201 with Addendum #1.

Legal Review: YES NOT APPLICABLE X

Reference for Agenda: YES NO X

1. require the use of secured passwords to access the computer database used to process, store, or transmit data;
2. maintain the integrity of the systems used to secure the computer databases used to process, store, or transmit data;
3. ensure all student records are kept in secured facilities and access to such records is limited to personnel who are authorized to have access to said data;
4. ensure all confidential student data processed, stored, and/or transmitted shall be maintained in a secure manner that prevents the interception, diversion, or other unauthorized access to said data;
5. ensure all designated **SBCSS** staff and **THE DISTRICT's** staff involved in the handling, transmittal, and/or processing of data will maintain the confidentiality of all student-related personally identifiable information; and
6. ensure that any and all disclosures of confidential student data comply with all provisions of any federal law including but not limited to the FERPA (Family Education Rights and Privacy Act, 20 U.S.C. 1232g) and California law relating to the privacy rights of students, such as but not limited to, Education Code section 49060 et seq., the Information Practices Act (Civ. Code § 1798 et seq.) and the California Public Records Act (Gov. Code § 6250 et seq.) insofar as such laws are applicable to the parties to this agreement.

- B. Allow **SBCSS** to maintain a secure back-up data file for the purposes of safeguarding the database.
- C. Acknowledge that the data is collected and distributed 'as is' and that no warranty is explicitly or implicitly provided by **SBCSS** as to the accuracy or usability of the data.
- D. Acknowledge that **SBCSS** is only responsible for storage of **THE DISTRICT's** data. **SBCSS** is not responsible to understand, use, support or interpret the student data.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to be executed the day and year first written.

**SAN BERNARDINO COUNTY
SUPERINTENDENT OF SCHOOLS**

**GOVERNING BOARD OF THE
VICTOR VALLEY COMMUNITY
COLLEGE**

BY: _____

BY: _____

Mary Jane Andersen, Program Manager
Purchasing/Contracts

NAME: _____

TITLE: _____

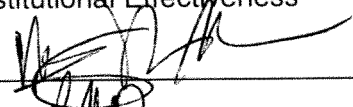

DATED: _____

DATED: _____



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

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

TOPIC: AGREEMENT – EMBEE TECHNOLOGIES
SUBMITTED BY: Virginia Moran, Institutional Effectiveness
RECOMMENDED BY: Virginia Moran 
APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with Embee Technologies to upgrade the core switch and replace the voice gateway for the old call manager phone system, to facilitate bandwidth issues and future technological needs with the addition of phone lines for the Advanced Technology Center.

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

Need:

This upgrade was needed because the old voice gateway did not work with the upgrade of additional phone lines for the Advanced Technology Center. A new voice gateway was needed to facilitate the bandwidth issues.

Fiscal Impact: \$12,712.87 – Redevelopment Fund 71

Recommended Action:

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Embee Technologies in the amount of \$12,712.87.

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 – GKKWORKS/CCS GROUP
SUBMITTED BY: Steve Garcia, Facilities Construction
RECOMMENDED BY: Steve Garcia Stephen R Garcia
APPROVED BY: Robert Silverman RS

Description/Background:

The district wishes to enter into an agreement with gkkworks/CCS Group to prepare an Educational and Facilities Master Plan Amendment to further incorporate plans for a future West and East Side Center.

Need:

The Educational and Facilities Master Plan Amendment is necessary to further demonstrate and meet the educational needs for a West and East Side Center.

Recommended Action/Fiscal Impact: This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with gkkworks/CCS Group in the amount of \$63,000 from Redevelopment Fund 71.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES X NO ___

Contract for Services with the Victor Valley Community College District

This document represents an agreement between the **Victor Valley Community College District**, herein referred to as the Client, and **gkkworks/CCS Group**, herein referred to as the Contractor.

For the remuneration stipulated, the Contractor shall:

- Prepare an Education and Facilities Master Plan Amendment due to the District by June 3
- Assist Victor Valley College in land acquisitions for the proposed new sites.
- Provide state guidelines/regulations and recommendations for obtaining Center status.
- Provide to Victor Valley College four models of public/private partnerships.
- Provide to Victor Valley College renderings of proposed West & East Side centers.

The Client shall pay the Contractor the sum of \$63,000 for the scope of work outlined above. The fee will be billed upon completion and delivery of the administrative draft.

The Client shall be responsible for reviewing and verifying all data included in documents, forms and reports prepared by the Contractor on behalf of the Client. The Client shall be responsible for meeting any certification requirements and for consulting legal counsel as related to the preparation and submittal of documents, forms and reports.

Contractor shall function as an independent contractor without authority to obligate the Client for any indebtedness or other commitments without the approval of the Client. The Contractor will accurately and fairly represent the Client's position.

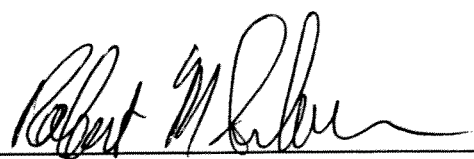
The completion of the Master Plan Amendment for the Board of Trustees is a special service unique to the qualifications of the contractor. These services are exempt from public bid under Government Code 53060. The original Master Plan work did go through a competitive bid process and CCS Group was originally selected as a part of the Master Plan team.

The terms of the agreement shall remain in force unless mutually amended. The agreement may be terminated by either party upon 30 days written notice. If the agreement is terminated before the above services are complete, the Contractor will be billed for services rendered prior to the contract termination date.

gkkworks/CCS Group

Victor Valley CCD

Representative



Representative

Date: _____

Date: _____



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: FOUNDATION DONATIONS
SUBMITTED BY: Victor Valley College Foundation
RECOMMENDED BY: Mary Pringle Mary Pringle
APPROVED BY: Robert Silverman RS

Description/Background:

The Victor Valley College Foundation has made expenditures from cash donations to specific funds and scholarships as listed for Victor Valley College \$16,674.73 in-kind cash donations, \$12,232.14 in scholarships) for a total amount of \$28,906.87. In addition the Foundation has also received property donations as listed. These donations are for the period ending April 30, 2008.

Need: N/A

Fiscal Impact: N/A

Recommended Action:

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

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

VVC FOUNDATION SUPPORT TO VVC
Expenditures Made From Cash Donations
April, 2008

Project Description	Post date	Trans. Amount	Account Description	Reference
Agriculture (Mojave Sustainability Project)	4/2/08	\$ 794.49	Awards & Recognition	MSP Partners recognition posters
Agriculture (Mojave Sustainability Project)	4/2/08	\$ 537.67	Catering	Catering for Desert Mine Reclamation Workshop
Agriculture (Mojave Sustainability Project)	4/2/08	\$ 619.00	Equipment / Supplies	Materials and Supplies for Plants
Agriculture (Mojave Sustainability Project)	4/2/08	\$ 108.79	Hospitality	Reimbursement for MSP Workshops
Agriculture (Mojave Sustainability Project)	4/2/08	\$ 419.58	Catering	Reimbursement for MSP Workshops
Agriculture (Mojave Sustainability Project)	4/2/08	\$ 389.80	Postage	Postage Charges for 11/07 & 12/07
Agriculture (Mojave Sustainability Project)	4/9/08	\$ 397.85	Hospitality	Breakfast for Desert Mine Reclamation Workshop
Agriculture (Mojave Sustainability Project)	4/21/08	\$ 800.00	Outside Labor	Honorarium for AGNR 74A
Agriculture Total:		\$ 4,067.18		
Athletics-General	4/2/08	\$ 264.42	Equipment / Supplies	Baseball Caps and Tees
Athletics-General	4/2/08	\$ 200.00	Dues & Subscriptions	Membership Dues 2007-2008
Baseball Fund	4/2/08	\$ 141.21	Hospitality	Reimbursement for baseball BBQ
Men's Basketball	4/22/08	\$ 330.00	Education & Training	Registration fees for Nike Baseball Clinic
Softball Fund	4/2/08	\$ 105.00	Dues & Subscriptions	2008 Membership
Softball Fund	4/2/08	\$ 82.00	Postage	Reimbursement for Postage
Track & Field	4/15/08	\$ 350.19	Equipment / Supplies	Reimbursement for Track Equipment
Women's Basketball	4/2/08	\$ 220.00	Education & Training	Registration fees for Nike Baseball Clinic
Women's Tennis	4/2/08	\$ 563.58	Equipment / Supplies	Uniforms for Women's Tennis
Athletics Total:		\$ 2,256.40		
Child Development	4/2/08	\$ 171.45	Education & Training	Reimbursement for Curriculum Video Tapes
Child Development Total:		\$ 171.45		
Fire Technology Program	4/22/08	\$ 64.50	Hospitality	Coffee Service for Fire Tech
Fire Technology Total:		\$ 64.50		
Friends of Botanical Gardens	4/15/08	\$ 36.74	Equipment / Supplies	Reimbursement for Rose Food
Friends of Botanical Gardens Total:		\$ 36.74		
General Scholarship Clearing Fund	4/15/08	\$ 4,267.50	Scholarships	Scholarships Received thru 4/15/08
General Scholarship Clearing Fund	4/2/08	\$ 7,484.64	Scholarships	Scholarships Received thru 4/1/08
PREPAID-Aitrusa Club of Victor Valley	4/15/08	\$ 500.00	Scholarships	Scholarships Received thru 4/15/08
Scholarships Total:		\$ 12,232.14		
Model United Nations Club	4/22/08	\$ 440.00	Travel	Credit Card Charges
MUN Total:		\$ 440.00		

VVC FOUNDATION SUPPORT TO VVC
Expenditures Made From Cash Donations
April, 2008

Project Description	Post date	Trans. Amount	Account Description	Reference
Nursing General	4/16/08	\$ 138.72	Meals	Reimbursement for Nursing Lunch
Spring - Even Nursing Class	4/22/08	\$ 624.17	Equipment / Supplies	Nursing Caps & Covers
Nursing Total:		\$ 762.89		
PAC	4/9/08	\$ 23.60	Postage	PAC Invitations
PAC Total:		\$ 23.60		
Paramedic Academy	4/22/08	\$ 1,500.00	Catering	Catering for Paramedic Academy
Paramedic Academy Total:		\$ 1,500.00		
The California Wellness Foundation	4/2/08	\$ 3,013.07	Grants Awarded	Grant Admin. 3/14/08-3/31/08
The California Wellness Foundation	4/22/08	\$ 307.98	Grants Awarded	Credit Card Charges
The California Wellness Foundation	4/16/08	\$ 3,760.92	Grants Awarded	Grant Admin. 4/1/08-4/16/08
TCWF Total:		\$ 7,081.97		
Women's History Month	4/16/08	\$ 270.00	Awards & Recognition	Reimbursement for Women's History Month Celebration
Women's History Month Total:		\$ 270.00		
GRAND TOTAL:		\$ 28,906.87		

Victor Valley College District Foundation, Inc. Gifts In Kind

April, 2008

Date	Constituent	Fund	Gift Value Reference
2/14/2008	James H. Wilson	FR-Library	\$210.00 300 Journal Issues of College English, CCC
3/24/2008	Carmen D. Teal	FR-Library	\$500.00 Collection of Movies & Music
3/24/2008		FR-Library	\$650.00 Books & National Geography Magazine Collec
Grand Total:			\$1,360.00

3 Gift(s) listed



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: REVISED MANAGEMENT POSITION TITLE—DIRECTOR OF
MANAGEMENT INFORMATION SYSTEMS

SUBMITTED BY: Virginia Moran

RECOMMENDED BY: Rocio Chavez Rocio Chavez

APPROVED BY: Robert Silverman RS

Description/Background:

With the departure of the incumbent director of computer info resources, the position's title has been changed to director of management information systems.

Need: A revised job title is needed.

Fiscal Impact: None

Recommended Action: It is recommended that the Board of Trustees approve the revised job title of director of management information systems.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ~~DIRECTOR OF COMPUTING AND INFORMATION RESOURCES (CIR)~~ MANAGEMENT INFORMATION SYSTEMS (MIS)

BASIC FUNCTION:

Under the direction of an area administrator, plan, organize, direct, coordinate and evaluate the operation and effectiveness of district management information systems, which includes the integrated information systems (student, financial aid, district financial systems, etc), supporting third party software solutions for reporting, and academic applications (for example, on-line learning, grading and student tracking.) Utilize a service based organization model to provide management of computing services in support of a decentralized environment by empowering end users through a variety of tools. Direct the participation of VVC computing with SBCSS Information Systems; plan, organize, direct and coordinate the data/information research, processing and analysis functions in support of district programs and plans. Coordinate staff training, assign work, supervise and evaluate the performance of assigned personnel, and participate in the selection of assigned staff.

REPRESENTATIVE DUTIES:

Provide leadership to plan, organize, control, direct and evaluate the operation and effective use of district computing and information resources, including integrated information processing systems. *E*

Direct, plan, organize and coordinate the installation and maintenance of district ~~CIR~~ MIS systems; direct technical assistance, perform system analysis and determine proper course of action in response to district needs; direct development, modification and purchasing of district software for the ~~CIR~~ MIS department and related 3rd party products. *E*

Support the implementation and enforcement of ~~CIR~~ MIS system controls, standards, policies and procedures; direct the development of guidelines, system standards and operating studies on hardware utilization and software requirements. Coordinate log-on and access ability of district staff and end users, and ensure security in all ~~CIR~~ MIS systems. *E*

Direct, plan, organize and coordinate the data/information research, the preparation and summation of data for district or State data requests and analysis functions in support of district programs and plans; maintain current knowledge of district data warehouse, external data resources and research tools and techniques. Management of data resources includes development and coordination of district wide reporting solutions including tools. *E*

Direct the participation of VVC project with SBCSS Information Systems as well as other statewide ~~CIR~~ MIS systems, including ongoing updating and refinement of data collection and data reporting to comply with federal and state codes/regulations. *E*

Train, assign work, supervise and evaluate the performance of assigned **€IR MIS** personnel; Participate in the selection of staff; prioritize, supervise and assign projects to **€IR MIS** staff including **€IR MIS** and contract personnel. *E*

Direct and plan system analysis related to development, testing and configuration of computer programs; identification and correction of faulty programs, data entry and data value errors. Direct and organize **€IR MIS** personnel in preparation and modification of programs in response to urgent or unusual needs. *E*

Prepare and monitor **€IR MIS** department budget. Direct, plan and organize short range and long range goals for **€IR MIS** department to assure future adequate software and hardware capabilities for the district needs. *E*

Represent district at local, state and national meetings, committees and commissions. *E*

Plan and direct operations of a 'help desk' for effective management of **€IR MIS** related issues.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General computing and information system operations, analysis, development and design within educational environments.

Characteristics and capabilities of modern complex computing equipment, including hardware, software, data communications, networked microcomputer systems and telecommunications.

Research, data collection, analysis and evaluation methodologies, principles and techniques of statistics and related mathematical principles

Principles and practices of administration, supervision and staff development through the use of interpersonal skills using tact, patience and courtesy.

Principles and techniques of program planning, scheduling, budgeting and related control procedures.

Fundamentals of data bases, flow charting, source documents, report production and logic underlying database operations, functions and processes.

Principles and practices of programming and other computer languages used within the computing environment.

Post secondary education organization, operations, policies and objectives.

Experience in customer service practices and techniques.

ABILITY TO:

Plan, organize and direct the effective utilization of district **€IR MIS** resources.

Support training in the application of new computing concepts.

Remain current and apply new developments and procedures in computer methodology and technology to solve difficult technical problems in major computing programs and systems.

- Direct, plan, organize and coordinate the data/information research, processing and analysis functions in support of district programs.
- Establish, implement and enforce priorities for department and staff.
- Train, supervise and evaluate personnel including planning and organizing work.
- Assure internal controls are established, maintained and documented in compliance with organization directives.
- Provide technical guidance and recommendations concerning existing computer programs and systems.
- Perform analysis of existing programs and operations to meet changing needs and to provide for system enhancements.
- Analyze and evaluate computing programs, needed modifications and concerns to meet organization needs.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree in computer science, information systems, information technology, or related field and five (5) years of increasingly responsible experience in managing information technology systems, including two (2) years in a supervisory or management capacity.

WORKING CONDITIONS:

Standard office environment.

Position requires hand and digit dexterity to operate a variety of computer equipment, speaking and hearing to communicate with district and outside agency personnel, walking, standing, sitting for extended periods of time, lifting up to 50 pounds, climbing stairs, carrying, pushing and pulling equipment, bending at the waist, and kneeling or crouching to work on computer equipment.




LEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

APPROVAL – AMENDED EDUCATIONAL MASTER PLAN

Virginia Moran, Institutional Effectiveness

RECOMMENDED BY:

Virginia Moran 

APPROVED BY:

Robert Silverman _____

Description/Background:

The district wishes to submit for approval the amended Educational Master Plan. The College's Educational Master Plan of 2007 recognized the dynamic nature of growth in recent years in the High Desert region. Economic factors of the last 24 months have compelled the College to now propose an amendment to that plan—an amendment that addresses the facts of growth, the need for increased educational opportunities leading to employment, and the College's response to facilitate greater access to our programs and services.

The amendment provides for the establishment of an East Side Center and a West Side Center, each providing programs identified in the original Educational Master Plan as meeting demands for future employment opportunities. The proposed locations are more accessible to the people residing in the College's service areas wherein population growth has been explosive.

A copy of the amended Educational Master Plan is available for review in the Superintendent/President's office.

Need:

Changes in enrollment, the economy, finances, community needs, legislative initiatives, and technology have made it necessary to make adjustments to the Educational Master Plan.

Fiscal Impact: N/A

Recommended Action:

It is recommended that the Board of Trustees approve the amended Educational Master Plan as submitted.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COLLEGE - EDUCATIONAL MASTER PLAN AMENDMENT

I. VICTOR VALLEY COLLEGE EDUCATIONAL MASTER PLAN, 2007

When Victor Valley College's Educational Master Plan was developed in 2006 and approved in 2007, it fully recognized the likelihood of explosive population growth in the College's service area during the coming decade. The plan noted the new economic and employment landscape that was emerging and the educational challenges that were inevitable.

The Educational Master Plan was written to provide, in general terms, a blueprint for the future of Victor Valley College for the next ten years. It took into account the history of the College, the core values of the institution as represented in its mission, vision, and strategic goals. It used data from within the College and from authoritative external sources and the best thinking of all constituency groups about what the future of the College should be. The Board of Trustees, faculty, administrators, college staff, students and community members contributed to shaping the plan.

In the rapidly changing environment in which the Educational Master Plan was written two years ago, the College made clear that the plan was meant to be a "living document" that would provide a basis for decision making but that it would also be responsive to the dynamic community it served.

This fluid approach was stated in the plan as follows:

"Changes in enrollment, the economy, finances, community needs, legislative initiatives, and technology are likely to require adjustments to the Educational Plan. Long range planning in an environment of uncertain funding and rapid changes requires that long-range plans be looked at as important guides, which are subject to modification during the course of their life span. The Educational Master Plan is a living document that should be seen as a starting point rather than an ending point."

II. AMENDMENT OF THE EDUCATIONAL MASTER PLAN

The issues delineated and the recommendations made in the Educational Master Plan of 2007 have come in to sharper focus rapidly. While the Plan recognized the dynamic nature of the growth in the region, the economic factors of the last 24 months have added to the urgency of the College's mission. The College now proposes an amendment to the plan – an amendment that would address not only the facts of growth, the need for increased educational opportunities leading to employment, greater access to the College for the population of the service area, but also the significant changes that have occurred with the economy.

As the economy stumbles and the fear of job loss rises, the need for retraining as well as education and training for upward mobility becomes even more acute. The population in the service area now faces the rising cost of gas at the pump where driving considerable distances is a costly fact of life. The sub-prime mortgage crisis has affected residential construction jobs and California's Employment Development Department reports that 15,000 construction jobs have been lost in San Bernardino and Riverside Counties from March 2007 to March 2008, while non residential construction added 1,400 jobs. The Victor Valley Daily Press reported in January, 2008 that the Inland Empire added 4% more lower paying jobs. 5,500 retail jobs were added due to several new malls and eating and drinking outlets added 3,700 positions because of the many new outlets.

Victor Valley College now has the opportunity to lead its community in economic recovery and development. By training a work force prepared to meet emerging employment demands, the College can assure its graduates are prepared for high-demand, high-paying jobs, and employers can draw on a skilled workforce. Having a qualified employee base is known to be a key factor in attracting industries to a region. By positioning itself now in partnership with cities, counties, business leaders, governmental agencies, and other educational institutions, the College can help shape the future of the region. As the High Desert region matures, it will shift from being a service economy to a varied economy with professional and technical jobs and where people work in the same communities in which they live.

The following amendment provides for the establishment of an Eastside Center and a Westside Center, each providing programs for which there is a demonstrated need and employment opportunities that were identified in the original Educational Master Plan, and in locations more accessible to the people of Victor Valley College's service area. Coordination with the various economic development entities in the cities of the High Desert and San Bernardino County will be a fundamental strategy in establishing the centers.

The Eastside Center would become a Public Safety Training facility maximizing high intensity programs in law enforcement, corrections, fire technology, and emergency medical fields such as a paramedic program and an emergency medical technician program. This complex, which would partner with local agencies in a variety of ways,

would be located in an area that currently has the greatest growth and density. Classes would be both short term and full term.

The Westside Center would become a Workforce Training Center providing programs in the Health Sciences and in Business, two areas with a large array of career possibilities which have been identified as exhibiting great potential for growth. This complex would be located in the freeway corridor known as the "golden triangle" for easy access.

Both Centers would provide course work in basic skills, English as a Second Language and general education requirements to enable students to fulfill their educational goals.

A more detailed narrative for each Center is described later in the amendment.

III. THE NEED for CENTERS

A. Demographics and Geography

According to population projections San Bernardino County will grow to 2,730,276 persons (a 59.72% growth from the year 2000) by the year 2030. During the same time period the state of California is projected to grow 37.12%. Though in the recent past Victorville sustained the highest growth amongst service area cities, Adelanto and Hesperia are projected to grow faster in the near future and more than double in population by the year 2030. The total population of the incorporated cities within the District's service area is estimated to be 459,955 persons by 2030. Table 3.1 provides population projections of San Bernardino County and incorporated cities within the District's direct service area.

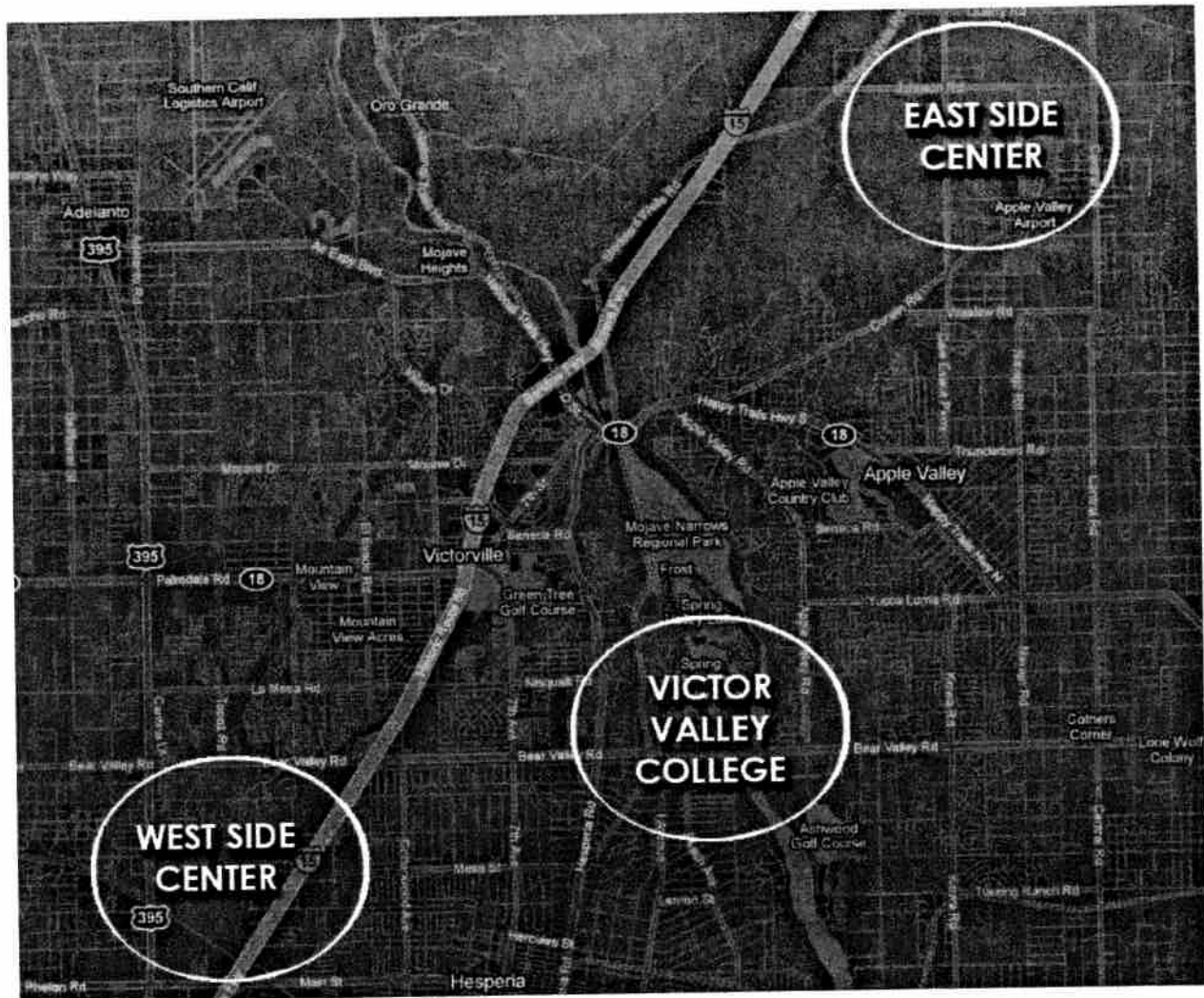
TABLE 3.1 POPULATION PROJECTIONS

County / City	*2000	2005	2010	2015	2020	2025	2030
Adelanto	18,180	21,888	25,939	30,675	35,351	39,832	44,129
Apple Valley	54,239	63,453	70,873	77,333	83,707	89,815	95,675
Hesperia	62,582	78,494	95,800	117,568	139,049	159,638	179,383
Victorville	64,029	86,473	92,894	105,368	117,669	129,462	140,768
S. B. County	1,709,434	1,929,736	2,070,722	2,242,520	2,412,025	2,574,480	2,730,276
California	33,871,648	36,038,859	38,067,134	40,123,232	42,206,743	44,305,177	46,444,861

Source: Southern California Association of Governments. <http://www.scag.ca.gov/forecast/downloads/2004GF.xls>; Department of Finance Population Estimate for Victorville 2005 – used to adjust projections for Victorville; *County of San Bernardino: Department of Economic and Community Development; U.S. Census Bureau

According to the Department of Finance, three of the four fastest growing communities in San Bernardino County during 2004 were in Victor Valley (Victorville, Adelanto, and Hesperia). Furthermore, Victorville was the second largest growing city in California with a population of over 50,000 during 2004. Above average population growth within the district service area is expected to continue with the populations of Victorville, Hesperia, Apple Valley, and Adelanto expected to reach over 375,700 persons by 2020.

A prime factor for growth and development is the freeway system. Victor Valley College is located on Bear Valley Road which has become a heavily congested east to west thoroughfare off of Interstate 15. While most residential and retail development has been east of the College in Apple Valley, the area south of Bear Valley Road between Highway 395 and Interstate 15 is indicated for continued expansion with a suburban based economy.



B. Employment

Employment projections estimate an approximate 30 percent employment growth between 2005 and 2015 within San Bernardino County. Of the cities within the district service area of the College, Hesperia is projected to sustain job growth of 86 percent and Victorville is expected to sustain job growth of 52 percent during this time frame. In its master plan Victor Valley College pledged . . . "to meet the demand for employees in both the services industry and the emerging entrepreneurial industries by developing students' technical skills as well as their overall employability skills: critical thinking, reading, writing and speaking as well as math skills. . . ". To do so, the plan stated, "Partnerships between the College, feeder school districts, and employers, both private and public will be essential for this to take place." Attracting four-year colleges and universities to offer curriculum at the growing Victor Valley College campuses will be important.

TABLE 3.2 MAJOR EMPLOYERS, SAN BERNARDINO COUNTY

Employer Name	Location	Industry
California State University	San Bernardino	Colleges & Universities
California Steel Industries	Fontana	Blast Furnace/Basic Steel Products
Chaffey Community College	Alta Loma	Colleges & Universities
Community Hospital	San Bernardino	Hospitals
County of San Bernardino	San Bernardino	Public Administration (Government)
Environmental Systems Research	Redlands	Computer / Data Processing Services
Hub Distributing	Ontario	Family Clothing Stores
Jerry L Pettis Memorial Veterans Hospital	Loma Linda	Hospitals
Loma Linda University Medical	Loma Linda	Offices / Clinics of Medical Doctors
Ontario International Airport	Ontario	Airports, Flying Fields & Services
San Manuel Bingo & Casino	Highland	Misc. Shopping Goods Stores
Snow Summit Mountain Resort	Big Bear Lake	Hotels & Motels
Stater Brothers Holdings Inc	Colton	Grocery Stores
University of Redlands	Redlands	Colleges & Universities
US Post Office	San Bernardino	U.S. Postal Service

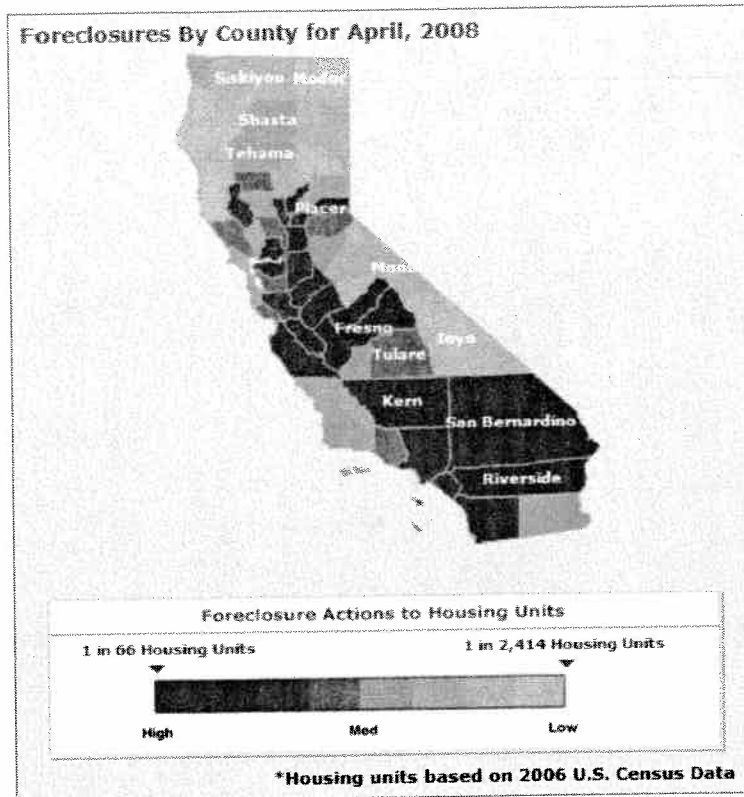
Sources: Employment Development Department, Labor Market Information Division

TABLE 3.3 EMPLOYMENT PROJECTIONS BY CITY

	2005	2010	2015	2020	2025	2030
Adelanto	3,136	4,010	5,321	6,665	8,020	9,394
Apple Valley	16,130	19,338	21,867	24,443	27,043	29,670
Hesperia	17,150	20,109	31,957	44,088	56,332	68,765
Victorville	43,386	53,916	65,887	78,109	90,442	102,930
S B County Total	674,306	777,431	878,505	981,741	1,085,864	1,191,405

Source: Southern California Association of Governments. <http://www.scag.ca.gov/forecast/downloads/2004GF.xls>; Department of Finance Population Estimate for Victorville 2005 – used to adjust projections for Victorville;

While residential home development in each service area city is expected to continue with median home prices being well below those of neighboring counties, the area is not exempt from feeling the effects of increased foreclosures felt throughout California due to the sub-prime mortgage lending crisis.



Source: www.realtytrac.com

In fact, six California cities documented foreclosure rates that ranked in the top 10 among the 230 metropolitan areas tracked in the national report. According to RealtyTrac; a company that tracks foreclosure rates nationwide; San Bernardino County and Riverside counties ranked fourth in the nation for the highest foreclosure filings in the month of April.

In terms of employment, that ranking represents a loss of 15,000 residential construction jobs in the counties of San Bernardino and Riverside from March '07-March '08 as reported by the California Employment Development Department.

Still, the Institute of Applied Research at California State University, San Bernardino reported in January 2008 that the economy of the Inland Empire is expanding, although at a slower rate compared to previous months.

Currently, approximately 60% of Hesperia's work force commutes to jobs outside the city and drive to the San Bernardino Valley. Though many people are moving from the more expensive San Bernardino Valley to Hesperia to live, they are still commuting to work outside of the city. As indicated by the recent trend, much of the projected population growth through 2010 in Hesperia is due to expected increases in residential development.

In a recent study, Apple Valley placed fourth of the five High Desert cities with regards to retail space per capita. It was estimated that 70% of sales tax was lost to surrounding communities. In reaction, Apple Valley added or is in the process of adding

approximately 1.25 million square feet of retail space and large retail stores such as Lowe's, Walgreens, and Home Depot.

Kaiser Permanente has completed construction on their multi-story facility in Victorville and an expansion of St. Mary Regional Medical Center in Apple Valley has provided advanced levels of service in cardiology, radiology, surgery, emergency care and patient care. The Daily Press and Desert Dispatch have reported that proposals have been discussed to construct a new 100 bed medical facility in Apple Valley. In addition, a tentative agreement has been reached to construct a new 60 bed medical facility in Barstow to replace the existing 56 bed facility by the year 2011.

To meet the employment demand it will become important for Victor Valley College to work with businesses to develop programs that meet employer needs. Vocational technology and training programs, as well as health services occupations will continue to be in great demand throughout the High Desert. Recognizing employment needs of local employers and strong business relationships will be vital for the College to best meet community needs and ensure institutional effectiveness.

C. The Educational Challenges

Higher education was less important to the economic vitality of the region when manufacturing and farming formed the economic base. In this current period of dramatic growth and change, the need to provide higher education to keep pace is dramatic. More than 30,000 residents in Victorville, Hesperia, Apple Valley, and Adelanto who are 25 years and older have not obtained a high school diploma.¹

TABLE 3.4 SAN BERNARDINO COUNTY DROPOUT RATE

Academic Years	Dropouts Grades 9-12	Enrollment Grades 9-12	1-Year Dropout Rate ²		4-Year Dropout Rate ³	
			County	State	County	State
2001-2002	3,621	111,068	3.30%	2.70%	12.80%	10.80%
2002-2003	4,912	118,026	4.20%	3.20%	15.90%	12.70%
2003-2004	5,369	123,922	4.30%	3.30%	16.70%	13.30%
2004-2005	6,600	128,693	5.10%	3.10%	19.90%	12.70%
2005-2006	6,934	132,860	5.20%	3.40%	20.10%	14.00%

Source: Ed-Data

Overall, residents of San Bernardino County who are 25 years of age and older are less educated than the rest of the State, with fewer earning Bachelor's degrees and

¹ U.S. Census, 2000 (www.census.gov)

² The 1-year dropout rate is dropouts divided by enrollment for grades 9-12.

³ The 4-year derived dropout rate is an estimate of the percent of students who would drop out in a four year period based on data collected for a single year. Asterisks in the 4-year column indicate the rate could not be calculated because one or more grade levels had zero enrollment.

graduate degrees.⁴ From 1994 to 2003, the 18-20 age group among students at the College grew from 23.7% to 30.5% of the student body.

TABLE 3.5 SAN BERNARDINO COUNTY COLLEGE-GOING RATES

Year	High School County	H.S. GRADS					First-Time Freshmen					College-Going Rate				
		Public	UC	CSU	CCC	Total	UC	CSU	CCC	Total	UC	CSU	CCC	Total		
2001	San Bernardino	18,828	860	1,527	5,473	7,860	4.60%	8.10%	29.10%	41.70%						
2001	Statewide Total	315,188	21,611	28,611	92,887	143,109	6.90%	9.10%	29.50%	45.40%						
2002	San Bernardino	19,797	958	1,471	5,729	8,158	4.80%	7.40%	28.90%	41.20%						
2002	Statewide Total	324,147	22,479	28,483	99,748	150,710	6.90%	8.80%	30.80%	46.50%						
2003	San Bernardino	20,754	871	1,593	5,809	8,273	4.20%	7.70%	28.00%	39.90%						
2003	Statewide Total	338,066	22,383	29,035	92,357	143,775	6.60%	8.60%	27.30%	42.50%						
2004	San Bernardino	20,282	869	1,596	5,361	7,826	4.30%	7.90%	26.40%	38.60%						
2004	Statewide Total	340,067	21,091	30,873	99,973	151,937	6.20%	9.10%	29.40%	44.70%						
2005	San Bernardino	21,645	926	1,908	4,594	7,428	4.30%	8.80%	21.20%	34.30%						
2005	Statewide Total	350,449	22,531	34,299	96,243	153,073	6.40%	9.80%	27.50%	43.70%						
2006	San Bernardino	21,208	1,104	2,129	4,506	7,739	5.20%	10.00%	21.20%	36.50%						
2006	Statewide Total	343,511	25,493	37,208	97,685	160,386	7.40%	10.80%	28.40%	46.70%						

Source: CPEC

The majority of students entering Victor Valley College for the first time are assessed as eligible for remedial English and math.⁵

These findings are similar to those at California State University, San Bernardino: For the Fall 2005 freshman class, 53.0% (734 students) needed remediation in math; 63.6% (880 students) in English. Community College entry rates in the County (30.0%) lag the state average of 32.0%, as do university entry rates (15.0% for San Bernardino County versus 19.0% for the State).

For the economy of the region to reach its potential, the College must address the under-preparation of students at all levels. The range of instruction provided must include basic academic preparation in addition to the education and training required to meet emerging marketplace demands. By working with employers, government, and education leaders from other educational segments, residents of the region will be better prepared as citizens and skilled employees in the new, services-based environment and the entrepreneurial economy to follow. A four-year college presence

⁴ California Postsecondary Education Commission (www.cpec.ca.gov)

⁵ Victor Valley College High School Graduation Report, Office of Institutional Research

in the Victor Valley College service area will be an important component to raising educational attainment in the region.

D. The Challenge of Getting to Campus

The relative affordability of land and housing continues to draw many residents to the region. Many still commute to work in the western part of the county and beyond. The resultant traffic congestion on Bear Valley Road coupled with an underdeveloped public transportation system puts access to educational opportunities beyond the reach of some residents. In 2007, the Educational Master Plan noted, "Expanding instructional offerings to various locations in the district service area will help better serve the community. Sharing facilities with local high schools and establishing outreach centers are means of serving various sectors of the community."

Since the adoption of the Educational Master Plan, increased outreach and program offerings at high school and community locations have increased access to residents of the area. Creating centers on the eastern and western ends of Bear Valley Road will alleviate traffic pressure on the main campus and provide permanent locations for program expansion in needed fields.

E. Program Needs

Among the planning assumptions of the Educational Master Plan was the need for higher level workforce skills as the region matures. As the economy of the High Desert shifts from a manufacturing base to a service-based economy, the College is prepared to provide employment training in key areas. These were noted in the original Master Plan as Planning or Action Imperatives. The following programs are in response to the employment and educational needs of the service area and would be offered at the Eastside and Westside Centers.

The Educational Master Plan identified the expansion and development of specific programs:

"Expand the current Administration of Justice program to meet employment needs."

Within the Victor Valley community there are two private prisons and one city jail, one federal prison, a County Sheriff's Department operating four city contracts, a Probation Department opening the largest Juvenile Detention Center in San Bernardino County, a new 1,000 bed jail in North Apple Valley, and four school districts initiating their own police departments including Snowline, Hesperia, Apple Valley, and Victorville. Employment projections suggest jobs in protective services will increase by approximately 27 per cent through 2012.

In addition, the growth of population throughout the region signals the need for expanded fire and emergency services. Discussions regarding a joint project with the City of Victorville for a fire training facility, including a working fire department and training grounds for the Administration of Justice program have been ongoing.

"Expand current program offerings and develop new programs to meet industry needs in health services."

A new Kaiser Permanente facility and expansion to St. Mary Regional Medical Center have been completed in Apple Valley and Victorville. Initial proposals have been discussed to construct two new medical facilities in Apple Valley and Barstow. Dental hygienists, personal home care aides, medical records and health information technicians and emergency medical technicians are projected to be among the fastest growing occupations between 2002 and 2012. Projections estimate over 1700 annual job openings through the year 2012 in health services.

In addition to new and increased hospital and health services staff needed in these new and expanded health care facilities, professionals in these fields must keep current with continuing education credits which the College will be prepared to provide. The College will become a full partner with institutions in providing contract education classes responding to the staff development needs of hospitals and health care facilities. The existing credit program in nursing is the College's largest FTES generating department in Vocational Education and will be expanded in partnership with the new hospitals and facilities in the area.

"Develop new instructional programs to serve the growing food service and hospitality industry in the High Desert."

Food service and hospitality are expected to contribute a large number of employment opportunities within San Bernardino and Riverside Counties. Approximately 3,942 jobs within the hospitality field are anticipated annually through 2012. While many of these jobs are considered entry level and lower paid positions, the College's Restaurant Management department has an extraordinary relationship with the community. This department would be used as a foundation for developing new programs within the hospitality industry. As managerial opportunities develop within the hospitality field, the College's program is positioned to provide a venue for training and experience.

The Interstate 15 corridor is projected to attract a growing number of hotel and restaurant facilities for travelers. The College is prepared to educate and train workers at every level.

"Identify appropriate curriculum and offer business courses responsive to entrepreneurial and new businesses locating in the High Desert."

The "Multi-stage" growth model for economic development suggests that the next stage of economic development within the Inland Empire will be the "Early Development Stage." This stage is represented by entrepreneurial development of new firms or branches of existing ones that use local workers to create products and services. The College may position itself to provide the necessary business

foundation to enable potential entrepreneurs with management principles and skills needed for the operation of small businesses.⁶

An example of potential in this area might include new internal college partnerships such as between the business department and the child development department. With the projection of a 19 % increase in persons between the age of 0-4 between 2000-2010 followed by an increase of almost 15% between 2010-2020 in the same age range, the potential for the growth of the home-based child care center industry is large. The College is positioned to provide the necessary skills and educational requirements for this emerging field.

"Work with business partners to expand current programs and develop new programs to respond to the emerging aviation, transportation, energy, and logistics industry in the High Desert."

The expansion project at SCLA expects to gain from the shortage of industrial space in Los Angeles and San Pedro ports and be a direct job generator within the High Desert. To attract mechanics and other personnel that will be needed at SCLA the College will work closely with developers. Victorville expects that over the next seven years, approximately 15,000 jobs will be generated by aviation-related businesses at the airport. Technology and equipment at SCLA could be utilized by the College to provide the airport with trained and qualified employees.

The College will work closely with businesses which are already tenants at SCLA to form partnerships that will provide education to current and potential employees. The College is in the process of writing curriculum for a new Aviation Technology program. Air Frame and Power Plant (A&P), rail and logistics technology may also be programs to consider at SCLA.

F. External Factors of 2008

External economic factors of the past year have pushed the population of the service area to a tipping point. The dramatic rise in gasoline prices during the last year is projected to continue. The sub-prime mortgage crisis has had a mixed effect in the region with San Bernardino and Riverside among the counties in California and the nation with the highest foreclosure filings. However, because home prices remain low in the region, Metrostudy market information in Southern California appears to have an optimistic outlook for the area's continued residential growth. But the housing crisis has had an effect with the reported loss of 15,000 construction jobs in San Bernardino and Riverside Counties reported in March 2008 as compared to March 2007 by the California Employment Development Department.

With the projections for continued growth in the region, coupled with significant job and housing loss, the need for access to workforce training and retraining becomes

⁶ California's Inland Empire: The Leading Edge of Southern California Growth. Anthony Downs. California Counts. Volume 7, Number 2, Nov. 2005

paramount. Prior to the economic issues of the past two years, the area was experiencing burgeoning growth, employment demands, and educational challenges demonstrated by statewide statistics that indicate a lower than average college attendance rate and higher than average high school dropout rate. These elements continue to exist. Amidst these forces, Victor Valley College remains committed to providing the workforce development needed in this community to address these challenges.

These current forces have propelled the College to consider new alternatives to the issues initially raised in the Educational Master Plan of 2007. For those reasons, the College is proposing the establishment of an Eastside Center and a Westside Center, providing high demand programs with employment opportunities for the citizens of the High Desert region.

IV. EASTSIDE CENTER

A. Vision

The vision for the Eastside Center is as a main hub of Public Safety Programs which would provide students, employers, and the community with training and educational programs that meet the current and future needs of public safety in this region.

The Center would combine three main areas of public safety training: Administration of Justice/Corrections, Fire Technology, and Emergency Medical Service Academies, incorporating programs to train Paramedics and Emergency Medical Technicians.

Only two regional facilities exist in California that incorporate a public safety training facility as aggregated in this model. Those facilities have demonstrated that this dynamic mode increases training capacities. The Center would provide an environment to develop and implement hybridization training and curriculum and develop training capabilities that the College and local agencies do not currently have.

It would be the expectation of the Center that its public safety program would add service to the larger community of public safety including employers and departments in the areas of fire, law enforcement, homeland security, and federal, state, city, and county agencies. Continuing education units for professionals in the field, contract education that responds to public agencies and their staff development requirements, and community services classes would be offered at this site. Distance education modes would be available at the Eastside Center and address training and college credit offerings for the High Desert region.

In addition, the Center would provide a full component of student services to assist with access to registration, financial aid, counseling, tutoring, and the supports needed for student success. A full component of Basic Skills classes and English as Second Language classes would be offered. Transfer Center services would be available at key points during the semester to encourage students to pursue a four-year college degree.

B. Programs

This center would become a Public Safety Complex with Emergency Medical Services Academies, programs in Administration of Justice/Corrections, and Fire Technology.

The following programs would be a part of the Emergency Medical Services Academies:

Emergency Medical Technician (EMT)

The Emergency Medical Technician program provides the beginning level for response personnel. Emergency Medical Technician is the minimum preparation required to work on an Ambulance, for a Fire Department and many other Public Safety positions.

This program is intended as an introductory course to provide the student with basic skills and knowledge required to go on to Paramedic training.

Paramedic Academy

The Paramedic Academy would provide students and the Emergency Medical Services (EMS) professions an educational program that is state of the art and dynamic as the services they perform. The requirements and resources set forth by the National Association of EMS Educators (NAEMSE) and the Commission on Accreditation of EMS programs would be fully provided. Obtaining and maintaining continuous accreditation would be a hallmark of this program. An educational model that demands constant evaluation for continuous improvement would be required.

Fire Technology

The Fire Technology Department provides courses and training for students who seek career advancement, certification, and advancement within the fire protection service field. The department offers accredited courses which prepare students with the skills required to pass employment examinations and apply for the Firefighter I Academy. Successful completion from the academy will earn the student a certification that meets the professional standards, as required by the California State Fire Marshal's Office, to become an entry level firefighter.

Victor Valley College is accredited as a Regional Training Facility through the State Fire Marshal's office. This accreditation allows the fire technology program to deliver advanced courses for fire officer development, chief officer development and other specialized positions within the fire service. This gives existing employees within the fire protection industry the ability to take advanced courses at the College for promotional opportunities.

The department offers an Associate Degree in Science with a major in Fire Technology. Certificates are offered for Firefighter Certification, Fire Prevention Officer Certification, and Fire Officer Certification.

Administration of Justice

The Administration of Justice program is designed to prepare students for careers in law enforcement, corrections, and security at the operational and administrative levels. The Administration of Justice department provides training for State Prison Correctional Officers.

The Administration of Justice Department currently offers four major areas of study available to students; Law Enforcement Training Academy, Corrections Training Academy, Criminal Justice Studies, and Forensic Sciences. The following degree and certificates are available:

Associate in Science for Administration of Justice, Administration of Justice Certificate, Correctional Science Certificate, Corrections Certificate, Fingerprint Recognition, Forensic Specialist Certificate, Juvenile Corrections Certificate, Level III/II Modulated

Basic Academy, PC 832 Certificate, Police Technician Specialist Certificate and School Police Certificate.

Other

The Public Safety Complex would expand its program offerings once established in the new Center. The planned expansion would include coursework in the following: Emergency Medical Responder course; Defensive Driving Program, Ambulance; a Paramedic Licensure refresher course; CPR/First Aid courses for the community; Citizens Emergency Response Team program; noncredit continuing education courses for EMS; an EMS Leadership Academy; and a Paramedic Preparatory course.

Distance Education capacity would exist at the Eastside Center and could result in the provision of credit classes, continuing education units, and contract education to professionals in Public Safety throughout the region and beyond.

Basic Skills/General Education

The Eastside Center will offer a full Basic Skills curriculum with classes in English, Math, and ESL, and a general range of offerings to fulfill general education requirements.

Registration/Counseling Services/Bookstore

The Center will provide a range of services with the goal of implementing a "One Stop Shop" concept so that students can receive all of the services to support their educational needs on site.

C. Partnerships

The Emergency Medical Services programs foresee partnering with a much larger community of public safety departments including employers and agencies at the federal, state, and local level as well as private industry. For example, it is projected that the Academy would partner with the city of Apple Valley for the courses on Citizens Emergency Response Team. There would be expanded opportunities with the Fire Department, local and state law enforcement agencies, and private security companies. As mentioned previously there have been ongoing discussions with the City of Victorville for a fire training facility including a working fire department and training grounds for the Administration of Justice program.

D. Resources Needed

The proposed Eastside Center with a focus on providing education and training in the field of Public Safety, would require a set of unique resources in order to accomplish its mission successfully. Those resources include specialized facilities, state of the art technology, and carefully planned infrastructure.

For example, the specialized needs of the fire technology program would include a training tower, classrooms, training prop areas, and a full functioning County Fire Station. Urban Search and Rescue (USAR) and Hazardous Materials Teams would also use the facility for regular training and teach skills maintenance as required by federal and state mandate.

For the Emergency Medical Services Academies, Administration of Justice program, and Fire Technology program, in-class technology plays a significant role. To provide a quality program, the Center would need to include 3D projection systems, wireless internet, computer labs, a multi-media library (Blu-ray, DVD, VHS, etc.), and smart boards/digital whiteboards. These programs would also require specialized items such high fidelity mannequins, driving simulators, rescue props, fire & smoke Injury equipment, and dispatch and communications equipment.

Distance education capacity must be built into the Eastside Center with dedicated equipment and classroom space with interactive capability.

The facilities would need to include enough flexible classroom and laboratory spaces to accommodate both student and community demand for these programs. Also, since Public Safety programs require a level of physical fitness and equipment/simulation storage, adequate spaces must be provided for both.

Faculty offices and a general area for registration, bookstore and counseling services, and spaces for administrative and instructional support will also be needed.

V. WESTSIDE CENTER

A. Vision

The vision for the Westside Center is of a Workforce Training Complex with major components that address a region emerging into a service economy. Victor Valley College's proposed Westside Center would include a Health Sciences Academy, a Business Academy, an expanded Hospitality program with culinary components, and a Logistical Transportation program to support the SCLA with elements that could include a variety of aviation related programs and logistics technology programs. Each component would feature state of the art training, facilities, and equipment as well as short-term training opportunities and programs that provide degrees and certificates.

Based on surveys and data collected by the Allied Health Labor Market Inland Empire Centers of Excellence in 2008 and the VVC Health Science Strategic Planning Committee ('07,'08), the Health Science Department in partnership with the health care industry and workforce, would provide educational and licensure/certificate programs based on labor market needs for the health occupations in the district at the Westside Center.

The Business Administration Department would expand their offerings and develop new offerings for the Business Academy concept at the Center. These would be responsive to the new businesses and industries locating in the High Desert.

The Hospitality program would include programs that train the range of employment opportunities in the growing food service and hospitality industry moving into the I15 corridor. It is projected that the College would develop programs in the culinary arts and restaurant management as a part of this.

The Logistics Transportation component would address the projected 15,000 jobs that will be generated by the aviation-related businesses at the airport. The Center would be a hub of training to provide the airport with trained and qualified employees.

In addition, the Center would provide a full component of Basic Skills classes to provide students with the fundamentals in English, Math, and study skills to fully succeed at the College level. Courses that fulfill general education requirements would also be offered so students can meet all of the course work necessary to receive a college degree.

B. Programs

The following programs in the Health Sciences would be offered at the Center:

Registered Nursing

The Victor Valley College Associate Degree Nursing program provides instruction and training to produce competent, knowledgeable, graduate nurses that provide quality nursing care to the public. This program enables students to take the NCLEX exam in

order to become licensed registered nurses. It is the only RN program in the region, with the nearest equivalent over the Cajon Pass or at Antelope Valley College.

Respiratory Therapy

The Respiratory Therapy program prepares students for a career in health care as an integral part of the health care team. Most respiratory therapists are employed in the hospital setting, working 12 hours shifts, usually 3-4 days a week. Increasingly, there are career opportunities in nursing homes, in private homes, with medical equipment supply companies, in home health agencies, and in physicians' offices.

Certified Nursing Assistant

The CNA course enables students to become familiar with basic principles of nursing, including procedures and techniques. Clinical experience is provided in extended care facilities. Students learn to provide and meet the patient's basic physical and psychological needs and promote a spirit of restoration and independence in a safe, efficient and competent manner. This is a state approved pre-certification program. The **Home Health and Acute Care CNA** program will also be offered.

Medical Assistant

The Medical Assistant program is a one-year program that is designed to prepare students to work effectively in a physician's office, medical records or business office of a clinic or hospital. Upon completion of the required courses, the student will demonstrate proficiency in both front and back office procedures. Successful completion of the program leads to a Certificate of Achievement.

Phlebotomy Certification

The California Department of Health Services Laboratory Field Services has created new regulations and legislative changes in order to establish higher standards and more stringent, requirements, for phlebotomy. As a direct result of these legislative changes several new programs were established, including Certified Phlebotomy Technician IA. A Certified Phlebotomy Technician IA is part of a career ladder towards Certified Phlebotomy Technician II, Medical Laboratory Technician and Clinical Laboratory Scientist. These programs would be part of the Health Sciences Academy.

Other

In addition to the above programs, the Health Science Department would provide additional programs, certification and specialty courses that are in high demand in the high desert and inland empire. Examples are programs for Medical Lab technicians, Pharmacy technicians, medical transcriptionists, Medical Records and Health Information technicians, and Radiological and Psychiatric technicians. Continuing education units would also be offered.

Programs in nutrition, dietary assistant, and other food related programs would work in tandem with the projected culinary arts program being proposed.

In the Business Area:

The Business Administration department would offer their full array of courses to prepare Westside Center students for career entry level positions, upgrade job skills, and complete lower division requirements for transfer to four year institutions.

Business Administration programs

Students could earn an Associate of Science degree in Business Administration, and certificates in Bookkeeping, Management, and Retail Management.

Business Real Estate and Escrow Program

Students could earn an Associate of Science Degree as well as ten different certificates in specialty areas.

Business Education Technologies

Students could earn nine different certificates in specialty areas.

In addition, new programs are planned and include the following:

Entrepreneur Certificate Program

A 30 unit certificate will include courses such as Introduction to Entrepreneurship, Business Plan Development, Small Business Financing, and Entrepreneurial Marketing.

Insurance Certificate Program

A 30-32 unit Insurance Certificate will include, among other classes, Introduction to Insurance, Property and Liability Insurance Principles, Personal Insurance, Commercial Insurance, Insurance Code and Ethics, and internship opportunities.

Other

Expansion of offerings is planned by the Business Education Technologies department to stay current with the technology. The Business Real Estate programs will also develop new offerings. A Small Business Development Center is also under consideration.

In the Hospitality Management area:

Restaurant Management

The foundation of the curriculum for the Hospitality Management program would come from the Restaurant Management department because of its partnerships with the

hospitality industry. There is also potential for contract education, providing restaurants in the area with specialty training for their existing employees.

Culinary Arts

Initial stages of curriculum development are underway for new programs in the culinary arts including Baking, Catering, and Barista.

Other

With the College's proximity to Las Vegas and the developing High Desert freeway corridors, the potential for a vital and growing Hospitality Management program are vast. Highly growing sectors of employment within the industry include culinary chefs, food service workers, lodging managers and clerks, and workers in the gaming and tourist industries.

In the Logistics Transportation area:

Aviation Technology

Curriculum for a new Aviation Technology program is being developed. An Air Frame and Power Plant (A&P) class, course work in rail and logistics technology are all being considered.

In addition the College will consider emerging programs in the fields of transportation, energy, and the logistics industry in the High Desert.

Other

Boeing, Southern California Aviation, and Heavylift Helicopters are tenants at SCLA. The dynamics of the SCLA development and the College will create new partnerships and dimensions to the program.

Basic Skills/General Education

The Westside Center will offer a full Basic Skills curriculum with classes in English, Math, and ESL, and a general range of offerings to fulfill general education requirements.

Registration/Counseling Services/Bookstore

The Center will provide a range of services with the goal of implementing a "One Stop Shop" concept so that students can receive all of the services to support their educational needs on site.

C. Partnerships

The Westside Center would expand the partnerships and alliances that currently exist. The proximity to health care facilities and businesses will provide increased opportunities for clinical experiences and internships. The development of the SCLA will undoubtedly bring new alliances with the College. The Restaurant Management program is well positioned to develop new opportunities with businesses in the hospitality industry.

D. Resources Needed

The facilities needs for the Westside Center are inherently complex because of the variety of offerings. Business offerings and the Health Sciences offerings specifically need a computer technology center to accommodate a computer lab for the Business Administration programs, two computer labs for the Business Education Technology programs, and labs for technology training in all the health occupations areas and health information courses, including an area for testing and for instructional assistance with software. A Health Science Simulation Resource Center is needed to provide an area for clinical simulation for basic, advanced, and specialty courses.

In addition, 3-4 "smart" classrooms are needed for the Business classes and a skills lab area for the Health Sciences classes. The Health Sciences programs need a "convention center" type facility to accommodate large classes, community/college meetings, and for conferences, seminars, and workshops. This could be a shared facility with the Business Academy.

The programs in the culinary arts are particularly unique and would need an industrial kitchen, equipment and teaching facility. A restaurant facility in which both culinary arts students and restaurant management students would use as a lab would be optimum.

Similarly, the programs in logistical transportation and aviation are distinctive. The potential for shared facilities and training areas and equipment with the SCLA certainly exists and would be mutually beneficial.

Faculty offices for both programs are needed, as well as a general area for registration, administrative services, book store, counseling services, and instructional support services.

VI. BENEFIT TO THE HIGH DESERT COMMUNITY

Victor Valley College is situated on the leading edge of population growth in California. It is located in the High Desert region of California on the eastern edge of what is known as the Inland Empire, an area that covers more than one sixth of California and is roughly the size of the state of Virginia. The High Desert sub-region includes the area along both sides of I-15 north of the junction with I-215 in San Bernardino County to Barstow and slightly east. Victor Valley College draws approximately 85% of its enrollment from the communities of Adelanto, Apple Valley, Hesperia, Lucerne Valley, and Victorville. The area served by the College encompasses approximately 2,200 square miles. As the population of the Los Angeles basin has spread to the east, the need for educational services and the need for workforce training have grown at the College.

The College has always held a proud place in the community. It takes pride in its partnerships with schools, businesses, and government agencies in the community. It is singular in its contribution to education and training for students in the region. Area employers look to the College for workforce development. Faculty and staff of the College are regularly called upon to assume leadership roles in area chambers of commerce, city task forces, community-based organizations, and regional advancement initiatives. At present the College has become even more crucial as the area experiences population growth and a shifting economy.

The College is firm in its conviction that excellent service to students and the community is at the core of the institution, its policies, programs, and services. Its philosophy is stated as follows:

“Victor Valley Community College District is accessible to all people in the community who seek growth and can benefit from its programs, courses, and activities. Victor Valley College's educational, civic, social and cultural programs are designed to meet the needs of individual students and the entire community.”

Towards that end, this amendment to Victor Valley College's Educational Master Plan will take the College to the next step by responding to an opportunity to lead an economic turnaround in the region and to advance its economic development. The amendment proposes to establish two centers. One is a Public Safety Complex at an Eastside Center providing high demand programs in emergency medical services, fire technology, and administration of justice/corrections fields. The programs will service the entire region, providing education and training to prospective employees, and providing training updates for professionals in the field. The second is a Westside Center to provide a Workforce Complex with Health Science programs that educate and train personnel for the existing and proposed medical facilities in this community. This Center will also be a hub of Business programs, featuring programs in Business Administration, Technology, Insurance, and Real Estate. In response to the region's need, the curriculum would include classes for the growing food service and hospitality industry, and business curriculum for entrepreneurs and managers needed in an emerging

service economy. Both Centers will offer the preparatory and general education classes and services needed to assist students to achieve their educational goals.

The increasing population expansion and emerging economic opportunities, the needs of the community for access to education and training, and the traffic and transportation issues that surround the developing High Desert region compel Victor Valley College to develop the Eastside and Westside Centers. The issues of a faltering economy and employment lay-offs, and the spiraling costs of gasoline at the pump add to the urgency for the College to redouble its efforts to step up to leadership in the region.

The Centers will offer timely and effective education and training in areas of demonstrated need and increase the earning potential for community residents. The resultant business and government partnerships and an educated and more affluent workforce will correspondingly contribute to the overall development and enrichment of the High Desert region.



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: APPROVAL OF FIVE-YEAR FACILITIES PLAN

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Steve Garcia Steve R Garcia

APPROVED BY: Robert Silverman RS

Description/Background:

Every year the district must submit a Five-Year Facilities Plan to the California Community College Chancellor's Office. The proposed VVC Five-Year Plan reflects fiscal years 2010 – 2014 and includes an Initial Project Proposal (IPP) for the Visual/Performing Arts Center and two Final Project Proposals (FPP); one for a Health Safety Complex, the other for a Science Addition.

A copy of the Five-Year Facilities Plan, the IPP and FPPs is available for review in the Superintendent/President's office.

Need: This is an integral part of the process to secure state funding for needed facilities.

Fiscal Impact: No fiscal impact.

Recommended Action:

It is recommended that the Board of Trustees approve the Five-Year Facilities Plan as submitted.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO



Executive Summary

Victor Valley College is an attractive, well-planned campus located some five miles east of the I-15 on Bear Valley Road overlooking the Mojave River Valley. The core of the campus is designed around a man-made (Boise Cascade) lake, contributing substantially to the attractiveness of the campus, but adding to the complexity of planning a core for the campus to build out from.

Victor Valley College's service area is part of what Economist John Husing calls the "Third Ring of Economic Development Out of the Los Angeles Basin". The ring extends across the Lancaster/Palmdale, Victorville, Ontario/San Bernardino, Riverside and the I-15 corridor. As a result, this is one of the most rapidly growing areas in California. For example, according to the U.S. Census Bureau the four incorporated cities within the Victor Valley College service area increased population from 198,980 in the census year 2000 to 285,850 in 2007. This was an increase of 86,870 or a phenomenal 43.6 percent change. The city of Victorville experienced both the absolute amount and percentage increase: from 60,039 in 2000 to 102,538 in 2007, an increase of 38,509 residents, or 60.1 percent. Hesperia is the second largest incorporated city with 85,876 residents in 2007, a 37.2 percent increase over 2000.

What John Husing called "cheap dirt" and location are driving this growth. The greater Los Angeles and Orange County areas no longer have affordable housing available for working families. Sky-high land costs in these areas are pushing companies and their employees to the Inland Empire and the High Desert. Victor Valley is the jewel of the Inland Empire, and is where the next major land boom in California is already underway. John Husing believes Victor Valley will ultimately become the new center for California's distribution industry.

Positioned on the I-15 Corridor, the new Southern California Logistics Airport in Victorville, a third set of tracks through the Cajon Pass by Burlington Northern Santa Fe Railroad, and available "cheap" land are driving this expansion. Recently, Southern California Edison announced plans for the world's largest solar energy facility to be built near Victorville. This project will provide clean power to serve some 278,000 homes for the entire year.

Population Projections

As of March, 2008, the Southern California Association of Governments (SCAG) projected a doubling of the population within the Victor Valley College service area for the 2000-2030 period, an increase from 248,334 people in the census year 2000 to 579,433 in the year 2030, a 109.15 percent increase.



Victor Valley Community College District

Population Projections for Victor Valley Community College District for 2000-2030 in Five-Year Intervals

Year	Population	Percent Change
2000	248,334	
2005	291,728	17.47
2010	330,898	33.24
2015	380,124	53.06
2020	428,519	72.55
2025	474,932	91.24
2030	579,433	109.15

Source: SCAG - March 25, 2008, Javier Minjanas, Senior Regional Planner, (213) 236-1893

In light of the rapidly developing distribution industry and the availability of reasonably priced land, these population projections are probably conservative.

These population forecast data clearly present a need for Victor Valley College to assertively plan for teaching/learning facilities and other campus sites to be prepared for student increases and demands for classes and services these data predict. As the state funding process is so slow – typically at least six to eight years from the initial request for funding (an IPP), consideration to occupancy (use), and one instructional building at a time, the District needs to plan for other sources of funding for needed facilities and campuses.

Population Forecast for 2005-2025 for the Incorporated Victor Valley College Service Area

City	2005 Population	2010 Population	2015 Population	2020 Population	2025 Population	Percent Change
Adelanto	21,888	25,939	30,675	35,351	39,832	81.90
Apple Valley	63,453	70,873	77,333	83,707	89,815	41.54
Hesperia	78,494	95,800	117,568	139,049	159,638	103.37
Victorville	75,952	81,592	92,548	103,353	113,711	49.71
Total	239,787	274,204	318,124	361,460	402,996	68.10

Source: SANBAG and SCAG



Victor Valley Community College District

Student Population

The Victor Valley College student population increased from 8,678 for the 1990 Fall Semester to 11,246 for 2004 the Fall Semester, a 29.59 percent change. However, Weekly Student Contact Hours (WSCH) increased from 69,290 to 140,316 for the same period of time, a significant 102.50 percent increase. Students enrolled in an average of 7.98 hours per week for Fall 1990 as compared with 12.48 hours per week per student for Fall 2004. The strengthening of the District's student financial aid program over this period of time no doubt contributed substantially to this increase.

Currently, some 55 percent of students are 24 years of age or younger, the "traditional college age student". This compares with some 45 percent for students 25 years of age or over. Victor Valley had a **blended growth rate funded** level of 6.03 percent for 2004-05 and 11.19 percent for 2005-06. This was based on a 1.19 percent adult population change and 11.29 percent increase in the high school graduation rate for 2004-05 and a 2.82 percent increase in the adult population and 20.61 percent change in the high school graduation rate for 2005-06 (See Addendum A). Some 61 to 62 percent of students are female as compared with 38 to 39 percent male.

The national population over 18 years of age is 74.3 percent. All four of the cities in the Victor Valley College service area have young populations – under 70 percent. This means a greater portion of the population is enrolled in K-12 schools – those that feed students to Victor Valley College.

Economic Development

The economy of the Victor Valley College service area during the 1990's and early 2000's was driven largely by the need for low-cost land by home owners and small businesses – the first phase of the Third Ring of Economic Development from the Los Angeles Basin. This resulted in a large work force commuter population, some 50 percent of workers. This trend will continue for the foreseeable future: high population growth and small business growth. This is changing rapidly with the new Southern California Logistics Airport (formerly George Air Force Base) on the west side of Victorville, the Burlington Northern/Santa Fe building a third set of tracks through the Cajon Pass, and access to the I-15 Corridor. These are the driving components of the greater Victor Valley area becoming, as John Husing termed it, the new center for California's distribution industry.

The economy is driven by retail business and service jobs; construction, finance, insurance and real estate; small company manufacturing and transportation/distribution/utilities.

Victor Valley College is an integral component of the planning and development of the economy. It contributes to the economic development of the High Desert by cooperating with CSU, San Bernardino and several private colleges and universities in making upper division and graduate programs available on the Victor Valley College Campus.



Victor Valley Community College District

Mission

The mission of Victor Valley Community College is three-fold:

To enable students to succeed and to develop competence through academic and vocational instruction at the lower division college level. This instruction will lead to the granting of certificates and degrees as well as transfer to other institutions;

To contribute to community and state-wide economic growth and competitiveness through vocational and technical instruction leading to employment, continuing education, student support services, adult non-credit instruction, and instruction in basic skills and English as a Second Language;

To foster personal development and life-long learning through culturally enriching programs and activities for the expanding learning community.

Victor Valley Community College is a learning organization that is committed to

- verified student learning success,
- instructional and institutional innovation and excellence,
- systematic self-evaluation and improvement,
- learning-centered planning and allocating of resources,
- respect and civility in personal conduct,
- integrity and collaboration among students, staff, faculty and administrators,
- active and responsible citizenship,
- equality of access,
- understanding and appreciation of diversity, and
- responding to community employment needs.

Master Plans

An Educational Master Plan was completed this past year and is available on the Victor Valley College web site. And, Carrier Johnson completed a comprehensive Facilities Master Plan that is also available on the District's web site.

The District is prepared for the projected enormous population growth and the economic changes in its service area. It now must find the means to finance it.

Space Inventory

The annual review of all District facilities was completed during early fall 2007 to ensure that all Victor Valley Community College District facilities are accurately classified based on use and accurately measured based upon State standards. The results are filed with the California Community College Chancellor's Office through its FUSION system. This space inventory must be performed and reported annually during the early fall with adjustments



Victor Valley Community College District

made as needed to keep the facilities inventory accurate. Later, the projects listed in the District's Five-Year Facility Plan interact with the Space Inventory to determine eligibility for state funding based on capacity (space)/load (students) ratio. For 2008/09, the Advanced Technology Building and Performing Arts Center Addition will be added to the inventory.

General Bond Election

The Facility Planning Committee is currently studying the need for a General Bond to finance much needed teaching/learning facilities for the rapidly increasing population within the Victor Valley Community College District. Because of the increasing population and resulting traffic congestion it is becoming increasingly difficult for persons to reach the Victorville Campus. This is especially true for residents who live on the west side of the I-15 Corridor. A Bond issue would enable the District to move more assertively in gaining state funding for building projects, especially for a "Westside" Campus.

Energy Conservation

The District has been proactive in energy conservation – to reduce energy use and save resources. During the mid-1990's, the District took advantage of the California Energy Commission's loan program to improve gas and electricity efficiency across the campus. Through a Central Plant project, the District employs cold underground water to "pre-cool" its air conditioning system for a substantial portion of the campus – according to Southern California officials, this results in operating at 10 percent of the normal energy/cost use. Once the water has been used for pre-cooling, it is dumped into the campus lake from which it is drawn to water the campus grounds and fields. This is a unique and highly effective system.

This past August the Victor Valley College Board of Trustees approved an agreement with Chevron Energy Solutions. The agreement includes:

- Upgrade to the Central Plant
- New Energy Management System
- New Computerized Irrigation System
- Heating and Ventilation Upgrades in Several Buildings
- Mechanical Upgrades and Complete Change-Out of Air Distribution Equipment
- Lighting Upgrades in most Campus Buildings

A second phase may include additional campus buildings being retrofitted to work off the Central Plant. The project may include wind turbine and photo voltaic (solar panels).

It is forecast these will result in:



Victor Valley Community College District

- Avoiding 1,446 tons per year of greenhouse gas (CO₂)
- Avoiding 2,373 pounds per year of NOX-acid rain
- The equivalent preserving 11 acres per year of forest from deforestation
- The equivalent of removing 284 cars per year off the highways

These will showcase Victor Valley College as a leader in energy efficiency and renewable energy technology in Southern California.



Five-Year Facility Plan

Project Priority

1. Seismic Retrofit/Adaptive Physical Education
2. Science Building Addition
3. Health/Public Safety Center
4. Westside Center - Phase I
5. Visual/Performing Arts Lab Building
6. Liberal Arts Modernization
7. Practice Fields/Track Field
8. Humanities/Social Science
9. Safety/Security Road, Phase II
10. Campus Parking
11. Vocational/Technology Building
12. Central Plant, Phase II
13. Old Nursing Building #32 Modernization
14. Administrative Services Building
15. Student Services Building
16. Old Art & Music Building Modernization

Current Projects

Priority #1 – Seismic Retrofit/Adaptive Physical Education (State Funded)

Several years earlier the state evaluated community college facilities for their capacity to withstand seismic activity. The “Old” Gym was one of the buildings identified across the state that needed retrofitting. A major emphasis in the retrofit of the “Old” Gym is physical education laboratories for students with disabilities. The laboratories for students with disabilities is scheduled for use in 2008/2009.

Priority #2 — Science Building Addition (State Funding)

This project is for an Addition to the present Science Building. It will be designed so that the new science laboratories will access the prep room space of the present Science Building. The Science Building was originally designed anticipating this addition -- from an earlier Facilities Master Plan. The student science population, Weekly Student Contact



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Hours (WSCH), has outgrown the Science Building, and with the planned growth of the Victor Valley College Health programs and offerings, this addition will be desperately needed. ***An FPP is being submitted for 2010/11 funding with a projected 2012/2013 occupancy.***

Priority #2 – Health/Public Safety Center (Shared Funding)

This unique project incorporates the classroom/laboratory/office/meeting/ storage needs of two major programs: Health Sciences and Public Safety. The Health Science component of the project will be located immediately east of the present Allied Health Building – a courtyard will tie the two buildings together. (The present Allied Health Building will later be reconstructed into a classroom building.)

The Public Safety classroom/laboratory/office/meeting rooms/storage facilities will be located on the north side of Jacaranda Avenue across the street from Health Sciences. A bridge over the street will connect the facilities.

These facilities will provide classrooms and laboratories for high growth programs with excellent career opportunities for graduates. The Public Safety component of the project will be a joint effort with San Bernardino County and the cities. ***An updated FPP will be submitted for 2010/11 funding with a projected 2012/2013 occupancy.***

Priority #5 - Westside Center - Phase I

Priority #4 – Visual/Performing Arts Building

This project is for a classroom/laboratory building to house the Art, Music and Photography programs. The building will replace the present Art and Music building – these buildings do not have space for the anticipated future growth of these programs. These two buildings were constructed in 1968 and 1971. The location and the hexagonal shape of the buildings are poorly suited for art and music instruction. This new building will provide up-to-date lighting, sound and ventilation systems necessary for art, music and photography instruction. ***An IPP is being submitted for 2010/11 funding with a projected 2012/13 occupancy.***

Priority #6– Liberal Arts Building Modernization

An IPP will be submitted next year for 2012/2013 funding with a projected 2014/2015 occupancy

Priority #7– Practice Fields/Track

An IPP will be submitted next year for 2012/2013 funding with a projected 2014/2015 occupancy



Victor Valley Community College District

Locally Funded/Future Projects

- Humanities/Social Science Building
- Safety/Security Road, Phase II
- Campus Parking
- Vocational/Technology Building
- Central Plant, Phase II
- Old Nursing Building Modernization
- Administrative Services Building
- Student Services Building
- Old Art & Music Building Modernization



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

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

TOPIC: BID AWARD – SEISMIC REPLACEMENT GYMNASIUM

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Steve Garcia Steve R. Garcia

APPROVED BY: Robert Silverman RS

Description/Background:

Bids for the Signal Systems Wiring package for the Seismic Replacement Gymnasium (aka: Adaptive PE Center) were opened May 8, 2008. Two bids were received as follows:

Apple Valley Communications	\$73,299.00
Pacific Western Communications	\$89,800.00

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

A copy of the original agreement is 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: \$73,299.00 - Fund 71 expenditure (This project is partially State Funded and a portion of this may be reimbursable through the State. Any portion not reimbursable has been previously budgeted.)

Recommended Action: It is recommended that the Board of Trustees award the bid to Apple Valley Communications in the amount of \$73,299.00.

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

TOPIC: INCREASE CONTRACT AMOUNT – CAL K-12 CONSTRUCTION MANAGEMENT - SEISMIC REPLACEMENT AUXILIARY GYMNASIUM

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Steve Garcia Steve R Garcia

APPROVED BY: Robert Silverman RS

Description/Background:

The district wishes to increase the contract amount with Cal K-12 Construction Management, originally board approved March 8, 2005 for construction management services for the Seismic Replacement Auxiliary Gymnasium project. In the original budget development the cost estimate for construction management was 7.5% of the then estimated \$2,884,992.00 construction cost, or \$216,374.40. This figure was based on a construction cost estimated in 2005 and is revised when a final construction budget is established. Actual construction cost for this project is \$5,071,513.00, and the new construction management cost is 7.5% of that, or \$380,363.47. See table below.

Original Estimated Amount of Construction	Original Const. Management Contract Amount Based on 7.5% of Construction Cost	Actual Construction Cost	New Const. Management Contract Amount Based on 7.5% actual Construction Cost	Request to Amend Agreement by
\$2,884,992.00	\$216,374.40	\$5,071,513.00	\$380,363.47	\$163,989.07

Need:

Pursuant to the original agreement, and in accordance with Article 4, Item 4.3.1 which references Exhibit "B"; Exhibit "B" states: "The Fee and General Conditions to be adjusted to 7.5% of construction contract cost at the time of bid."

Fiscal Impact: \$163,989.07 – (This project is partially State Funded and a portion of this may be reimbursable through the State. Any portion that is not reimbursable has been previously budgeted.)

Recommended Action: It is recommended that the Board of Trustees approve the contract increase with Cal K-12 Construction Management in the amount of \$163,989.07.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES ___ NO X



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

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

TOPIC: INCREASE CONTRACT AMOUNT – SPENCER/HOSKINS ASSOCIATES - SEISMIC REPLACEMENT AUXILIARY GYMNASIUM

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Steve Garcia

Steve R Garcia

APPROVED BY: Robert Silverman

RS

Description/Background:

The district wishes to increase the contract amount with Spencer/Hoskins and Associates, originally board approved February 8, 2005 for architectural services for the Seismic Replacement Auxiliary Gymnasium project. In the original budget development the cost estimate for architectural services was 8% of the \$2,912,000.00 construction cost, or \$223,000.00. This figure was based on a construction cost estimated in 2005 and is revised when a final construction budget is established. Actual construction cost for this project is \$5,071,513.00, and the new architectural cost is 8% of that, or \$405,721.04. See table below.

Original State Funded Amount of Construction	Original Architectural Contract Amount Based on 8% of Construction Cost	Actual Construction Cost	New Architectural Contract Amount Based on 8% actual Construction Cost	Request to Amend Agreement by
\$2,912,000.00	\$223,000.00	\$5,071,513.00	\$405,721.04	\$182,721.04

Need:

Pursuant to the original agreement, and in accordance with Article 4.5, which references Exhibit "A"; Exhibit "A" states: "This Fee is based upon Chancellor's office limit of 8.0% of the probable construction cost for new construction."

Fiscal Impact: \$182,721.04 – (This project is partially State Funded and a portion of this may be reimbursable through the State. Any portion that is not reimbursable has been previously budgeted.)

Recommended Action: It is recommended that the Board of Trustees approve the contract increase with Spencer/Hoskins Associates in the amount of \$182,721.04.

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: 2008-09 TENTATIVE BUDGET

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Mary Pringle Mary Pringle

APPROVED BY: Robert Silverman RS

Description/Background:

Based upon the Governor's Budget and the May Revise, a Tentative General Operating Budget has been prepared which includes estimated revenues and expenditures for 2008-2009.

Need: N/A

Fiscal Impact:

Revenues and expenditures are projected based on current information and will probably change by the time of final budget adoption in September. The philosophy of the budget development process includes input through the shared governance process, developing a balanced budget and meeting required unfunded liabilities.

Recommended Action:

The District recommends that the Board of Trustees approve the Tentative General Operating Budget for 2008-2009.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

**Victor Valley Community College District
2008-2009 Tentative Budget
Unrestricted General Fund**

GROWTH OF 1.67% TAKEN IN 2007-08 AND 1.67% IN 2008-09	Current Year 2007-2008		Budget Year 2008-2009	
Full-Time Equivalent Students	9,243	+9.2%	9,397	+1.67%
BEGINNING FUND BALANCE	\$2,766,452		\$2,414,957	
CATEGORY				
ESTIMATED REVENUES				
State (Apportionment Only)	\$33,229,471 *		\$32,770,271	
State (All other)	\$710,560		\$500,000	
Local	\$10,369,151		\$10,369,151	
Transfers In	\$4,800,000		\$6,526,369	
GOVERNOR'S PROPOSED CUTS (ESTIMATE)	(\$709,754)		(\$333,333) ***	
Prior Year Adjustments	(\$561,796)			
TOTAL REVENUES	\$47,837,632		\$50,210,458	
ESTIMATED EXPENDITURES				
Academic Salaries	\$21,695,688	} 81.3%	\$22,994,200	} 82.1%
Classified Salaries	\$10,471,655		\$11,450,000	
Employee Benefits	\$7,587,902		\$7,550,000	
Supplies	\$721,079		\$764,344	
Services and Operations	\$4,406,732		\$4,674,436	
Capital Outlay	\$1,131,071		\$736,463	
Debt Service	\$2,900,000		\$3,000,000	
TOTAL ESTIMATED EXPENDITURES	\$48,914,127		\$51,169,443	
APPLY POSSIBLE SAVINGS	(\$725,000)		(\$1,050,000)	
REVENUE VS. EXPENDITURES	(\$351,495)		\$91,015	
FUND BALANCE	\$2,414,957	5.0%	\$2,505,972	5.0%

Budget is based on the May Revise.

* State Revenue in 2008-2009 includes restoration of base funding of approximately \$2 million for growth earned in 2007-2008 that qualified for restoration of the two prior fiscal years' enrollment declines.

*** Includes 1/3 of \$1M back to the State for correction of P1 error in 2007-08.

Victor Valley College
Budget Plan
Unrestricted General Fund

	Current Year 2007-2008	Budget Year 2008-2009
<u>POSSIBLE SAVINGS STRATEGIES</u>		
Modified Hiring Freeze	\$75,000 **	
Possible Early Retirement Incentive		\$400,000 **
Accrued Vacation Liability for Retirees		(\$150,000) **
Budget Savings (One-time Reductions)	\$150,000 **	\$150,000 **
Est. Savings of Purchasing Cut-off (4xxx-6xxx)	\$500,000 **	\$250,000 **
Suspend Winter Term		\$500,000 **
Non-Funded Growth		(\$150,000) **
Five Day Reduction (Classified & Mgmt.)		\$285,000
Faculty Equivalent Reduction		\$330,000
Freeze 2% Raise		\$431,200
Instructional Efficiencies		\$50,000 **
TOTAL POSSIBLE SAVINGS STRATEGIES	\$725,000	\$1,050,000

** These items are included in the row labeled "Apply Possible Savings"

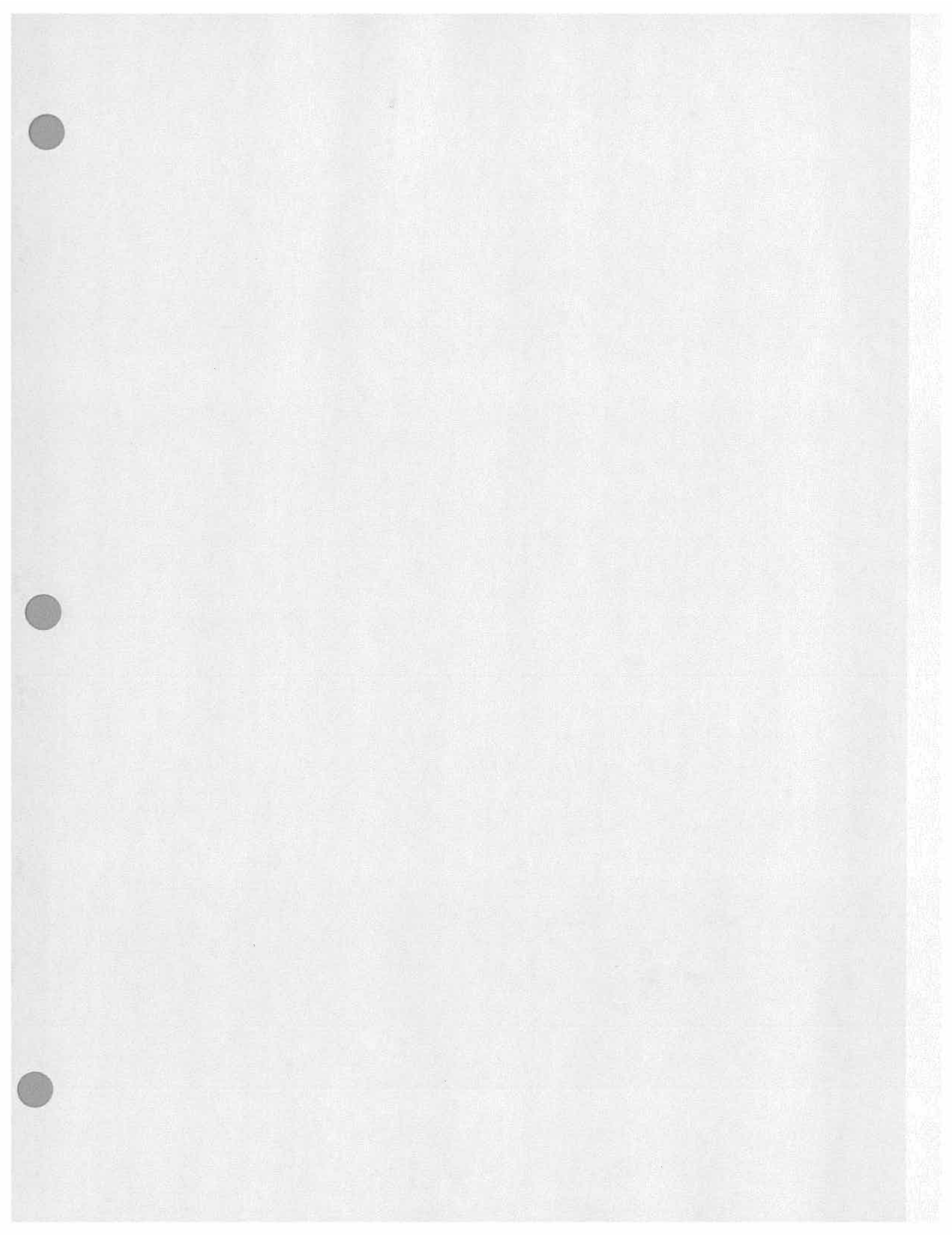
Note:

Additional savings have already been factored into the 2007-08 Academic Salaries through the elimination of 620 sections, which equates to \$1.6M in savings. For 2008-09, we have reduced 155 sections, which represents \$400,000 in savings.

Victor Valley Community College District 2008-09 TENTATIVE BUDGET ASSUMPTIONS

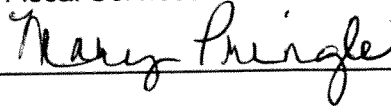
The 2008-09 Tentative Budget Includes:

- Growth of 1.67% (maximum funded by the State for 2008-09)
- Projected funded cap of 9,397 FTES
- Unrestricted reserve of at least 5 percent
- Reduction in Administrative/Management positions: 6
- Reduction in Classified positions: 4
- No decreases in Faculty positions
- Adhering to the Budget Assumptions as much as possible



**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM****BOARD CONSENT** ___ **BOARD ACTION** X **BOARD INFORMATION (no action required)** ___**TOPIC:** TEMPORARY LOAN REQUEST**SUBMITTED BY:** Mary Pringle, Fiscal Services**RECOMMENDED BY:**

Mary Pringle

**APPROVED BY:**

Robert Silverman _____

Description/Background:

The district wishes to request a temporary loan through San Bernardino County Superintendent of Schools per California Code Section 42620 to provide cash flow until the Governor's Budget is approved. Districts will not receive any apportionment until the Governor's budget is approved. The latest estimates are that it could be as late as November before the district would receive any of its annual apportionment from the state.

For 2008-09, the district is able to request a loan up to 85 percent of its estimated 2007-08 property taxes; this is approximately \$7.5 million. When the District's property taxes come in, the County takes them as repayment to the loan.

Need:

Because of the anticipated delay in getting an approved budget at the state, the district is proactively working to ensure business will continue as normal until which time we start getting apportionment.

Fiscal Impact:

Possible loss of interest income. Any interest costs for the loan will be netted against interest income earned for the District in the County Treasury. Any funds used will be paid back when April 2009 property taxes come in.

Recommended Action:

It is recommended that the Board of Trustees approve a resolution for a temporary loan to provide cash flow to the district until the Governor's Budget is approved.

Legal Review: YES ___ NOT APPLICABLE X**Reference for Agenda:** YES X NO ___

Office of the Auditor/Controller-Recorder
REQUEST FOR TEMPORARY TRANSFER OF FUNDS FOR FISCAL YEAR ENDED JUNE 30, 2008

District Name Victor Valley CCD Fund # 01 Budget Unit # _____ Amount requested \$ 7,449,000

Check One: Constitutional Advance (Complete Sections 1 & 3 only) Special Tax Advance (Complete all sections)

SECTION I: ESTIMATED CASH DEFICITS FOR THE NEXT FISCAL YEAR. DO NOT INCLUDE TEMPORARY CASH ADVANCE

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
Beginning Cash Balance	\$	\$	\$	\$	\$
Receipts					
Disbursements					
Ending Cash Balance	\$	\$	\$	\$	\$
	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
Beginning Cash Balance	\$	\$	\$	\$	\$
Receipts					
Disbursements					
Ending Cash Balance	\$	\$	\$	\$	\$

SECTION II: SPECIAL TAX INFORMATION

Purpose of Special Tax _____

Current Tax Year: Amount to be applied to tax roll \$ _____ Approximate number of parcels: _____

Historical Data of Previous Two (2) fiscal years:

Fiscal Year	Original Tax Roll Levy	Apportionments received during fiscal year	Ratio

SECTION III: AGREEMENT: If approved, I understand that any unpaid loan balances on June 20 of this fiscal year may be recovered from any District's funds available in the County Treasury. The District shall not receive any interest apportionment from the County Treasurer while there is an unpaid loan balance.

SIGNATURE _____ TITLE Director, Fiscal Services DATE _____
 Approved by Auditor/Controller's Office DATE _____ AMOUNT \$ 7,449,000



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: MEMO OF UNDERSTANDING – AZUSA PACIFIC UNIVERSITY (APU)

SUBMITTED BY: Robert A. Sewell, Auxiliary Services

RECOMMENDED BY: Mary Pringle Mary Pringle

APPROVED BY: Robert Silverman RS

Description/Background:

The district wishes to enter into a Memo of Understanding with Azusa Pacific University (APU), to rent 11 modular units, located in the Humanities Complex, Building 80. Contract period from July 1, 2008 – June 30, 2010.

APU agrees to pay base rent and pay for unreserved parking spaces for all students, faculty, staff and guests at Victor Valley College’s normal rates.

Need:

To rent space, which is not needed by the district, to educational partners who have an interest in a presence on campus and provide educational benefit and growth opportunity for our students and the high desert community we serve.

Fiscal Impact:

Revenue to the district in the amount of \$171,072.00 per year for base rent and expected parking revenue of \$20,000.00 per year.

Recommended Action:

It is recommended that the Board of Trustees approve the Memo of Understanding with Azusa Pacific University.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES X NO ___

Memo of Understanding

Date: May 21, 2008

Victor Valley Community College ("Landlord") and Azusa Pacific University ("Tenant") agree as follows:

1. **PROPERTY:** Landlord rents to Tenant, and Tenant rents from Landlord, the real property and improvements described as: The lower Campus Complex located just north of the entrance on the east side of Fish Hatchery Road. Unit Numbers 6, 7, 8, 9, 10, 11, 12, 21, 22, 23 and 24. Eleven (11) - 24'x40' Units approximately 960 sq. ft. each for a total of 10,560 sq. ft. (the "Premises").
2. **TERM:** The term shall begin on July 1, 2008 and terminate the sooner of June 30, 2010, or upon tenant providing a 4-month notice to terminate. Any hold over after the term of this agreement expires, with Landlord's consent, shall create a month-to-month tenancy that either party may terminate by either party giving written notice to the other at least 60 days prior to the intended termination date, subject to any applicable local laws.
3. **BASE RENT:** Tenant agrees to pay Base Rent in advance on the 1st day of each calendar month at the rate of \$ 14,256.00 per month.
4. **PAYMENT:** Rent shall be paid to Victor Valley Community College, c/o Auxiliary Services, 18422 Bear Valley Road. Victorville, CA 92395-5850 or at any other location specified by Landlord in writing to Tenant
5. **PARKING:** Tenant is entitled to unreserved parking spaces. Students, faculty, staff and guests are subject to Victor Valley College parking regulations and procedures. Parking fees shall be at Victor Valley College's normal student rates.
6. **ZONING AND LAND USE:** Tenant accepts the Premises subject to all local, state and federal laws, regulations and ordinances ("Laws"). Landlord makes no representation or warranty that Premises are now or in the future will be suitable for Tenant's use. Tenant has made its own investigation regarding all applicable Laws.
7. **TENANT OPERATING EXPENSES:** Landlord agrees to pay for all utilities.
8. **RULES/REGULATIONS:** Tenant agrees to comply with all rules and regulations of Landlord

9. MAINTENANCE: Landlord shall professionally maintain the Premises including roof, foundation, exterior walls, common areas, heating, air conditioning, electrical, plumbing and water systems, if any, and keep glass, windows and doors in operable and safe condition. Landlord's janitorial service shall clean units two times a week
10. ALTERATIONS: Tenant shall not make any alterations in or about the Premises, including installation of trade fixtures and signs, without Landlord's prior written consent, which shall not be unreasonably withheld. Any alterations to the Premises shall be done according to Law and with required permits. Tenant shall give Landlord advance notice of the commencement date of any planned alteration, so that Landlord, at its option, may post a Notice of Non-Responsibility to prevent potential liens against Landlord's interest in the Premises. Landlord may also require Tenant to provide Landlord with lien releases from any contractor performing work on the Premises.

Upon expiration of the term of this Memorandum of Understanding (or prior termination) Tenant shall restore the Premises to the same condition they were in when turned over to Tenant at the commencement of the term.

11. LANDLORD IMPROVEMENTS:
 - a. Signage on roof 11 facing Bear Valley Road and smaller signs on units 9 and 24
 - b. Internet Access
 - c. Network - 4 drops at the front of each classroom on the left side for the whiteboard. Specifications to be provided by tenant
 - d. Power in the "center" of the room for video projector
 - e. Desks and Chairs to remain in unit 22
 - f. Relocate partial cubicles in unit 21 to unit 11. And five workstation cubicles in unit 2 and 3 to unit 10
 - g. Tenant shall be responsible for costs to set up rooms up to \$2,500.
12. GOVERNMENT IMPOSED ALTERATIONS: Any alterations required by Law as a result of Tenant's use shall be Tenant's responsibility. Landlord shall be responsible for any other alterations required by Law. Landlord represents that the Premises were built in compliance with federal and state ADA rules and regulations and Tenant agrees not to make any changes to the Premises that would result in noncompliance with ADA.
13. ENTRY: Tenant shall make Premises available to Landlord for the purpose of entering to make inspections, necessary or agreed repairs, alterations, or improvements, or to supply necessary or agreed services. Landlord and Tenant agree that 24 hours notice (oral or written) shall be reasonable and sufficient notice. In an emergency, Landlord or Landlord's representative may enter Premises at any time without prior notice.

14. TENANT'S OBLIGATIONS UPON VACATING PREMISES: Upon termination of agreement, Tenant shall give Landlord all copies of all keys to Premises, vacate Premises and surrender it to Landlord empty of all persons and personal property.
15. INSURANCE: Tenant's personal property, fixtures, equipment, inventory and vehicles are not insured by Landlord against loss or damage due to fire, theft, vandalism, rain, water, criminal or negligent acts of others, or any other cause. Tenant is to carry Tenant's own property insurance to protect Tenant from any such loss. In addition, Tenant shall carry liability insurance, providing coverage of \$1,000,000 per occurrence for bodily injury and property damage. Tenant's liability insurance shall name Landlord as additional insured. Tenant, upon Landlord's request, shall provide Landlord with a certificate of insurance establishing Tenant's compliance. Landlord shall maintain liability insurance insuring Landlord, but not Tenant, plus property insurance in an amount sufficient to cover the replacement cost of the property. Both Landlord and Tenant release each other, and waive their respective rights to subrogation against each other, for loss or damage covered by insurance.

Azusa Pacific University by:

Name and Title

Date

Victor Valley College by:

Name and Title

Date



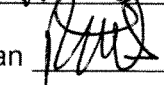
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: AGREEMENT RENEWAL – NOVELL INC.

SUBMITTED BY: Virginia Moran, Institutional Effectiveness

RECOMMENDED BY: Virginia Moran  _____

APPROVED BY: Robert Silverman  _____

Description/Background:

The district wishes to renew the annual agreement with Novell, Inc. to provide Academic License Agreement (ALA) site licensing, including Zenworks for the period of July 1, 2008 through June 30, 2009.

Need:

Fiscal Impact: Budgeted item, not to exceed \$108,396.32

Recommended Action:

It is recommended that the Board of Trustees approve the renewal of the annual agreement with Novell Inc. for software maintenance and site licensing through June 30, 2009, per the terms listed.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

Novell Customer Quote # 1642118

Program: ALA

Pricing Good: 19 May 2008 - 06 Aug 2008

Status: Pending Customer Acceptance

Approved

Created By: Allphin, Mark E. (Mark)
MAllphin@novell.com

Comments:

Customer	Reseller	Shipping	Billing
VICTOR VALLEY COMMUNITY COLLEGE BOOKSTORE 18422 BEAR VALLEY RD VICTORVILLE CA 92392-5849	RESELLER NOT APPLICABLE - NOVELL 1800 S NOVELL PL PROVO UT 84606	VICTOR VALLEY COMMUNITY COLLEGE BOOKSTORE 18422 BEAR VALLEY RD VICTORVILLE CA 92392-5849	VICTOR VALLEY COMMUNITY COLLEGE BOOKSTORE 18422 BEAR VALLEY RD VICTORVILLE CA 92392-5849

MLA Contract:
7177951

End User Contact
BRIAN HATCHELL
1 245-4271 2792
HATCHELLB@VVC.EDU

Reseller Contact
NOT APPLICABLE
1 *
ORDERACKDUMP@NOVELL.COM

Shipping Contact
BRIAN HATCHELL
1 245-4271 2792
HATCHELLB@VVC.EDU

Billing Contact
BRIAN HATCHELL
1 245-4271 2792
HATCHELLB@VVC.EDU

QTY	SKU	Description	Start/End Date	Unit SRP	Disc.	Unit Price	New Unit SRP	Subtotal
6808	976-000359	Value I Bundle FTE Academic License	01 Jul 2008 - 30 Jun 2009	6.50	33.23 %	4.34	4.34	29,546.72
				StandardPricing:	0.0 %	USD 6.5		
6808	876-000515	ZENworks 10 Configuration Management Enterprise FTE Academic License	01 Jul 2008 - 30 Jun 2009	10.00	0.0 %	10.00	10.00	68,080.00
				StandardPricing:	0.0 %	USD 10.0		
6808	876-000255	Novell Cluster Services FTE Academic License	01 Jul 2008 - 30 Jun 2009	1.20	0.0 %	1.20	1.20	8,169.60
				StandardPricing:	0.0 %	USD 1.2		
1	051-003770	Novell Premium Services Academic 5 Incident Pack - NA	16 Sep 2008 - 15 Sep 2009	2,600.00	0.0 %	2,600.00	2,600.00	2,600.00
				StandardPricing:	0.0 %	USD 2600.0		
Total								USD 108,396.32

How to Place an Order:

- If purchasing directly from Novell (MLA, SLA, ALA only), please return your purchase order along with this quote document to one of the following:
 - eMail:** orders@novell.com
 - Fax:** +1-801-861-6335
 - Mail:** Novell Inc.
Mail Stop PRV-C-231
1800 South Novell Place
Provo, Utah 84606
USA
- If purchasing via an authorized Novell reseller, please provide this document to your reseller to ensure order accuracy, and to receive a quote of your final purchase price.
- This quote does not include any shipping or taxes, if any.
- If a pricing discrepancy should arise, the pricing as published in the current Novell price list and/or NPA will prevail.



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

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

TOPIC: AGREEMENT/RESOLUTION – KEENAN & ASSOCIATES:
FUTURIS PUBLIC ENTITY INVESTMENT TRUST PROGRAM

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY:

Mary Pringle

Mary Pringle

APPROVED BY:

Robert Silverman

Description/Background:

The district wishes to enter into an agreement with Keenan & Associates to establish a trust fund that is irrevocably designated for the payment of retiree health and welfare benefits to participating employees as required under Governmental Accounting Standards Board Statement Nos. 45 and 45 (GASB 43 and 45).

Services provided by Keenan include trustee, custodial and investment management services, financial auditing, bond underwriting, as well as any additional services the district may request pertaining to the trust.

History. Total Compensation Systems, Inc. performed an actuarial study in March 2006 to determine the district's other post-employment benefits (OPEB) requirement. Based on the study, the district's estimated liability is \$7.1 million. The district has anticipated meeting the GASB-required contribution, and has set aside \$3.1 million for this purpose over the past few years. The district should conduct an actuarial study every two years to update the district's OPEB liability.

Need:

Accounting for other post-employment benefits under Governmental Accounting Statement Nos. 43 and 45 is a legal requirement.

Fiscal Impact: None. Fees will be paid directly from the trust.

Recommended Action: It is recommended that the Board of Trustees approve the agreement and resolution with Keenan & Associates to assist the district with the establishment and maintenance of a trust for investment of funds to be used for the provision of retiree health and welfare benefits.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES X NO ___

FUTURIS PUBLIC ENTITY INVESTMENT TRUST PROGRAM SERVICES AGREEMENT

This Program Services Agreement (the “**Agreement**”) is entered into as of June 10, 2008 between Keenan & Associates (“**Keenan**”), and Victor Valley Community College District (“**Employer**”), with reference to the following:

A. Keenan has created the Futuris Public Entity Investment Trust Program (the “**Program**”) to assist public entity employers with the establishment and maintenance of a trust for investment of funds to be used by public entity employers for the provision of retiree health and welfare benefits to participating employees and for other purposes determined appropriate by the Employer. The Program assists employers to:

- Establish a trust (the “**Trust**”) under the terms of a Trust Agreement (“**Trust Agreement**”) that complies with the requirements of Section 115 of the Internal Revenue Code (“**Code**”);
- Establish within the Trust a fund that is irrevocably designated for the payment of retiree health and welfare benefits to participating employees of the Employer, as required under Governmental Accounting Standards Board Statement Nos. 43 and 45 (“**GASB 43 and 45**”);
- Establish within the Trust a separate fund that may be used for any lawful purpose determined by the Employer and that is invested in compliance with the provisions of applicable state law with respect to investment of excess funds;
- Appoint a qualified trustee/custodian (“**Trustee**”) who will appoint a Registered Investment Advisor (“**Investment Advisor**”) for the Trust;
- Appoint a board of authority (“**Retirement Board of Authority**”) with authority to make decisions on behalf of the Employer with respect to the Program and the Trust;
- Monitor the operations of the Trust and coordinate communications between the Employer, the Employer’s outside accounting firm and the service providers to the Trust; and
- Determine the actions necessary to comply with the financial reporting requirements for retiree health benefits and other post-employment benefits (“**OPEB**”) obligations under GASB 43 and 45.

B. Employer is a state governmental public entity employer that has previously adopted one or more retiree health and welfare benefit plans, each a (“**Plan**”) for its participating employees (“**Employees**”).

C. Employer desires to participate in the Program in order to obtain the services of Keenan in connection with the formation of the Trust, and to obtain the services of a qualified third party Trustee to administer the Trust pursuant to a Trust Administrative Services Agreement (“**Trustee Agreement**”). Under the Trustee Agreement, the Trustee will be authorized to appoint a Registered Investment Advisor to manage the assets of the Trust. Keenan, the Trustee and the Registered Investment Advisor are sometimes collectively referred to herein as the “**Service Providers.**”

NOW, THEREFORE, the parties agree as follows:

1. Services Provided By Keenan. Employer hereby engages Keenan, and Keenan hereby accepts the engagement, to provide the following services to Employer with respect to the Program and the formation and operation of the Trust during the term of this Agreement:

a. Referral to Service Providers. The Futuris comprehensive program includes referrals to organizations handling:

- (1) actuarial services,
- (2) trustee, custodial and investment management services,
- (3) financial auditing,
- (4) bond underwriting, and
- (5) such additional services as Employer may request.

b. Facilitate Actuarial Study. Keenan will assist and coordinate with the Employer to enlist the services of an actuary (the “**Actuary**”), at the Employer’s expense, to conduct an actuarial study for determining the funding needs for OPEB obligations through a Trust. Keenan will provide the following services in connection with the actuarial study, and such other related services as Employer reasonably requests:

- (1) consult with Employer to develop the actuarial assumptions provided to the Actuary in order to meet GASB compliance criteria,
- (2) coordinate communications between the Actuary and the Employer for the completion of an actuarial evaluation for determining the OPEB obligations and provide the Actuary with information on OPEB obligations which is required for the Actuary to prepare an actuarial study with meets the requirements of GASB 43 and 45,
- (3) consult with the Employer to review the analysis of the initial GASB compliant actuarial study, and
- (4) consult with the Employer in an evaluation of Employer’s funding needs based on the actuarial study.

c. GASB Timeline. Keenan will work with the Employer to confirm the Employer's effective date for implementation of GASB 43 and 45 based on 1998 and 1999 revenues, and will assist the Employer with creating a GASB compliance timeline.

d. Board Meetings. Keenan will participate in Employer Board Meetings to the extent requested by Employer in order to explain the requirements of GASB 43 and 45 and the operation of the Program.

e. Retirement Board of Authority Formation and Consulting. Keenan will assist the Employer to form the Employer's Retirement Board of Authority. Keenan will consult with the Retirement Board of Authority as to operational and coordinating issues that may arise between the Retirement Board of Authority, the Trustee and/or the Investment Advisor. Keenan will work with the Retirement Board of Authority to assist with ensuring that the Retirement Board of Authority meetings are conducted in compliance with the Brown Act.

f. Administrator to Retirement Board of Authority. Keenan will assist the Employer to form the Employer's Retirement Board of Authority and conduct the Retirement Board of Authority meetings, in a manner consistent with the Brown Act. These functions are to include:

- (1) prepare Retirement Board of Authority meeting agendas and cover pages,
- (2) take meeting minutes and provide to the Board upon completion,
- (3) assist with communication to all Board Members as necessary and requested by the Board, and
- (4) facilitate the action items resulting from the Retirement Board of Authority meetings.

g. Assistance with Creation of Trust. Keenan will work with the Trustee to coordinate preparation and execution of the Adoption Agreement, pursuant to which the Retirement Board of Authority will adopt the Trust Agreement, under which the Employer may designate certain funds to be irrevocably contributed for payment of Plan obligations (the "**Benefit Fund**") and other funds which may be withdrawn from the Trust (the "**General Fund**") and used by Employer for other expenses as the Employer deems appropriate. Keenan's services in connection with creation of the Trust will consist of the following:

- (1) communication with the Employer's governing body regarding the structure and operation of the Futuris Program,
- (2) communication with the Retirement Board of Authority regarding the creation of the Trust, and
- (3) assistance to the Employer, at Employer's request and expense, with the preparation and submission to the Internal Revenue Service for a Private Letter Ruling for the Trust.

h. Assistance with Revisions to Trust Agreement. To the best of Keenan's knowledge and belief, the Trust will be created in compliance with Section 115 of the Internal Revenue Code, as amended, and other applicable legal guidelines, including GASB 43 and 45 and such other embodying regulations thereunder, as well as applicable provisions of state law. In the event that revisions to the Trust Agreement are required in order to assure legal compliance so that a Private Letter Ruling may be obtainable from the Internal Revenue Service, Keenan will work with the Trustee to ensure such revisions are made. Keenan will endeavor to keep Employer advised of revenue rulings, legislation, and other changes in law that it becomes aware of that may impact the Trust Agreement.

i. Funding Methods. Keenan will discuss with the Employer the methods by which the Trust could be funded.

j. Coordinate Meetings with Service Providers. Keenan will coordinate meetings between the Employer and the Trustee and Investment Advisor and facilitate any additional or ongoing meetings that may be required.

k. Education on GASB 43 and 45 Requirements. Keenan will conduct, in conjunction with the Employer, group education sessions as needed to inform all stakeholders of the GASB 43 and 45 liabilities.

l. Facilitate Auditing Services. Keenan will meet with the governing body or the designated officers of the Employer to assist and coordinate with the Employer to enlist the services of an auditor, at the Employer's expense, to conduct an audit of the Trust.

m. Post-Adoption Assistance. After Employer's adoption of the Trust, Keenan will perform the following services on an ongoing basis.

(1) Substantive Plan. Keenan will assist Employer to create a well-designed Substantive Plan. Keenan will submit to the Employer a draft of a Substantive Plan that that meets the requirements for a "substantive plan" under the GASB guidelines. The major components of the Substantive Plan may include:

- (i) Written Plan Document
- (ii) Specific Level of Benefits
- (iii) Eligibility
- (iv) Communications Between Employer and Plan Members
- (v) Historical Practice Patterns
- (vi) Funding Plan and Reporting Standards
- (vii) Amendments and Updates as Changes are Made

(2) Comprehensive Compliance Plan. Keenan will assist Employer to create a Comprehensive Compliance Plan which documents and demonstrates (i) the steps taken by Employer to address OPEB costs and (ii) the steps taken by Employer to meet its and its designated officers' fiduciary duties. The major components of the Compliance Plan may include:

- (i) Plan Agreements, Resolutions and Statements
- (ii) Documents detailing financial structure of trust
- (iii) up-to-date financial reports on the trust
- (iv) educational materials
- (v) Retirement Board of Authority Meeting Agendas and Minutes
- (vi) Documents detailing submission of Trust for Private Letter Ruling

Keenan will thereafter assist Employer to review the Substantive Plan and Comprehensive Compliance Plan and to make such changes as are requested by Employer.

- (3) At the request and additional cost of Employer, Keenan will assist Employer to submit the Trust for a private letter ruling from the Internal Revenue Service.
- (4) Keenan will consult with Employer and will work with the actuary in helping the Employer confirm that the discount rate is consistent with the investment return recommendations for funds held in the Trust.

n. Assistance with Preparation of Required Supplemental Information Schedules. Keenan will assist Employer with the preparation of any required supplemental information schedules necessary for Employer's financial statements to comply with GASB 43 and 45.

o. Preparation and Delivery of a Futuris Administrative Guide. Keenan will prepare and deliver to the Employer a guide-book to the administration of the Futuris Investment Fund Program that will be a practical guide to the operations, contacts, installation and administration procedures associated with the Program.

2. Other Services Provided by Trustee and Investment Adviser. Keenan will not provide trustee, custodial, investment management or securities broker services to Employer in connection with the creation, implementation or operation of the Trust. These services will be provided by the Trustee and Registered Investment Advisor under separate agreements between Employer and the Trustee.

3. Optional Keenan Consulting Services. Keenan offers a separate consulting agreement with services that could include, but are not limited to:

- a. assistance in analyzing the Employer's retiree and active employees' health and welfare Plans,
- b. assistance with the review of Employer's past policies and practices with respect to the funding and payment of retiree health and welfare benefits,
- c. assistance in reviewing possible GASB liability modifications,
- d. work with the Employer in analyzing additional methods by which OPEB liabilities can be reduced, and, in conjunction with any or all of the above,

e. assistance in determining final modified GASB liability for funding by the Employer.

4. Employer Responsibilities. Throughout the term of this Agreement, Employer or its duly appointed Retirement Board of Authority shall do the following:

a. Accurate Information. Provide accurate and timely information to the appropriate Service Providers concerning the Plan provisions, participating employees, costs, anticipated retirement dates of employees, and other relevant information necessary, in the requested format, for the Service Providers to provide services to Employer.

b. Authorized Board. Appoint the Retirement Board of Authority that is to be authorized to exercise authority on behalf of the Employer under the Program. The Retirement Board of Authority will have decision-making authorization in accordance with Government Code §§54950 et seq. (the “Brown Act”), with respect to the Trust on behalf of the Employer. The Retirement Board of Authority will in that capacity perform the following functions:

- (1) execute an Adoption Agreement (the “**Adoption Agreement**”) pursuant to which Employer will adopt the Trust,
- (2) appoint and direct the Trustee,
- (3) complete a risk tolerance questionnaire conducted by the Registered Investment Advisor, and
- (4) select a portfolio of investment options that meets its long-term objectives.

c. Execute Trust and Related Agreements. Approve, execute and retain in effect a Substantive Plan, Adoption Agreement, Trust and Investment Policy Statement, and such other agreements as may be required for the Trust to validly invest its assets, to meet the requirements of Section 115 of the Internal Revenue Code and any applicable California Code, and to comply with the requirements of GASB 43 and 45 with respect to those assets of the Trust that are designated for funding Plan obligations.

d. Health and Welfare Plan Decisions. Make discretionary decisions relating to each Plan including, but not limited to, determining eligibility status of employees and their dependents under each Plan, determining eligibility and amount of benefits payable to Employees under each Plan and interpreting Plan provisions.

e. Decisions Related to Trust. Make all decisions relating to the Trust, it being acknowledged by Employer that Keenan shall have no authority or obligation to make any decisions regarding the Trust, contributions to be made to the Trust, obligations owed by Employer under its Plans, investments to be made by the Trust, or any other matters related to the Trust, all of which decisions shall be made by Employer or its agents under separate agreements with those agents.

f. Contributions to Trust. All contributions or funding by Employer to comply with OPEB obligations and GASB 43 and 45 requirements shall be made pursuant to the Program into the Trust.

g. Payments to Participants. Direct the Trustee to make payments to, or on behalf of, participants and/or their dependents of amounts payable to them under the terms of each Plan.

h. Payments to Intermediaries. Direct the Trustee to make payments to intermediaries that provide coverage to participants of the Plan.

5. Compensation of Keenan. For the services provided by Keenan pursuant to this Agreement, Keenan shall receive the compensation described in Keenan's Fee Schedule which is attached to this Agreement as Attachment A. Keenan's fee schedule shall be subject to change from time to time with a 30-day written notice to Employer. If Employer objects to Keenan's change to the Fee Schedule in writing within 30 days, the prior Fee Schedule will remain in effect until such time as Keenan and Employer come to an agreement on a change to the Fee Schedule, or if no agreement can be reached, until the end of that term. Employer acknowledges and agrees and hereby instructs the Trustee to pay to Keenan out of assets held in the Trust the compensation that is due to Keenan under this Agreement. In the event the Trustee fails to or is unable to pay Keenan out of the Trust assets, Client shall promptly pay to Keenan the outstanding compensation that is due.

Employer acknowledges and agrees that Investment Advisor and the Trustee will each provide separate services on behalf of the Trust, and will each be compensated for and be responsible for their services in accordance with the terms of the written agreements of Employer and the Trustee. Employer further acknowledges that the Actuary will provide separate services to Employer and will be compensated for and be responsible for its services in accordance with the terms of the written agreement between Employer and the Actuary. Keenan shall only be responsible for providing to Client the specific services included in this Agreement and under no circumstances shall Keenan be responsible or liable for the services provided by the other Service Providers or the Actuary.

6. Term and Termination.

a. The "Term" of this Agreement shall commence on the Effective Date and shall continue until the date that is forty-eight (48) months from the Initial Funding Date. The "Initial Funding Date" is the first day of the month in which Employer shall have funded the Trust.

b. On each anniversary date of the Initial Funding Date, the Term of this Agreement shall automatically be extended for an additional twelve (12) months, unless either party has given the other party at least six (6) months prior written notice of its desire to not extend the Term, in which case the Term of this Agreement shall expire as of the date set at the Initial Funding Date or the most recent anniversary date thereof.

c. Either party may terminate this Agreement during the Term of this Agreement upon the occurrence of any of the following events:

- (1) The breach of this Agreement by either party if the breach is not cured within 30 days (or such longer period as may reasonably be required to cure the breach, but not to exceed 90 days) of receiving notice of the breach from the non-breaching party;

- (2) The Initial Funding Date does not occur with twenty-four (24) months of the Effective Date;
- (3) The dissolution or insolvency of either party;
- (4) The filing of a bankruptcy petition by or against either party (if the petition is not dismissed within 60 days in the case of an involuntary bankruptcy petition); or
- (5) If either party reasonably interprets the application of any applicable law, rule, regulation, or court or administrative decision to prohibit the continuation of this Agreement or cause a penalty to either party if the Agreement is continued.

7. Representations. Keenan and Employer make the following representations and warranties:

a. Keenan Representations. Keenan represents and warrants that it has full right, authority, power and capacity to enter into, execute and deliver this Agreement and each agreement, document and instrument to be executed and delivered by Keenan pursuant to this Agreement and to carry out the transactions contemplated hereby and thereby. This Agreement and each agreement, document and instrument executed and delivered by Keenan pursuant to this Agreement constitutes a valid and binding obligation of Keenan, enforceable in accordance with their respective terms. The execution and delivery by Keenan of this Agreement and the performance of the transactions contemplated hereby have been duly and validly authorized by all necessary action under its organizational documents and under any agreement applicable to Keenan and do not require any notice to, consent from, or filing with, any third party.

b. Employer Representations. Employer represents and warrants that it has full right, authority, power and capacity to enter into, execute and deliver this Agreement and each agreement, document and instrument to be executed and delivered by Employer pursuant to the Program and to carry out the transactions contemplated hereby and thereby. This Agreement and each agreement, document and instrument executed and delivered by Employer pursuant to the Program constitutes a valid and binding obligation of Employer, enforceable in accordance with their respective terms. The execution and delivery by Employer of this Agreement and the performance of the transactions contemplated hereby have been duly and validly authorized by all necessary action under its organizational documents and under any agreement applicable to Employer and do not require any notice to, consent from, or filing with, any third party.

8. Indemnification.

a. If either party breaches this Agreement, then the breaching party shall defend, indemnify and hold harmless the non-breaching party, its officers, agents and employees against all claims, demands, actions, liabilities or costs (including, without limitation, reasonable attorneys' fees and expenses) arising from such breach.

b. If either party (i) becomes the subject of a subpoena or is otherwise compelled to testify or (ii) becomes the subject of a claim, demand, action or liability from a person or entity that is not a party to this Agreement (collectively, a "Third-Party Demand") relating to its obligations

under this Agreement and such Third-Party Demand is not a direct result of the gross negligence or willful misconduct of such party, then the other party shall defend, indemnify and hold harmless the party receiving the Third-Party Demand, its officers, agents and employees against all claims, demands, actions, liabilities or costs (including, without limitation, reasonable attorneys' fees and expenses) incurred in resolving such Third-Party Demand.

c. The party receiving the Third-Party Demand ("Indemnified Party") shall notify the other party ("Indemnifying Party") promptly in writing of any such Third-Party Demand and reasonably cooperate with the Indemnifying Party in connection with responding to the Third-Party Demand. The failure to notify the Indemnifying Party of the Third-Party Demand shall not relieve the Indemnifying Party of any liability it may have to the Indemnified Party except to the extent such liability was caused by the Indemnified Party's failure to notify the Indemnifying Party of the Third-Party Demand.

d. The Indemnifying Party shall defend or settle the Third-Party Demand on behalf of the Indemnified Party in the Indemnifying Party's sole discretion except that the Indemnifying Party shall not admit any liability of the Indemnified Party or commit the Indemnified Party to payment of any damages or other expenses.

9. Relationship with Other Service Providers.

Employer acknowledges that Keenan has devoted substantial time and effort to the development of the Program, and that Keenan has entered into arrangements with other Service Providers in order to provide an integrated service platform to Employer with service levels and features based upon Keenan's understanding of the needs of public entity employers. Employer therefore agrees that Employer will not, for a period of one year following the expiration of the term of this Agreement or the termination of this Agreement (unless such termination occurs as a result of Keenan's breach of this Agreement), retain the services of a Service Provider (then providing services to Employer pursuant to the Program) in connection with the Trust or the contribution and/or investment of funds designated for payment of Employer obligations under its Plans.

10. General Provisions.

a. Privacy of Employer Information. Keenan acknowledges that in the course of carrying out its duties under this Agreement, it may receive confidential information relating to Employer. Keenan agrees that neither it nor its agents will use such information beyond the purpose for which it was provided or disclose such confidential information to other parties, other than the other Service Providers, as required for Keenan and the other Service Providers to fulfill their respective responsibilities as stated in this Agreement, the Trust, and the agreements between Employer and the Trustee, except to the extent required by the Internal Revenue Service, by law, or with the consent of the Employer. Additionally, Keenan, its agents or affiliates agree to take appropriate steps to secure such confidential information from misuse or unauthorized disclosure. The obligations of this Section shall survive termination of this Agreement. Keenan further agrees that such confidential information will remain the property of Employer and Keenan will return the confidential information and all copies thereof (other than confidential copies that Keenan may be

required to retain to demonstrate its performance under this Agreement) to the Employer upon request or termination of this Agreement.

b. Consent to Provide Keenan Access to Information. Employer hereby agrees that, for the purpose of allowing Keenan to perform its services under this Agreement, the Employer agrees to release to Keenan all information necessary for the actuarial study and Keenan shall have access to and receive copies of all reports, correspondence and communications sent or furnished by Trustee, Investment Advisor to or from the Employer in connection with the Program. Specifically, Keenan shall have access to Trust information on the website maintained by Trustee for the Trust. In addition, Employer agrees to provide Keenan with the most current actuarial study on file as defined by GASB 43 and 45.

c. Proprietary and Confidential Information. Employer acknowledges that it may receive certain information with respect to the business practices and records of Keenan which may be confidential in nature (“**Information**”). Employer agrees that such Information is proprietary and confidential and shall not be disclosed or used for any purpose other than as necessary in connection with this Agreement, unless such disclosure is required pursuant to an order of a court of competent jurisdiction, by law, or Keenan agrees in writing to such disclosure. The confidentiality and non-disclosure obligations of this Section shall survive termination of this Agreement. Employer further agrees that Information will remain the property of Keenan and to return the Information and all copies thereof to Keenan upon request or upon termination of this Agreement.

d. Insurance. Keenan shall procure and maintain to the extent available on reasonable terms the following minimum insurance coverages during the Term and shall provide certificates of insurance to Employer upon Employer’s request:

Workers’ Compensation. Workers’ Compensation Insurance in conformance with the laws of the State of California and applicable federal laws.

Bodily Injury, Death and Property Damage Liability Insurance. General Liability Insurance (including motor vehicle operation) with a One Million Dollars (\$1,000,000) limit of liability for each occurrence and a Two Million Dollars (\$2,000,000) aggregate limit of liability.

Professional Liability Insurance. Professional Liability Insurance with a One Million Dollars (\$1,000,000) limit of liability for each occurrence and a Two Million Dollars (\$2,000,000) aggregate limit of liability.

Fidelity Insurance. Fidelity Insurance with a One Million Dollars (\$1,000,000) limit of liability for each occurrence and a Two Million Dollars (\$2,000,000) aggregate limit of liability.

e. Invalidity. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any of the other provisions of this Agreement, all of which shall remain in full force and effect.

f. Complete Agreement; Amendments. This Agreement contains the entire understanding between the parties related to the subject matter covered by this Agreement and supersedes all prior and collateral statements, proposals, presentations, communications, reports, agreements or understandings, if any, related to such matters. No modification or amendment to any provision hereof shall be binding unless in writing and signed by authorized representatives from both parties.

g. Waivers. No failure or delay in exercising any right, power or privilege under this Agreement shall be construed as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any right, power or privilege under this Agreement.

h. Third-Party Beneficiaries. Notwithstanding any provision herein to the contrary, this Agreement is not intended and shall not be construed as creating or conferring any rights or remedies on any third parties that are not parties to this Agreement. Enforcement of any remedy for breach of this Agreement may only be pursued by the parties to this Agreement.

i. Notices. Any written notices required by the terms of this Agreement shall be sent by certified mail (or other form of guaranteed delivery) to the address of the Party given below:

Employer: the address set forth on the signature page
Keenan: Keenan & Associates
Attn: General Counsel
2355 Crenshaw Blvd.
Suite 200
Torrance, CA 90501-3325

j. Force Majeure. Neither party shall be held responsible for the delay or failure to perform services or obligations under this Agreement when such delay or failure is due to fire, flood, epidemic, strikes, acts of God or any public enemy, unusually severe weather, failure or malfunction of any electronic, electric or mechanical equipment, legislative or regulatory acts of any public authority, delays or defaults caused by any public carriers, or other circumstances which cannot reasonably be forecast or provided against.

k. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of California.

l. Assignment; Successors. This Agreement may not be assigned by either party without the prior written consent of the other party. The terms and conditions of this Agreement apply to the parties, their heirs, executors, administrators, successors, and permitted assigns.

m. Dispute Resolution. Any and all disputes that may arise out of or relate to this Agreement, other agreements or any other relationship involving Employer and Keenan (whether occurring prior to, as part of, or after the signing of this Agreement), shall first be resolved by good faith negotiations between the parties with the assistance of non-binding mediation. In the event either party determines that they are not able to resolve the dispute through negotiation and

mediation, then the dispute shall be submitted to, and resolved by, final and binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon an award of the arbitrators may be entered and enforced in any court having jurisdiction. Negotiation, mediation and arbitration shall be the exclusive means of dispute resolution as between Employer and Keenan and their respective agents, employees, officers and members. Arbitration shall be before a single arbitrator in the County of Los Angeles, California. The Arbitrator shall apply California substantive law. Any party may bring an action in any court of competent jurisdiction, if necessary: (i) to compel arbitration under this arbitration provision, or (ii) to obtain preliminary or other equitable relief in support of claims to be prosecuted in arbitration, or (iii) to enter a judgment of any award rendered pursuant to such arbitration. The parties acknowledge that a breach of the provisions of this Agreement could result in irreparable harm to the other party, and therefore agree that the non-breaching party shall be entitled to seek specific performance or other equitable relief in any court of competent jurisdiction.

n. Scope of Services Rendered; Other Plans. The parties specifically agree and recognize that Keenan is a service provider to Employer and is not providing tax, accounting or legal advice to Employer. The parties understand that Employer is responsible, together with its legal counsel, for the continued qualification of the Trust in accordance with Section 115 of the Code and for operation of the Trust as required by provisions of the State Government Code and all other applicable law. Keenan shall have no responsibility whatsoever with regard to any other qualified or non-qualified employee benefit plans maintained by Employer other than as provided in this Agreement or as in any other written agreement entered into between Keenan and the Employer. Keenan shall further have no responsibility or liability for any services provided by the Actuary, Trustee, Registered Investment Advisor or any other service provider to the Trust or Employer in connection with the Program, and shall be responsible solely for the services described herein which Keenan has agreed to provide to Employer.

o. Legal Fees. In the event of any dispute relating to this Agreement, the prevailing party shall be entitled to recover attorneys' fees and costs, including but not limited to, those incurred in resolving the dispute.

p. Construction. Any rule of construction that ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement, or any amendments or exhibits hereto.

q. Interest on Overdue Payments. All payments and invoices are due and payable upon presentation by Keenan. In the event Employer fails to pay any invoice within thirty days of presentation, Keenan shall be entitled to receive interest on such outstanding invoice from the date of presentation at the rate of (a) 1-1/2 percent per month or (b) the maximum interest rate permitted by applicable law, whichever is lower.

r. Counterparts and Facsimile Signatures. This Agreement may be executed in counterparts and by facsimile signatures, which will be effective as if original signatures.

IN WITNESS WHEREOF, the parties have signed this Agreement as of the date first written above. Each person signing this Agreement on behalf of a party represents and warrants that he or she has the necessary authority to bind such party.

VICTOR VALLEY COMMUNITY
COLLEGE DISTRICT

KEENAN & ASSOCIATES

By: _____

By: _____

Title: _____

Title: _____

Address for Notice:
18422 Bear Valley Rd
Victorville, CA 92395-5850

(Updated as of 080206)

FUTURIS PUBLIC ENTITY INVESTMENT TRUST

CERTIFIED RESOLUTIONS OF THE BOARD

WHEREAS, the Board (the "**Board**") of Victor Valley Community College District ("**Employer**") desires to establish a trust to be used for the purposes of: (i) investment and disbursement of funds irrevocably designated by Employer for the payment of its obligations to eligible employees (and former employees) of Employer and their eligible dependents and beneficiaries for life, sick, hospitalization, major medical, accident, disability, dental and other similar benefits (sometimes referred to as "other post-employment benefits," or "**OPEB**"), in compliance with Governmental Accounting Statement Nos. 43 and 45; and (ii) investment and disbursement of excess funds held by Employer for future use in connection with any lawful purpose of Employer, as further described herein

WHEREAS, Keenan & Associates ("**Keenan**") has presented the "Futuris Public Entity Investment Trust Program" (the "**Program**") as an alternative for accomplishing the above objectives and the Board desires to engage Keenan and other necessary parties to assist in the process of establishing a trust (the "**Trust**") for these approved objectives.

WHEREAS, the Board has the authority and desire to establish a three member Retirement Board of Authority for the Trust (the "**Retirement Board of Authority**"), which shall be appointed, terminated or replaced by the Employer at any time to serve at the pleasure of the Board, to have the authority to engage other necessary providers of services in connection with the Program, including the adoption of the Trust, the appointment of a fiduciary trustee and custodian, as well as to make any and all other decisions in the name of an on behalf of the Employer with regard to the Trust and other applicable agreements;

NOW THEREFORE, be it:

RESOLVED, that the Retirement Board of Authority shall be established to serve at the pleasure of the Employer, with authority to make decisions on behalf of and in the name of the Employer with regard to the implementation of the Trust and other corresponding agreements and the following persons shall be appointed as the members of the Retirement Board of Authority, until such time as their successors shall be appointed by the Employer:

Vice President/Administrative Services, Director/Fiscal Services and Director/Payroll & Benefits;

RESOLVED FURTHER, that the Retirement Board of Authority is hereby authorized and directed to execute the Adoption Agreement to implement the Trust; it is authorized and directed to execute the Futuris Program Services Agreement; and it is authorized to execute any other necessary agreements and take other action as is

necessary to appoint the Trustee and any investment manager, as well as appoint any other "Authorized Representatives" who may act on behalf of the Employer in accordance with the terms of the Trust;

RESOLVED FURTHER, that decisions of the Retirement Board of Authority shall require an affirmative vote of at least a majority of the members of the Retirement Board of Authority and that the decisions of the Retirement Board of Authority may be made in accordance with Government Code §§ 54950 et seq. (the "Brown Act").

RESOLVED FURTHER, that the members of the Retirement Board of Authority shall meet periodically, for regular or special meetings to be held at any place which has been designated from time to time by resolution of the Retirement Board of Authority, on such date as they shall determine but not less than every twelve (12) months, with the notice of such time and place of each meeting being provided with no less than seventy-two (72) hours notice that is delivered personally or electronically by telephone, facsimile or other electronic means, to review the investments held in the Trust and to transact such other business and make such other decisions as are required to be made by the Retirement Board of Authority;

RESOLVED FURTHER, that any meeting, regular or special, may be held in any manner consistent with the Brown Act.

RESOLVED FURTHER, that the members of the Retirement Board of Authority shall receive no compensation for serving as members of the Retirement Board of Authority;

RESOLVED FURTHER, that the members of the Retirement Board of Authority are hereby authorized and directed to take any and all other actions as they deem necessary and appropriate to carry out the purposes of these resolutions, including the execution of any and all applicable agreements to implement the Trust and to carry out the purposes of the Program as otherwise described therein.

RESOLVED FURTHER, that the members of the Retirement Board of Authority are hereby authorized to review and approve an Investment Policy Statement developed by the Trustee through consultation with the investment manager selected by the Trustee, which shall provide the guidelines for investment of funds and assets contributed by the Employer to the Trust, and that the Retirement Board of Authority are further authorized to amend the Investment Policy Statement from time to time as they shall determine appropriate based upon consultation and advice received from the Trustee and the investment manager.

RESOLVED FURTHER, that the Trustee shall have the authority to cause any or all of the assets of the Trust to be commingled, if the investment and the issuance of such investment thereof would be exempt under the provisions of Sections 2(a)(36), 3(b)(1) or 3(c)(11) of the Investment Company Act of 1940 or Section 3(a)(2) of the Securities Act

of 1933, with the assets of trusts created by others, causing such money to be invested as part of a common and/or collective trust fund.

RESOLVED FURTHER, that the Retirement Board of Authority shall provide information and copies of investment statements and other similar reports regarding the Trust and its applicable investment performance to the Board on a not-less-than quarterly basis.

I DO HEREBY CERTIFY that I am the Clerk of the Board of Trustees of the Employer, and that the foregoing is a true and correct copy of the resolutions of the Board of the Employer, duly adopted and approved at a meeting which was duly called and held in accordance with all applicable provisions of law and the policies of the Employer, on June 10, 2008.

I FURTHER CERTIFY that the above resolutions are presently in full force and effect and have not been amended or revoked.

IN WITNESS WHEREOF, this certificate has been executed on June 10, 2008.

AFFIX SEAL

CERTIFIED BY AND ATTESTED TO:

Dennis Henderson
Clerk of the Board of Trustees

[Version 3-5-08]



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: MANAGEMENT APPOINTMENT, DEAN OF INSTRUCTION,
HUMANITIES & ARTS

SUBMITTED BY: Rocio Chavez Rocio Chavez

RECOMMENDED BY: Rocio Chavez Rocio Chavez

APPROVED BY: Robert Silverman RS

Description/Background:

Recruitment for the Dean of Instruction, Humanities & Arts, has been completed, and it is recommended that E. Paul Williams be given a one-year contract, beginning July 1, 2008.

Need: The above position is needed to fulfill accreditation requirements.

Fiscal Impact: Range 20 on the Management Salary Schedule, \$9479/month plus benefits

Recommended Action: It is recommended that the Board approve the appointment as 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 ___ BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: AGREEMENT, PPL
SUBMITTED BY: Rocio Chavez Rocio Chavez
RECOMMENDED BY: Rocio Chavez Rocio Chavez
APPROVED BY: Robert Silverman RS

Description/Background:

The district requests approval of the agreement with PPL to employ Dr. Allan Kurki as the interim Deputy Superintendent/President, Executive Vice President, Instruction, effective June 11, 2008, through June 30, 2009, as listed. A copy of the original agreement is available for review in the Superintendent/President's office.

Need: Approval of the agreement with PPL is needed to employ Dr. Kurki.

Fiscal Impact: \$1855/month

Recommended Action: It is recommended that the Board of Trustees approve the agreement with PPL to employ Dr. Allan Kurki as the interim Deputy Superintendent/President, Executive Vice President, Instruction, effective June 11, 2008, through June 30, 2009, as listed.

Legal Review: YES ___ NOT APPLICABLE ___ Pending X

Reference for Agenda: YES ___ NO X

AGREEMENT BETWEEN
PROFESSIONAL PERSONNEL LEASING, INCORPORATED
AND
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is between, Victor Valley Community College District (hereinafter "District") and Professional Personnel Leasing, Inc., (hereinafter "PPL") and provides:

1. The District will employ Allan Kurki as interim Deputy Superintended/Executive Vice President of Instruction from July 1, 2008 to June 30, 2009 or until a permanent full-time replacement can be hired. Allan Kurki will be paid twelve thousand three hundred seventy two dollars (\$12,372.00) per month, which includes (\$11,545 plus 5% from salary schedule, and \$250 doctorate stipend). If Allan Kurki's employment is continued in another interim position it is understood that this agreement will be renewed and revised for the new interim position.
 2. The Victor Valley Community College District will pay PPL, Inc. a finder's fee of fifteen percent (15%), which is one thousand eight hundred fifty-five dollars (\$1,855.00) for each month Allan Kurki is employed by the District as interim Vice President Instruction/Deputy superintendent.
 3. The first billing will be made in July and continue monthly until the assignment is completed. Payments are to be made to Professional Personnel Leasing Inc. c/o Maynard Sommer, Executive Vice President/CFO, at 32920 Riverside Drive Springville, CA 93265.
 4. It is expressly understood and agreed that this agreement is not intended and shall not be
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construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between District and PPL, Inc., but is rather an agreement between the independent contractors, these being District and PPL, Inc.

The contract includes the terms and conditions as printed and set forth in this Agreement, and both parties, by executing this Agreement, agree to comply with such terms and conditions.

IN WITNESS WHEREOF, the parties hereunto have subscribed to this Agreement, including all Contract documents as indicated:

CONTRACT # VVCCDAKIDIDS0108

TAX ID # 33-0205012

PROFESSIONAL PERSONNEL LEASING,
INCORPORATED

DATED: June 4, 2008

By:

Maynard Sommer
Executive Vice President/CFO
32920 Riverside Drive
Springville, CA 93265
Phone/Fax 559 539-3006
Email ppl@springvillewireless.com

VICTOR VALLEY COMMUNITY COLLEGE
DISTRICT

DATED: _____

By:

Title:

Phone #

Fax #

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6/4/2008



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: MANAGEMENT INTERIM APPOINTMENT, DEPUTY
SUPERINTENDENT/EXECUTIVE VICE PRESIDENT, INSTRUCTION

SUBMITTED BY: Rocio Chavez Rocio Chavez

RECOMMENDED BY: Rocio Chavez Rocio Chavez

APPROVED BY: Robert Silverman RS

Description/Background:

Allan Kurki has been recommended to fill the position of Interim Deputy Superintendent/Executive Vice President, Instruction, for one year, beginning June 11, 2008, through June 30, 2009.

Need: An interim position is needed to replace the incumbent who is leaving June 30, 2008.

Fiscal Impact: Budgeted

Recommended Action: It is recommended that the Board approve the appointment as 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 **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: MONTHLY FINANCIAL REPORTS

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Mary Pringle Mary Pringle

APPROVED BY: Robert Silverman RS

Description/Background:

Financial reports are being presented for the period ending April 30, 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 Superintendent/President's office.

Need: N/A

Fiscal Impact: None

Recommended Action:

This is an information only item.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
GENERAL FUND - FUND 01
As of 4/30/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 3,313,891			
Revenues				
Federal	\$ 4,413,192	\$ 1,481,508	\$ 2,931,684	66.43%
State	\$ 40,253,726	\$ 31,786,795	\$ 8,466,931	21.03%
Local	\$ 12,288,680	\$ 10,140,689	\$ 2,147,991	17.48%
Transfers In	\$ 4,800,000	\$ -	\$ 4,800,000	0.00%
Total Revenues	<u>\$ 61,755,598</u>	<u>\$ 43,408,992</u>	<u>\$ 18,346,606</u>	29.71%
Expenditures				
Academic Salaries	\$ 25,420,718	\$ 17,990,401	\$ 7,430,317	29.23%
Classified Salaries	\$ 14,011,776	\$ 11,159,860	\$ 2,851,916	20.35%
Benefits	\$ 8,763,398	\$ 6,923,157	\$ 1,840,241	21.00%
Supplies	\$ 1,910,858	\$ 1,060,149	\$ 850,709	44.52%
Operating Expenses	\$ 8,272,210	\$ 5,631,516	\$ 2,640,694	31.92%
Capital Outlay	\$ 2,560,659	\$ 1,350,562	\$ 1,210,097	47.26%
Transfers, Grants, Contingency	\$ 795,991	\$ 405,833	\$ 390,158	49.02%
Debt Service Retirement/Interest	\$ 2,000,000	\$ 1,650,275	\$ 349,725	
Total Expenditures	<u>\$ 63,735,610</u>	<u>\$ 46,171,753</u>	<u>\$ 17,563,857</u>	27.56%
 Excess Revenues/(Expenditures)	 \$ (1,980,012)	 \$ (2,762,761)		
 Month Ending Fund Balance 4/30/08		 \$ 551,130		
 Projected Ending Fund Balance	 \$ 1,333,879			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
DEBT SERVICE PAYMENT - FUND 29
As of 4/30/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 40,752,536			
<u>Revenues</u>				
Local Revenues	\$ 1,017,040	\$ 1,771,228	\$ (754,188)	-74.16%
Transfers In		\$ -	\$ -	
<u>Total Revenues</u>	<u>\$ 1,017,040</u>	<u>\$ 1,771,228</u>	<u>\$ (754,188)</u>	-74.16%
<u>Expenditures</u>				
Debt Service Payments	<u>\$ 10,800,000</u>	<u>\$ 3,500,000</u>	<u>\$ 7,300,000</u>	67.59%
<u>Total Expenditures</u>	<u>\$ 10,800,000</u>	<u>\$ 3,500,000</u>	<u>\$ 7,300,000</u>	
Net Change in Fund Balance	\$ (9,782,960)	\$ (1,728,772)		
Month Ending Fund Balance 4/30/08		\$ 39,023,764		
Projected Ending Fund Balance	\$ 30,969,576			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
CAPITAL OUTLAY PROJECTS - FUND 71
As of 4/30/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 1,482,535			
<u>Revenues</u>				
State	\$ 14,434,814	\$ 8,276,507	\$ 6,158,307	42.66%
Interest Income	\$ 25,000	\$ 71,680	\$ (46,680)	-186.72%
Redevelopment	\$ 1,326,049	\$ 1,326,049	\$ -	0.00%
Miscellaneous Income	\$ 238,918	\$ 238,918	\$ -	
Transfers In	\$ 6,500,000	\$ 6,500,000	\$ -	0.00%
<u>Total Revenues</u>	<u>\$ 22,524,781</u>	<u>\$ 16,413,154</u>	<u>\$ 6,111,627</u>	27.13%
<u>Expenditures</u>				
Supplies	\$ 4,166	\$ 244	\$ 3,922	0.00%
Contracts	\$ 74,294	\$ 23,522	\$ 50,772	0.00%
Sites	\$ -	\$ -	\$ -	0.00%
Buildings-New & Remodel	\$ 23,542,997	\$ 15,740,792	\$ 7,802,205	33.14%
Equipment	\$ 32,000	\$ 9,610	\$ 22,390	
Transfers/Grants/Contingency	\$ 82,424	\$ 56,980	\$ 25,444	0.00%
<u>Total Expenditures</u>	<u>\$ 23,731,715</u>	<u>\$ 15,830,904</u>	<u>\$ 7,900,811</u>	
 Net Change in Fund Balance	 \$ (1,206,934)	 \$ 525,270		
Month Ending Fund Balance 4/30/08		\$ 2,007,805		
Projected Ending Funding Balance	\$ 275,601			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
CHILD DEVELOPMENT CENTER - FUND 72
As of 4/30/08

	Annual Budget	YTD Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 353,862			
<u>Revenues</u>				
Federal	\$ 244,216	\$ 116,924	\$ 127,292	52.12%
State	\$ 811,066	\$ 470,640	\$ 340,426	41.97%
Local	\$ 110,015	\$ 47,662	\$ 62,353	56.68%
Transfers In	\$ -	\$ -	\$ -	
<u>Total Revenues</u>	\$ 1,165,297	\$ 635,226	\$ 530,071	45.49%
<u>Expenditures</u>				
Academic Salaries	\$ 662,481	\$ 402,509	\$ 259,972	39.24%
Classified Salaries	\$ 346,398	\$ 187,847	\$ 158,551	45.77%
Benefits	\$ 231,532	\$ 181,421	\$ 50,111	21.64%
Instructional Supplies	\$ 49,000	\$ 24,812	\$ 24,188	49.36%
Operating Expenses	\$ 87,410	\$ 69,761	\$ 17,649	20.19%
Equipment	\$ 22,800	\$ 22,785	\$ 15	0.07%
Reserve/Contingencies	\$ -	\$ -	\$ -	0.00%
<u>Total Expenditures</u>	\$ 1,399,621	\$ 889,135	\$ 510,486	36.47%
Net Change in Fund Balance	\$ (234,324)	\$ (253,909)		
Month Ending Fund Balance 4/30/08		\$ 99,953		

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
STUDENT CENTER FEE - FUND 73
As of 4/30/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 8,170			
<u>Revenues</u>	\$ 101,000	\$ 63,731	\$ 37,269	36.90%
<u>Expenditures</u>				
Transfers Out	\$ 101,000	\$ 48,279	\$ 52,721	52.20%
Net Change in Fund Balance	\$ -	\$ 15,452		
Month Ending Fund Balance 4/30/08		\$ 23,622		

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
HEALTH TRUST FUND - FUND 75
As of 4/30/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 19,313			
<u>Revenues</u>				
Interest Income	\$ 200	\$ 662	\$ (462)	-231.00%
Transfers In	\$ 15,800	\$ 40,244	\$ (24,444)	0.00%
<u>Total Revenues</u>	<u>\$ 16,000</u>	<u>\$ 40,906</u>	<u>\$ (24,906)</u>	-155.66%
<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	\$ -	\$ 40,906		
Month Ending Fund Balance 4/30/08		\$ 60,219		
Projected Ending Fund Balance	\$ 19,313			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
SELF INSURANCE TRUST - FUND 78
As of 4/30/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 205,497			
<u>Revenues</u>				
Interest Income	\$ 6,900	\$ 7,127	\$ (227)	-3.29%
Miscellaneous Income	\$ -	\$ -	\$ -	
Transfers In	\$ -	\$ -	\$ -	
<u>Total Revenues</u>	\$ 6,900	\$ 7,127	\$ (227)	78.36%
<u>Expenditures</u>				
Supplies	\$ 25,000	\$ 3,160	\$ 21,840	87.36%
Travel	\$ 25,000	\$ 4,567	\$ 20,433	81.73%
Contracted Services	\$ 105,000	\$ 22,726	\$ 82,274	78.36%
New Equipment	\$ 25,000	\$ 789	\$ 24,211	0.00%
Reserve for Contingencies	\$ -	\$ -	\$ -	
<u>Total Expenditures</u>	\$ 180,000	\$ 31,242	\$ 148,758	82.64%
Net Change in Fund Balance	\$ (173,100)	\$ (24,115)		
Month Ending Fund Balance 4/30/08		\$ 181,382		
Projected Ending Fund Balance	\$ 32,397			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
RAMS BOOKSTORE
As of 4/30/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 957,839			
<u>Revenues</u>	\$ 3,819,000	\$ 3,896,709	\$ (77,709)	-2.03%
Less: Cost of Goods Sold	\$ 2,940,000	\$ 2,980,137	\$ (40,137)	
Gross Margin from Local Revenues	\$ 879,000	\$ 916,572		
Total Other Income		\$ 8,380		
<u>Total Revenues</u>		<u>\$ 924,952</u>		
<u>Expenditures</u>	\$ 879,000	\$ 694,977		
Estimated labor to be invoiced		\$ 103,000		
<u>Total Expenditures</u>	\$ 787,000	<u>\$ 797,977</u>	\$ (10,977)	-1.39%
Revenues/(Expenditures)	\$92,000	\$ 126,975		
Month Ending Fund Balance 4/30/08		\$ 1,084,814		
Projected Ending Fund Balance	\$ 1,049,839			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
AUXILIARY SERVICES
As of 4/30/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 147,259			
<u>Revenues</u>	\$ 481,000	\$ 368,696	\$ 74,739	15.54%
Estimated "Due From" District		\$ 37,565		
<u>Total Revenues</u>		<u>\$ 406,261</u>		
<u>Expenditures</u>				
Estimated Labor to be invoiced "Due To" District	\$ 481,000	\$ 261,730	\$ 163,270	33.94%
<u>Total Expenditures</u>		<u>\$ 56,000</u>		
		<u>\$ 317,730</u>		
Revenues/(Expenditures)	\$ -	\$ 88,531		
Month Ending Fund Balance 4/30/08		\$ 235,790		
Projected Ending Fund Balance	\$ 147,259			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
ASB FUND
As of 4/30/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 109,586			
<u>Revenues</u>	\$160,000	\$119,966	\$40,034	25.02%
Estimated amount "Due From" District		\$31,484		
<u>Total Revenues</u>		<u>\$151,450</u>		
<u>Expenditures</u>	\$160,000	\$135,549	\$24,451	15.28%
<u>Total Expenditures</u>		\$0	\$15,901	
Revenues/(Expenditures)	\$ -	\$ 15,901		
Month Ending Fund Balance 4/30/08		\$ 125,487		
Projected Ending Fund Balance	\$ 109,586			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
FEDERAL/STATE GRANT FUNDS
As of 4/30/08

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 65,911			
<u>Revenues</u>				
PELL	\$ 10,035,212	\$ 6,618,480	\$ 3,416,732	0.00%
SEOG	310,138	229,866	80,272	7.40%
Direct Loan	423,417	4,441,090	-4,017,673	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	26,150	-26,150	
<u>Total Revenues</u>	\$ 11,653,224	\$ 12,304,644	\$ (651,420)	0.20%
<u>Expenditures</u>				
PELL	\$ 10,035,212	\$ 6,618,440	\$ 3,416,772	0.00%
SEOG	310,138	229,500	80,638	8.11%
Direct Loan	423,417	4,444,017	-4,020,600	0.00%
Cal Grant	742,062	438,059	304,003	1.02%
CARE	103,595	88,657	14,938	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	\$ 11,844,823	\$ (191,599)	0.81%
 Net Change in Fund Balance	 \$ -	 \$ 459,821		
Month Ending Fund Balance 4/30/08		\$ 525,732		
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: DISTINGUISHED SERVICE

SUBMITTED BY: Rocio Chavez Rocio Chavez

RECOMMENDED BY: Rocio Chavez Rocio Chavez

APPROVED BY: Robert Silverman RS

Description/Background:

Recognition of Distinguished Service has been requested and approved for the following classified retirees. The appropriate departments have been notified to take whatever actions are necessary to provide the benefits of distinguished service status.

Patricia Barnett
Vira Embrey
Mary Martin

Need: Board approval is requested to confer Recognition of Distinguished Service.

Fiscal Impact: None.

Recommended Action: Recognition of Distinguished Service 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) X

TOPIC: EMERITUS STATUS
SUBMITTED BY: Rocio Chavez Rocio Chavez
RECOMMENDED BY: Rocio Chavez Rocio Chavez
APPROVED BY: Robert Silverman RS

Description/Background:

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

Duane Buckles
Juanita A. Chou
Thomas Faro

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



